



ACCOUNTING DIVISION REQUEST FOR REFUND ON DEDUCTED LOAN AMORTIZATION

Availability of Service: Monday – Friday from 8:00 AM – 5:00 PM

Clientele: Employees of the National Tax Research Center

Classification: Simple

Type of Transaction: G2G-Government-to-Government

Required documents

- (a) Approved loan application/renewal
- (b) Request for Refund of Salary Deductions

How to Avail of the Service:

STEP	APPLICANT/ CLIENT	ACTIVITY	DURATION OF ACTIVITY	DIVISION/ PERSON IN-CHARGE	FEES	FORM/ DOCUMENT
1	Submits approved loan application/renewal from GSIS, HDMF and filled and signed Request for Refund of Salary Deductions.	a. Receives approved loan application/renewal form. b. Prepares Disbursement Voucher (DV) for the payment of refund	15 minutes	Staff, Accounting Division	None	Disbursement Voucher; Request for Refund of Salary Deductions and Loan form
2		Certifies that funds are available for payment of refund	10 minutes	Chief, Accounting Division	None	
3		Forwards the DV and attachments to the approving officer.	10 minutes	Staff, Accounting Division	None	
4		Approves the DV	10 minutes	Administrative and Financial Branch (AFB) Proper	None	
5		Forwards the DV to cashier for appropriate payment through bank advice or check.	10 minutes	Staff, AFB Proper		
6		Receives DV and attachments for payment	1 day	Cashier	None	Signed DV
			TOTAL : 1 Day and 5 minutes			

END OF TRANSACTION

Approved :


MARLENE L. CALUBAG
 OIC - EXECUTIVE DIRECTOR