



14. PAYMENT OF MARKETER'S FEE

Pursuant to the Rules and Regulations Implementing Executive Order 1037, s. 1987, Rule IV, Section 10 and 4

Office/Division:	Financial Management Division (FMD), Administrative and Finance Services Department	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business	
Who may avail:	Marketers	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>Basic Requirements:</p> <ol style="list-style-type: none"> 1. Billing Statement 2. Below attachments are to be forwarded to FMD by Accreditation Unit within seven (7) days from the date of Oath Taking <ol style="list-style-type: none"> a. Originally signed Notice of Client Registration (NCR) b. SRRV Application Form c. Marketer's Accreditation Certificate d. Photocopy of Official Receipt for the payment of SRRV application fee e. Bureau of Immigration (BI) order approving the SRRV of the SRRV applicant f. Copy of Oath of Affirmation 	<p>Marketer</p> <p>PRA</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit billing statement	1.1. Receive billing statement from marketer	None	1 Hour	Amer G. Mama-O, UDRCon - FMD
None	1.2. Process Accounts Payable	None	1 Day	<i>Disbursement Unit</i> Pamelan Ann Manangan, Jr. Accounting Staff - FMD Anjelica De Leon, Jr. Accounting Staff - FMD Gerlie Butac, Jr. Accounting Staff - FMD
None	1.3. Budgetary Review - certification of availability of funds (BURS approval)	None	1 Day	<i>Budget Officers</i> Mari Thea Vasquez, BO III - FMD Ederliza R. Cuarte, BO II - FMD
None	1.4. Review	None	1 Day	Remegio Abaigar, Division Chief III - FMD
None	1.5. Approval of DV (Box D)	None	2 Days	Roberto Zozobrado, CEO/General Manager - OGM
None	1.6. Check Preparation	None	1 Day	Jamilah Amer, FA II - FMD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.7. Check Signing	None	2 Days	Roberto Zozobrado, CEO/General Manager - OGM Philip John Moreno, Department Manager III - AFSD
2. Receive check from cashiers	2.1. Check Releasing	None	1 Day	Myra Olivar, Cashier III - FMD
TOTAL		None	10 Working Days, 1 Hour	