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Regular Deposits ^[1]

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PHILIPPINE POSTAL SAVINGS BANK, INC.

CITIZEN'S CHARTER REGULAR DEPOSITS

	Client/Applicant	Description	Person Responsible
STEP 1			
Action/s to be taken	Client/Applicant	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
Duration of Activity		 2 minutes (depending on the volume of deposits)	
STEP 2			
Action/s to be taken	Client/Applicant	Post the transaction in the deposit system.	Teller
Duration of Activity		 1 minute	
STEP 3			
Action/s to be taken	Client/Applicant	Check the entry printed in the passbook. Teller shall initial beside the posted entry.	Teller
Duration of Activity		 1 minute	

[2]

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CITIZEN'S CHARTER REGULAR DEPOSITS

	Client/Applicant	Description	Person Responsible
STEP 4			
Action/s to be taken	Client/Applicant	Call the client and issue the passbook and duplicate copy of the deposit slip to client of current account. Thank politely.	Teller
Duration of Activity		 1 minute	
TOTAL 5 minutes			

[3]

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[1] <http://postbank.gov.ph/content/regular-deposits>

[2] <http://postbank.gov.ph/sites/default/files/u122/CITIZENS%20CHARTER%20web-9.jpg>

[3] <http://postbank.gov.ph/sites/default/files/u122/CITIZENS%20CHARTER%20web-10.jpg>