

City Accounting Office

Internal Services





1. Processing Of Disbursement Voucher (DV)

Preparation of Disbursement Voucher form to claim payment.

Office or	City Accounting Off	ice			
Division:					
Classification:	G2G – Government to Government				
Type of	Simple				
Transaction:					
Who may avail:	All Clients				
	REQUIREMENTS		WHERE TO SEC	URE	
1. Obligation Reque	est (3 Original	City Budget	Office - 4/F		
Copy)	-11-11-14 October	000	14		
2. Approved Reque Copy)	st Letter (1 Original	Office of the	e Mayor – 4/F		
3. Documentary Re	quirements (1	Requesting	Client		
Original Copy)					
Payment of Supplie					
1. Procurement Red		City Procure	ement Office – G/F	and BAC – 4/F	
Original Copy, 1 Ph	otocopy for other				
documents)					
Payment for Utiliti					
1. Statement of Acc	count (1 Original	MERALCO, Laguna Management & Service			
Copy)	-1-1 41-1	Corporation, Primewater Infrastructure Corp			
	cial Assistance (Me				
1. Assistance Slip,			Welfare and Deve	iopment Office –	
CSWD Requiremen	nts (1 Original G/F				
Copy) AGENCY FEES TO PROCESS			PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit	1. Receive	None	1 minute	Accounting	
abovementioned	documents for			Clerk	
requirements to	payment.			City Accounting	
the City				Office	
Accounting Office.					
	1.1 Examine the	None	15 minutes	Accounting	
	authenticity,			Clerk II	
	reliability and			City Accounting	
	completeness of			Office	
	documents.				
	1.2 Propore the	None	10 minutos	Accounting	
	· · · · · · · · · · · · · · · · · · ·	None	10 minutes	•	
				Office	
	documents.	HTM			
			7		
	1.2 Prepare the disbursement voucher with complete supporting	None	10 minutes	Accounting Clerk II City Accounting Office	





certify that allotment was obligated for the purpose and supporting documents are complete. 1.4 Record signed disbursement voucher in the outgoing logbook and submit to City Treasurer's Office for check preparation. 2. Submit Disbursement Vouchers with signed Checks Clerk City Accounting Office 2. Receive DVs with signed Checks Checks Clerk City Accounting Office 1 minute (1 day and 4 hours waiting from City Treasury and concerned office to sign on check) 2.1 Prepare Accountant's Advice of Local Check Disbursements. 2.2 Verify Accountant's Advice of Local Check Disbursements. 2.3 Approve Accountant's Advice of Local Check Disbursements. 2.3 Approve Accountant's Advice of Local Check Disbursements. 2.3 Approve Accountant's Advice of Local Check Disbursements. 2.4 City Accountant II City Accounting Office			voucher and			City Accounting
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outgoing logbook and submit to City Treasurer's Office for check preparation. 2. Submit Disbursement Vouchers with signed Checks City Accounting Clerk Counting Clerk Counting Clerk Counting Clerk Counting Clerk Counting Clerk I City Accounting						
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Check Disbursements. 2.2 Verify Accountant's Advice of Local Check Disbursements. 2.3 Approve Accountant's Advice of Local Check Disbursements. None 5 minutes City Accountant City Accountant City Accountant City Accountant City Accounting Office						
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Advice of Local Check Disbursements. 2.3 Approve Accountant's Advice of Local Office Office Office Office				None	5 minutes	
Disbursements. 2.3 Approve None 5 minutes City Accountant City Accounting Advice of Local Office						
2.3 Approve None 5 minutes City Accountant City Accounting Advice of Local Office						
Accountant's City Accounting Advice of Local Office			Dispursements.			
Advice of Local Office				None	5 minutes	
1.01.00 0. =00.00						
			Check			Office
Disbursements.						
2.4 Fernand DV			O. 4 Farmend DV		E main uta a	Accounting
2.4 Forward DV 5 minutes Accounting with signed Clerk					5 minutes	•
checks using City Accounting						
Accountant's Office				Elso		
Advice to City Treasury Office.	4	100			V	



TOTAL:	None	1 Day, 4 Hours	
		and 53	
		Minutes	

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2. Preparation of Payroll

Preparation of Payroll Sheet and Summary of Salaries and Disbursement Voucher for employees of City Hall.

