

LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE - ADVICE TO DEBIT ACCOUNTS (LDDAP-ADA)

DEPARTMENT }
 AGENCY } *
 OPERATING UNIT }
 FUND CODE }
 MDS-GSB BRANCH/MDS SUB ACCOUNT NO.

I. LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE (LDDAP)

CREDITOR		Obligation Request No.	ALLOTMENT CLASS (per UACS)	In Pesos			REMARKS
NAME	PREFERRED SERVICING BANK/SAVINGS/CURRENT ACCT. NO.			GROSS AMOUNT	WITHHOLDING TAX	NET AMOUNT	
I. Current Year A/Ps							FOR MDS-GSB USE ONLY
Sub-total							
II. Prior Years' A/Ps							
Sub-total							
TOTAL				P	P	P	

I hereby warrant that the above List of Due and Demandable A/Ps was prepared in accordance with existing budgeting, accounting and auditing rules and regulations.

I hereby assume full responsibility for the veracity and accuracy of the listed claims, and the authenticity of the supporting documents as submitted by the claimants.

Certified Correct:

Approved:

 Head of Accounting Unit

 Head of Agency or Authorized Official

II. ADVICE TO DEBIT ACCOUNT (ADA)

To MDS-GSB of the Agency :
 Please debit MDS Sub-Account Number :
 Please credit the accounts of the above listed creditors to cover payment of accounts payable (A/Ps).

TOTAL AMOUNT : _____ P _____
 (In Words)

Agency Authorized Signatories

1. _____ 2. _____

(Erasures shall invalidate this document)

FOR MDS-GSB USE ONLY:

Instructions:

- Agency shall arrange the creditors on a "first-in, first-out" basis, that is according to the date of receipt of supplier's/creditor's billing, duly supported with complete documents.
- MDS-GSB branch concerned shall indicate under 'Remarks' column, non-payments made to concerned creditors due to inconsistency in information (creditor account name, number) between LDDAP-ADA and bank records.

NOTES:

The LDDAP-ADA is an an accountable form
 * Indicate the description/name and UACS code

LDDAP-ADA NO. _____
 Date of Issue _____