



*More than Jobs!
It's decent jobs.*

CASHIER DISBURSEMENT SYSTEM (CDS) *for Clients*

**Department of Labor and Employment
Regional Office XI**

USER MANUAL



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List of Acronyms

ADA	Advice to Debit Accounts
CDS	Cashier Disbursement System
DOLE	Department of Labor and Employment
DV	Disbursement Voucher

A. Introduction

A.1. Overview

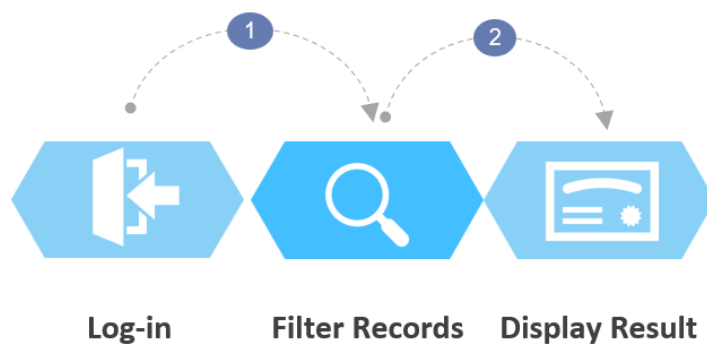
The User Manual contains all essential information for the internal user to make full use of the Cashier Disbursement System (CDS). This manual includes the system process flow and step-by-step procedures for system access and use.

A.2. Process Flow

A.2.1. Process Flow for Suppliers



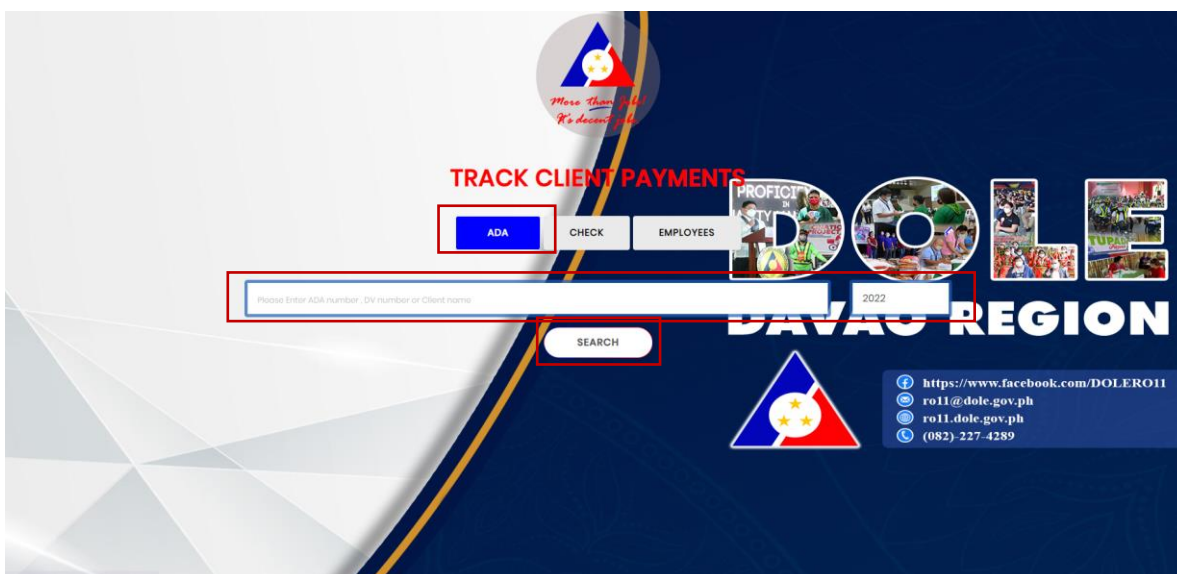
A.2.2. Process Flow for Employees



B. Search Disbursement Voucher Module

B.1. Searching ADA

1. Go to <https://cbs.dole11portal.org>.
2. Click on the **ADA** button.
3. Enter "ADA number" or "DV number" or "Client Name" and select desired **YEAR**.
4. To submit search filter, click on the **SEARCH** button.



