



**Conditional Cash Transfer and Other  
Government Programs Services  
External Services**



## 1. Batch Opening of LANDBANK Institutional Cash Card for Government Programs

This service covers the Batch Opening of LANDBANK Institutional Cash Card (LICC) for Government Programs' Beneficiaries.

<b>Office or Division:</b>	Digital Banking Support Department (DBSD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Government Institution [DSWD, Department of Agriculture (DA) and other Government Agencies]			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request for opening of Cash Card (1 original copy)		Client-Initiated Documents		
Accomplished Account Enrollment Form (AEF, excel file)				
Accomplished LICC Enrollment Forms		LBP Issuing Branch/DSWD Beneficiaries		
Valid ID with specimen signature (1 photocopy)		Government Programs' Beneficiaries		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit to Government Programs Support Department (GPSD) the letter-request for Batch Opening of LICC and to Systems Implementation Department (SID) the Batch Opening Files	1.1 Receive and ensure completeness of documents from the government agency	None	1 Banking Day <i>(Preparation of memo to SID, transmittal to SID)</i>	<i>Program Management Assistant, GPSD</i>
	1.2 Prepare batch card opening memo request for SID	None		<i>Program Management Assistant, Supervisor and Head, GPSD</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.3 Receive, validate and process the request and files for LICC Batch Card Opening	None	1 Banking Day	<i>Systems Implementation Analyst/System Implementation Specialist, SID</i>
None	1.4 Initiate Technology Change Request and deliver technical support	None	10 Banking Days	<i>Systems Analyst or QA Analyst, Applications Developer, Team Leader, Department Head, RBSD</i>
None	1.5 Perform the batch opening of LICC	None	3 Hours	<i>Information Technology Assistant/ Specialist I/II/III Senior IT Specialist Unit Head, Computer Operations Team, Data Center Management Department (DCMD)]</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.6 On the next banking day after batch opening, download from IDRARS and convert the Cash Card Batch-Opened Report from text to excel format and provide the government agency with a copy through Secured File Transfer Protocol (SFTP). Send email notification to the government agency regarding uploaded file	None	30 Minutes	<i>e-Products Specialist II, DBSD</i>
None	1.7 Coordinate and monitor the production of card to be handled by the Card Vendor	None	3 Banking Days	<i>Administrative Assistant/ Administrative Analyst/ eProducts Management Specialist I, II and III / Senior eProducts Management Specialist CMPT, ATM Channels and Card Inventory Management Unit (ACCIMU), BBSD</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.8 If LICCs require PIN Mailers based on the batch opening request, generate PIN Mailers	None	1 Banking Day	<i>Information Technology Assistant/Specialist I/II/III Senior IT Specialist Unit Head, (Computer Operations Team, DCMD)</i>
None	1.9 Transmit the EMV-chip enabled LICCs and PIN Mailers (as applicable) to LBP Branches through authorized representative/ FMD	None	7 Banking Days	<i>Administrative Assistant/ Administrative Analyst/ eProducts Management Specialist I, II and III / Senior eProducts Management Specialist CMPT, ACCIMU, BBSD</i>
	<b>TOTAL</b>	<b>None</b>	<b>23 Banking Days, 3 Hours, 30 Minutes</b>	



## 2. Processing of Cash Grants to Government Programs' Beneficiaries through LANDBANK Institutional Cash Card

This service covers the crediting of DSWD's cash grants to eligible DSWD beneficiaries to LANDBANK Institutional Cash Card (LICC).

<b>Office or Division:</b>	Digital Banking Support Department (DBSD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2G – Government to Government			
<b>Who may avail:</b>	Program Beneficiaries Government Institution (DSWD, DA and other Government Agencies)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Cash Card Top-up Files		Client-Initiated Documents		
Summary of Pay-out				
Authority to Debit Account (ADA)/On-Us Check				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Summary of Pay-out and ADA/On-Us Check to LBP Servicing Branch (e.g., LBP Batasan Branch for DSWD, LBP Elliptical Branch for DA)	1.1 Validate the amount reflected on the Summary of Pay-out against ADA/On-Us Check	None	30 Minutes	<i>New Accounts Clerk,</i> LBP Servicing Branch (e.g., LBP Batasan Branch for DSWD, LBP Elliptical Branch for DA)
	1.2 Perform signature verification	None		<i>Document Examiner,</i> LBP Servicing Branch (e.g., LBP Batasan Branch for DSWD, LBP Elliptical Branch for DA)
	1.3 Process ADA/On-Us Check	None		<i>Bookkeeper,</i> LBP Servicing Branch (e.g., LBP Batasan Branch for DSWD, LBP Elliptical Branch for DA)



