MEMORANDUM CIRCULAR NO.: 2021-2295
15 September 2021

TO: All Regional Directors
    Assistant Regional Directors
    Regional Finance Officers and Accountants
    Head of District/Field/Extension Offices
    Collecting Officers (Head Cashiers and Cashiers)
    All Concerned

SUBJECT: Guidelines for Over-the-Counter and Online Payment Transactions Processed in Land Transportation Management System

PURPOSE: This Memorandum Circular is issued to provide guidelines, rules and procedures on the implementation of the over-the-counter and online payment transactions processed under the Revenue Collection System (RCS) of the Land Transportation Management System (LTMS).

SECTION 1. DEFINITION OF TERMS

Collecting Officer - refers to an employee holding a permanent itemized position by the agency and duly bonded by the Bureau of the Treasury, to collect over-the-counter payments and remit the same to the Authorized Government Depository Bank Treasury (AGDB).

Authorized Government Depository (AGDB) - A bank authorized by the Bureau of the Treasury to receive deposits in favor of the government under specific clearing account.

Payment Gateway - An Agency’s accredited merchant service provider in which the provided e-commerce platform is integrated with the Revenue Collection System (RCS) of LTMS and are authorized to accept payments electronically from clients.

Repository - refers to folders in RCS in which specific data is stored and managed.

Treasury Single Account (TSA) - a Bureau of Treasury’s single account where all national revenue collections are settled to by the government depository banks and accredited agent banks pursuant to Executive Order No. 55.
TRAMS Report

- A comma separated value (csv) file report that contains collection details generated by the RCS every 12:00 a.m. and electronically submitted directly to designated government depository bank. The latter uploads the said report to Treasury Single Account Reporting and Monitoring System (TRAMS) upon remittance to Treasury Single Account.

SECTION 2. OVER-THE-COUNTER PAYMENT TRANSACTIONS

1. Acceptance of Payment

1.1. Receiving and processing of over-the-counter payment transactions is only allowed within the business hours of the Office which starts at 7:00 a.m. to 6:00 p.m. or until such time there are transacting clients where their transactions have been initially processed.

1.2. Upon issuance of Application Confirmation by the Frontline Service Officer, the transacting client must proceed to cashier to settle payment.

1.3. In consideration for the private and government entities client type which may have corporate policy limitation in the cash payment method, the herein listed payment forms are acceptable:

   a. Manager's/Cashier's check
   b. Postal Money Order (PMO)

1.4. These payment forms shall be treated as over-the-counter cash payments and must be recorded by the Collecting Officer in the Revenue Collection System (RCS).

1.5. In case of cancellation of transactions which were paid through the payment forms as enumerated in sub-section 1.3., the guidelines in sub-section 2 shall apply.

2. Cancellation of Payment Transaction

2.1. Cancellation of payment transactions shall be applicable only to cash and other payment forms paid over-the-counter within-the-day.

2.2. Cancellation of the transactions shall only be allowed to correct erroneous entry and with justifiable reason/s.

2.3. Cancellation shall be effected only upon submission by the attending Evaluator or Frontline Service Officer of the accomplished "Cancellation Form" (see Annex B) with confirmation of the transacting client and approval of the concerned Head of the District/Field Office.

2.4. Frequent erroneous entry by the responsible personnel who caused cancellation of the payment transactions shall be penalized accordingly.

2.5. Once the payment transaction is cancelled, the system automatically archives the corresponding payment receipts in the RCS Cancelled eOfficial Receipt Repository.

2.6. Request for cancellation of payment transactions of previous days is not allowed.
3. Reporting

A. End of Day (EOD) Reporting

3.1. Only the Main Cashier or authorized Cashier is allowed to perform the cash count and generation of end-of-day transaction report.

3.2. The manual generation of end-of-day report must be performed only at the closing of business hour.

3.3. In case of replacement of Collecting Officer within the day, the performance of the EOD reporting by the outgoing Collecting Officer is not necessary prior to the take-over by the succeeding Collecting Officer.

3.4. In the event of non-performance of manual generation of EOD report due to cashier’s negligence or due to force majeure or any fortuitous events, manual generation of EOD reports of previous business day transactions is prohibited by the system.

3.5. In consideration for the clauses 3.3. and 3.4. above, the RCS automatically generate consolidated EOD Reports every 12 midnight and archive the same in EOD Repository.

B. Generation of Daily Abstract of Collections (DAC) and List of Deposited Collections (LDC)

3.6. The system generates the DAC and LDC which can be run by the Collecting Officer from time to time for verification purposes.

4. Remittance of Collection

4.1. Prior to the remittance of collections, the Collecting Officer must perform reconciliation of actual cash on hand against final DAC and LDC report.

4.2. Partial remittance of collection is allowed and must be supported with a partial Daily Abstract of Collections (DAC).

4.3. All collections for the day must be remitted or deposited immediately on the next banking day before 10:00 a.m. to the AGBD for the Bureau of Treasury’s Clearing Account.

4.4. Each remittance must be supported by bank deposit slip and LDC.

4.5. The Collecting Officer must ensure that the deposit slips are duly validated by the bank after receipt of the cash deposit by the teller.