5. The result based on the entered data will appear on a table below the search section.

TRACK CLIENT PAYMENTS

ADA CHECK EMPLOYEES

DAVAO REGION

dc tech

2022

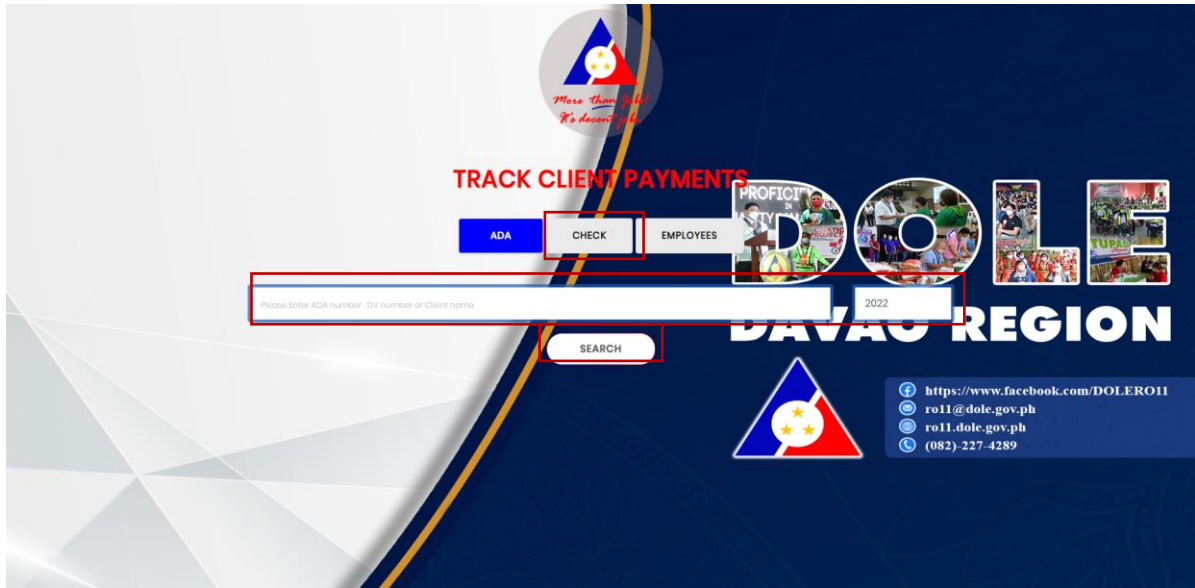
SEARCH

Account Name:
DC TECH MICRO SERVICES, INC

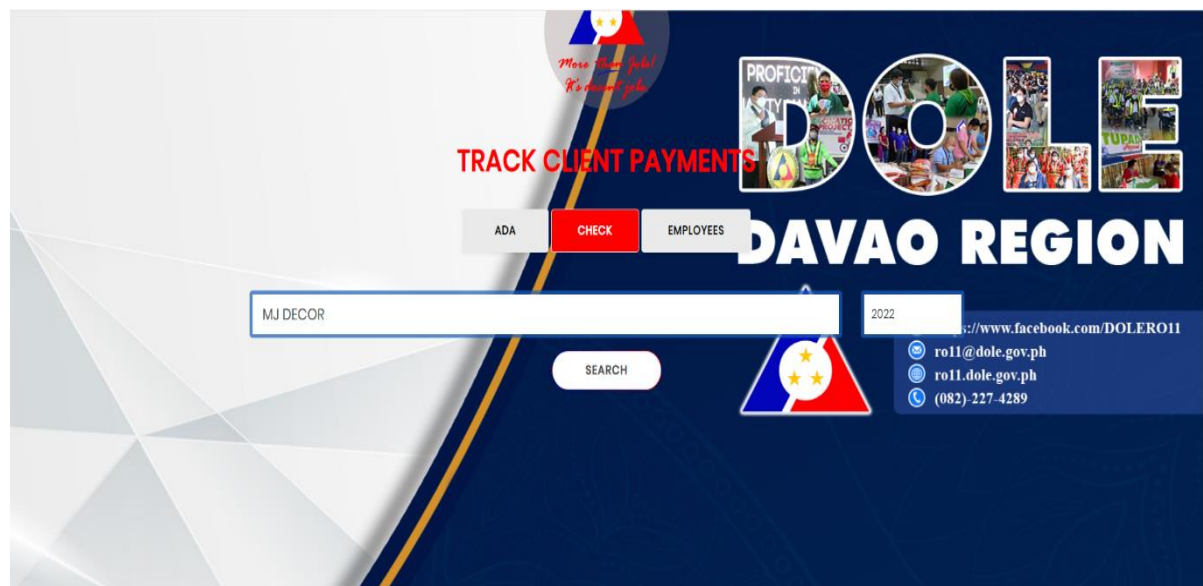
DV NUMBER	DV CREATED	CLIENT	ADA CREATED	ADA	PARTICULAR
22-06-01878	Jun 22, 2022	DC TECH MICRO SERVICES, INC	Jun 20, 2022	06-154-2022	PAYMENT OF INTERNET CONNECTION FOR THE MONTH OF JUNE 1-30, 2022
22-05-01249	May 23, 2022	DC TECH MICRO SERVICES, INC	May 25, 2022	05-117-2022	PAYMENT OF INTERNET BILL FOR THE PERIOD OF MAY 1-31, 2022
