



# Citizen's Charter

HGC-CHAR-TREA  
REV. 01 / MAY 26, 2017

## RECEIVING AND DEPOSIT OF PAYMENTS

### DESCRIPTION OF SERVICE

Receiving and Deposit of Payments

### SCHEDULE OF AVAILABILITY OF SERVICE

Monday – Friday, 8:00 am – 5:00 pm, No noon break

### DOCUMENTARY REQUIREMENTS

Payment Acceptance Order (PAO) with:

- Checks;
- Bank deposit; or
- Cash payment
- Bank Deposit Slips

#### ADDRESS AND CONTACT INFORMATION

**Cashiering Division, Treasury Department**  
Corporate Services Group  
Home Guaranty Corporation  
2/F Jade Building  
335 Sen. Gil Puyat Avenue, Makati City

Direct Lines : 895-8435  
Telefax : 899-8577

### CLIENTS

HGC Internal/External clients

### DURATION OF ACTION

Two (2) working days

HOW TO AVAIL OF THE SERVICE					
STEP No.	CLIENT’S STEP	AGENCY’S ACTION	DURATION OF ACTION	PERSON-IN-CHARGE	OFFICE LOCATION
①	Present the PAO with the corresponding check, proof of bank deposit or cash payment	Receive PAO with Check, proof of bank deposit or cash payment.	1 day	Cashier	2nd Floor Jade Bldg . 335 Sen. Gil Puyat Ave., Makati City
②	Receive the Official Receipt (OR)	Prepare, and Sign Official Receipt (OR) in triplicate copies.  Issue the Original copy of the OR to the client.			
③		Prepare Bank Deposit Slip.  Proceed to the bank and deposit payments.	1 day	Cashier	
End of Transaction					