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Upload the encrypted Cash Card Top-up Files thru SFTP and send e-mail notification to DBSD	2.1 Retrieve e-mail notification from the government agencies regarding the uploaded Cash Card Top-up Files	None	1 Minute	<i>e-Products Specialist II, DBSD</i>
None	2.2 Download the encrypted Top-up Files sent by the government agencies thru SFTP	None	1 Hour	<i>e-Products Specialist II, DBSD</i>
None	2.3 Upload the encrypted Top-up files in the URL Site for file transfer to generate file key	None	30 Minutes	<i>e-Products Specialist II/Maker, DBSD</i>
None	2.4 Access the IST-CMS (CCTUF) menu, register the Top-up files using the file key and validate the required details	None	25 Minutes	<i>e-Products Specialist II/Maker, DBSD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.5 If the files are in order, acknowledge receipt of files thru email and prepare and send memo-request for funding to GPSD	None	30 Minutes	<i>e-Products Specialist II/Maker, Supervisor and Head, DBSD</i>
None	2.6 Provide memo instruction to LBP Servicing Branch for the funding of accounts duly noted by the Branch Banking Sector Head	None	2 Banking Days <i>(Preparation of memo, routing of memo for signature and transmittal of memo to branch)</i>	<i>Program Management Assistant, Supervisor and Head, GPSD</i>
None	2.7 Validate if funding of account is successful; Prepare and send memo request addressed to DBSD to load the top-up file before the scheduled pay-out date duly approved by the Branch Head and signature verified by Document Examiner of the Cash Department	None	30 Minutes	<i>Bookkeeper and Head, LBP Servicing Branch</i>





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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	2.8 Access the IST-CMS (CCTUF) menu to search the top-up files and validate the required details	None	20 Minutes	<i>Supervisor/Approver, DBSD</i>
None	2.9 If with discrepancy, delete the erroneous files. If without discrepancy, proceed with the following based on the summary provided by the government agency: - For files with subsidy fee, encode the amount fee and payout period and approve the file for crediting - For files without subsidy fee, approve the file for crediting	None	30 Minutes	<i>Supervisor/Approver and Head, DBSD</i>



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None	2.10 Perform batch top-up crediting for LICC accounts	None	2 Hours	<i>TMG Operator, DCMD</i>
None	2.11 On the next banking day, download the Cash Card Confirmation Report from IDRARS and validate details	None	30 Minutes	<i>e-Products Specialist II, DBSD</i>
None	2.12 Upload the Cash Card Confirmation Report (Successful and Rejected) thru SFTP and send e-mail notification to the government agency	None	30 Minutes	<i>e-Products Specialist II, DBSD</i>
	<b>TOTAL</b>	<b>None</b>	<b>2 Banking Days, 7 Hours, 16 Minutes</b>	



### 3. Validation of Conditional Cash Transfer (CCT) Program Response Files

Validation and reporting of DSWD's CCT Response files submitted by Service Providers

<b>Office or Division:</b>	Digital Banking Support Department (DBSD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business Entity			
<b>Who may avail:</b>	Service Providers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Response Files (Updated CSV files)		Service Providers (with SFTP)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Upload the CCT Response Files thru SFTP and send email notification to DBSD regarding the uploaded Response Files	1.1 Open email notification from Service Providers regarding the uploaded CCT Response Files	None	1 Minute	<i>E-Products Specialist II, DBSD</i>
None	1.2 Download Response Files from the SFTP of Service Providers	None	5 Minutes	<i>E-Products Specialist II, DBSD</i>
None	1.3 Forward the Response Files to assigned DBSD personnel for validation	None	5 Minutes	<i>E-Products Specialist II, DBSD</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.4 Validate the Response Files against the Summary of Uploaded Payroll Files per Service Provider	None	1 Banking Day <i>(Processing time may took longer depending on the volume of Response Files submitted)</i>	<i>E-Products Specialist II, DBSD</i>
None	1.5 Update the Response Files Monitoring File	None	1 Hour	<i>E-Products Specialist II, DBSD</i>
None	1.6 Prepare and print Summary of Response Files and memo to GPSD regarding the Summary of Response Files	None	30 Minutes	<i>E-Products Specialist II, Supervisor and Head, DBSD</i>
None	1.7 Once approved, forward the memo and summary to GPSD	None	10 Minutes	<i>E-Products Assistant and Specialist, DBSD</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.8 Send copy of Summary of Response Files (Detailed/Per Payroll) to Service Providers and GPSD thru email	None	15 Minutes	<i>E-Products Specialist, DBSD</i>
	<b>TOTAL</b>	<b>None</b>	<b>1 Banking Day, 2 Hours, 6 Minutes</b>	