22-05-01082	May 13, 2022	DC TECH MICRO SERVICES, INC	May 18, 2022	05-107-2022	PAYMENT OF INTERNET SUBSCRIPTION AND INSTALLATION FEE FOR THE MONTH OF APRIL 2022

B.2. Searching Check

1. Go to <https://cbs.dole11portal.org>.
2. Click the **CHECK** button.
3. Fill out the "Check No." or "Client Name" field and select desired **YEAR**.
4. To submit search filter, click the **SEARCH** button.



5. The result based on the entered data will appear on a table below the search section.



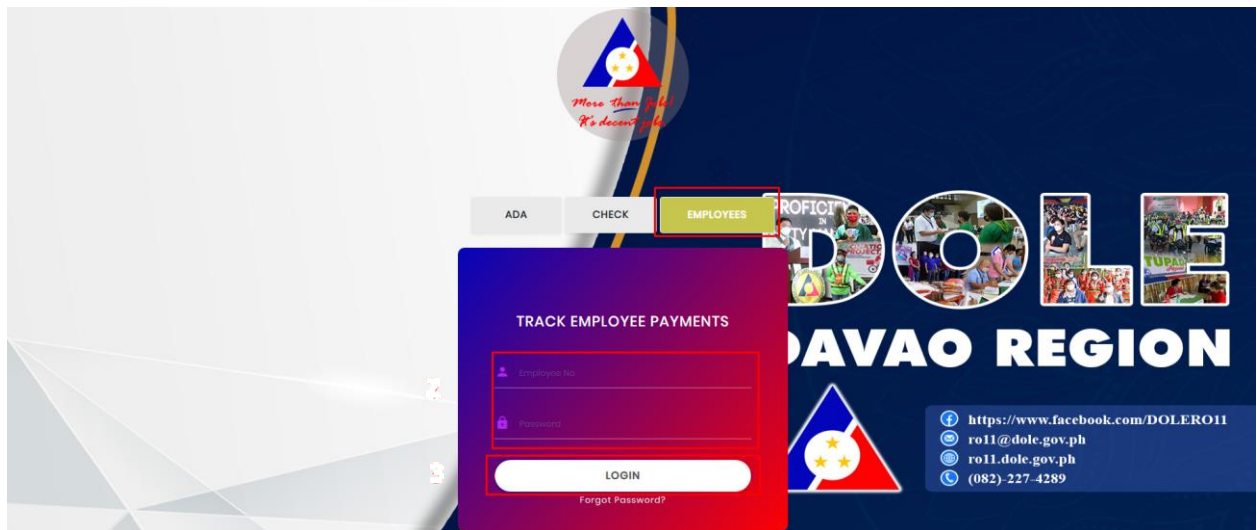
Account Name:
MJ DECOR 888 INC.

