



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly-accomplished claim stub from Office of the Senior citizen affair OSCA		Office of the Senior Citizens Affair		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Cash Division's window number 1 to 5.  2. Presents claim stub from the OSCA after they submitted those documents required by the said department.	1. Accept the approved claim stub and verify the validity of the documents.  2. Verify if the name of the beneficiary is indicated in the payroll register.  3. Release the cash to the authorized representative.		10 minutes	Cashier/Paymaster
Total			10 minutes	

### RELEASING OF SALARIES OF CONTRACTUAL AND/OR JOB ORDER EMPLOYEES THAT HAS NO ATM CARDS

Those new employees of certain department of the Quezon City hall that has no issued ATM cards should proceed to the Cash Division's paymasters to get their salaries.

<b>Office or Division:</b>	Cash Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All Quezon City Hall employees that has no ATM card yet			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Present Quezon City Hall Issued I.D		Their respective departments		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Cash Division's window number 1 to 5.  2. Presents their government issued I.D	1. Accept the required documents ( e.g Government issued I.D).  2. Verify if the name of the beneficiary is indicated in the payroll register.  3. Release the cash to the employee himself.		10 minutes	Cashier/Paymaster
Total			10 minutes	