5. Confirmation of Deposits

5.1. The Financial and Management Division, Chief Accountant must secure a monthly confirmation of deposits from the Bureau of the Treasury on the following month.
SECTION 3: ONLINE PAYMENT TRANSACTIONS

1. Acceptance of Payment

1.1. The RCS is integrated with the payment gateway with various online payment channels. These payment channels accept payments from 12:00 am until 11:59 pm.

1.2. Upon successful completion of online application form by the client, the system automatically generates transaction confirmation form which contains the fees and/or charges to be paid.

2. Issuance of Payment Receipts

2.2. Upon successful payment, the system automatically issues a generated payment receipt, a copy of which is sent and posted electronically to transacting client’s registered e-mail address and portal dashboard respectively.

3. Cancellation of Transaction

3.1. For transaction submitted online in which application fee is paid and the appointment is confirmed but client did not show up on the day of appointment, the application fee is automatically forfeited.

3.2. Request for cancellation of payment is not allowed.

4. Settlement of Collected Revenue to Treasury’s Single Account (TSA)

4.1. All revenue collections posted by the payment gateway in the Daily Abstract of Collections (DAC) together with the List of Deposited Collections (LDC) must be directly remitted by the payment gateway to the designated Treasury Clearing Account on the next banking day not later than 9:00 a.m.

4.2. The AGDB shall settle the remitted amount in the TSA on the same day of receipt from the payment gateway not later than 11:00 a.m.

4.3. The Bank Statement of Account (SOA) that contains the proof of remittance is electronically submitted by the AGDB to RCS.

5. Reporting of Collected Revenues

5.1. The mandatory reports required by Bureau of Treasury such as in the daily TRAMS and the National Government Collection and Disbursement System (NGCDS) is directly submitted electronically by the AGDB upon settlement of the collected revenue. An electronic copy of the TRAMS and NGCDS is archived in the SOA repository folder in RCS.

5.2. The Collecting Officer of each LTO Office is no longer required to report the collected revenue through online payment to Bureau of the Treasury. The Central Office Treasury Section shall be responsible for the daily account
reconciliation and coordination with payment gateway, depository bank and Bureau of Treasury.

6 Recording and Confirmation of Revenue

6.1 The Regional Financial & Management Division, shall record monthly the daily revenues collected to the books of accounts by referring to DAC and LDC as viewed in the LTMS-RCS.

6.2 The Central Office Treasury Section shall provide on the following month through email the reconciled monthly collections. The Regional Financial & Management Division must make necessary adjustments in their record, if any.

SECTION 4: OTHERS

1. Payment (Official) Receipt Number

1.1. Each payment receipt or commonly known as Electronic Official Receipt (eOR) generated by the system has distinct number series which serves as payment identification reference and identifier as to which LTO Office the transaction has been made.

1.2. Each LTO Office is assigned with a unique Official Receipt number series with naming convention of Agency Code plus 12-digit numeric characters.

1.3. There is only one (1) unique Official Receipt number series assigned per Office which is both applicable for over-the-counter and online payments.

2. Printing, Issuance and Archiving of Payment Receipts

2.1. The transaction fees and charges are automatically calculated by the system and summarized in the transaction confirmation form and eOR.

2.2. Printing of duplicate copy for file purposes is not necessary. All the generated payment receipts are archived chronologically and accordingly in the LTMS RCS eOfficial Receipt Repository.

3. Verification and Audit Purposes

3.1. The Collecting Officer must run the DAC Report and shall be provided to the attending Auditor during cash count/examination.

3.2. Pursuant to Section 2, sub-section 3.2., the EOD reporting is only applicable for over-the-counter cash collections and shall only run at the end of business hours.

4. Provision of Access Rights in RCS

Access Right is the permission that is granted to a system user to input data in the system, to read and print files. It is tied to particular modules within the specific application system and data files.
4.1. To ensure authorized system users have appropriate access to the system, access right management and control is dedicated solely to System Administrator under Management Information Division.

4.2. The indicated incumbents in Annex A must be granted of access rights accordingly to specific data.

4.3. Access right is not outright granted, incumbent must submit a Request for Access duly approved by the authorized officer with scan copy of LTO ID to Management Information Division via email.

<table>
<thead>
<tr>
<th>Authorization Matrix</th>
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<tbody>
<tr>
<td><strong>User</strong></td>
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<tr>
<td>District/Field Office Collecting Officer</td>
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<tr>
<td>Regional Office Collecting Officer</td>
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<tr>
<td>Central Office Collecting Officer</td>
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<tr>
<td>Regional Finance Officer</td>
</tr>
<tr>
<td>COA Auditor and/or Authorized COA Personnel</td>
</tr>
<tr>
<td>Central Office Accountant and/or Treasury Personnel</td>
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<tr>
<td>Treasury Section Chief</td>
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<tr>
<td>Finance Division Chief</td>
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</tbody>
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4.4. Deactivation of Access Right

User’s access right must be requested by the user’s immediate superior to be deactivated a day prior to the user’s last day of work or as deemed necessary to prevent data security breach or unauthorized data access.

All orders, circulars and memoranda which are in conflict herewith are deemed superseded.

This memorandum shall take effect immediately.

For strict compliance.

EDGAR C. GALVANTE
Assistant Secretary
Annex A

Access Right

1. Input or Write Access

<table>
<thead>
<tr>
<th>User</th>
<th>RCS MODULES</th>
<th>Scope</th>
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<tbody>
<tr>
<td></td>
<td>Cashier</td>
<td>End of Day (EOD)</td>
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