DV NUMBER	DV CREATED	CLIENT	CHECK CREATED	CHECK	PARTICULAR
22-07-01792	Jun 29, 2022	MJ DECOR 888 INC.	Jul 15, 2022	1929882 - unclaimed	PAYMENT FOR SUPPLY, DELIVERY, AND INSTALLATION OF WINDOW FRAME, STRING SHADES, AND BLINDS RE: INTERIOR SHADING FOR THE NEW DOLE BUILDING

C. Employee Transactions Module

C.1. Logging-in as Employee

1. Go to <https://cds.dole11portal.org>.
2. Click on the **EMPLOYEES** button.
3. Fill out "Employee No." and "Password" fields.
4. To log-in, click on the **LOGIN** button.



C.2. Viewing Employee Transactions

List of employees' transactions for the current year will be shown at the bottom part of the page. This page will show the following:

- Filter of transactions for the year
- Details of each transaction
- Filtered number of records shown per page
- Access pages by clicking **Previous** or **Next** button

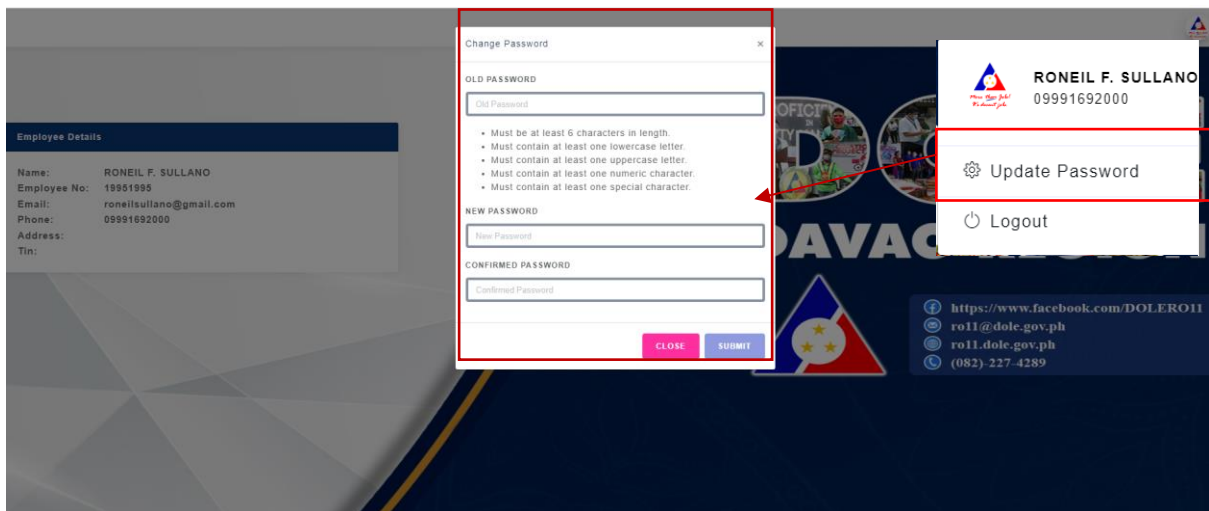
PAYEE	DV DATE CREATED	DV NUMBER	UACS	PROCESS	ADA NO. OR CHECK NO GENERATED	ADA NO. OR CHECK NO	NET AMOUNT	PARTICULARS
RONEIL F. SULLANO	07/19/2022	22-07-02052	6021499000	Ada	2022-07-29	07-177-2022	12,810.00	PAYMENT OF GIP STIPEND FOR THE PERIOD JULY 1 RICZAR, ET. AL.) - DSFO-GIP-2022-07-014

C.3. Updating Employee Password

1. On the upper right part of the page, click **Account Menu**.
2. Then, select the **Update Password** option.
3. Input old password, provide new password, confirm, the click on the **Submit** button.

Note: Password must contain the following:

- at least six (6) characters in length
- at least one (1) lowercase letter
- at least one (1) uppercase letter
- at least one (1) numeric
- at least one (1) special character



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