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## Regular Deposits <sup>[1]</sup>

**Postbank**  
PHILIPPINE POSTAL SAVINGS BANK, INC.

## CITIZEN'S CHARTER REGULAR DEPOSITS

Action/s to be taken	Client/Applicant	Person Responsible
<b>STEP 1</b>	Teller receives the passbook, deposit slip and the cash/checks. The cash must be counted in front of the client. Verify the completeness of information provided in the deposit slip versus the cash/check received. Validate the genuineness of the cash/check received.	Teller
<b>Duration of Activity</b>	 2 minutes (depending on the volume of deposits)	
<b>STEP 2</b>	Post the transaction in the deposit system.	Teller
<b>Duration of Activity</b>	 1 minute	
<b>STEP 3</b>	Check the entry printed in the passbook. Teller shall initial beside the posted entry.	Teller
<b>Duration of Activity</b>	 1 minute	

[2]

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## CITIZEN'S CHARTER REGULAR DEPOSITS

Action/s to be taken	Client/Applicant	Person Responsible
<b>STEP 4</b>	Call the client and issue the passbook and duplicate copy of the deposit slip to client of current account. Thank politely.	Teller
<b>Duration of Activity</b>	 1 minute	

**TOTAL 5 minutes** 

[3]

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