Division:	City Accounting Office				
Classification:	G2C- Government to Citizen, G2G – Government to Government				
Type of	Complex				
Transaction:	Complex	Complex			
Who may avail:	Officials, Regular E	mplovees. Jo	b Orders and thos	e who are under	
	Contract of Service			o mio aro anao.	
CHECKLIST OF	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
1. Obligation Requ		City Budget	City Budget Office – 4/F		
Copies)					
City Officials, Reg					
	oan, step increment,		Resources and M	lanagement	
leave without pay a		Office			
for basis of salary	computations (1				
Original Copy)					
Note: 1 Dhotocony	may be provided for				
documents where i	may be provided for				
is not available.	ii iile oligiliai copy				
Job-Order, Contra	ct of Service				
		City Human	Resources and M	lanagement	
1. Bully Timo Troop	Daily Time Record (1 Original Copy) City Human Resources and Management Office /Employee				
2. Approved Accon	2. Approved Accomplishment Report Employee				
(1 Original Copy)					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON	
				RESPONSIBLE	
1. Submit the	1. Receive			RESPONSIBLE Accounting	
Submit the above mentioned	Receive documents and	None	5 minutes	Accounting Clerk	
				Accounting	
above mentioned	documents and			Accounting Clerk	
above mentioned requirements to	documents and check for completeness.	None	5 minutes	Accounting Clerk City Accounting Office	
above mentioned requirements to City Accounting	documents and check for completeness. 1.1 Prepare the			Accounting Clerk City Accounting Office Accounting	
above mentioned requirements to City Accounting	documents and check for completeness. 1.1 Prepare the computation of	None	5 minutes	Accounting Clerk City Accounting Office Accounting Clerk II	
above mentioned requirements to City Accounting	documents and check for completeness. 1.1 Prepare the computation of salaries and	None	5 minutes	Accounting Clerk City Accounting Office Accounting Clerk II City Accounting	
above mentioned requirements to City Accounting	documents and check for completeness. 1.1 Prepare the computation of salaries and Payroll Sheet	None	5 minutes	Accounting Clerk City Accounting Office Accounting Clerk II	
above mentioned requirements to City Accounting	documents and check for completeness. 1.1 Prepare the computation of salaries and Payroll Sheet according to	None	5 minutes	Accounting Clerk City Accounting Office Accounting Clerk II City Accounting	
above mentioned requirements to City Accounting	documents and check for completeness. 1.1 Prepare the computation of salaries and Payroll Sheet according to attendance	None	5 minutes	Accounting Clerk City Accounting Office Accounting Clerk II City Accounting	
above mentioned requirements to City Accounting	documents and check for completeness. 1.1 Prepare the computation of salaries and Payroll Sheet according to attendance reflected on DTR	None	5 minutes	Accounting Clerk City Accounting Office Accounting Clerk II City Accounting	
above mentioned requirements to City Accounting	documents and check for completeness. 1.1 Prepare the computation of salaries and Payroll Sheet according to attendance reflected on DTR and AR (for JO	None	5 minutes	Accounting Clerk City Accounting Office Accounting Clerk II City Accounting	
above mentioned requirements to City Accounting	documents and check for completeness. 1.1 Prepare the computation of salaries and Payroll Sheet according to attendance reflected on DTR	None	5 minutes	Accounting Clerk City Accounting Office Accounting Clerk II City Accounting	
above mentioned requirements to City Accounting	documents and check for completeness. 1.1 Prepare the computation of salaries and Payroll Sheet according to attendance reflected on DTR and AR (for JO	None	5 minutes	Accounting Clerk City Accounting Office Accounting Clerk II City Accounting	
above mentioned requirements to City Accounting	documents and check for completeness. 1.1 Prepare the computation of salaries and Payroll Sheet according to attendance reflected on DTR and AR (for JO and COS).	None	5 minutes 3 days	Accounting Clerk City Accounting Office Accounting Clerk II City Accounting Office	



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	correct, services have been rendered and payment is approved.			
	1.3 Record the signed payroll sheet with printed Obligation Request and forward to City Administration Office for signature.	None	1 minute	Accounting Clerk City Accounting Office
2. Submit the signed Payroll Sheet and Obligation Request to City Accounting Office	2. Receive for Summary of salaries / DV preparation.	None	1 minute (1 day waiting from City Admin and City Budget Office)	Accounting Clerk City Accounting Office
g	2.1 Prepare Summary of Salaries (employees with ATM) and DV (non-ATM employees).	None	30 minutes	Accounting Clerk III City Accounting Office
	2.2 Certify the Summary of Salaries and DV.	None	5 minutes	City Accountant City Accounting Office
	2.3 Record signed summary of salaries and disbursement voucher with payroll sheet in the outgoing logbook and submit to City Treasurer's Office for preparation of Authority to Debit (ATM Employees) and Check (non-ATM employees).	None	1 minute	Accounting Clerk City Accounting Office
3. Submit Copy of approved	3. Receive copy of Authority to debit	None	5 minutes	Accounting Clerk III
approved	Additionly to depit			Olerk III

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Authority to Debit to City Accounting Office	for employees with ATM and send to Authorized Depository Bank for crediting of salaries.			City Accounting Office
	4. Receive Disbursement Vouchers with signed Checks.	None	5 minutes	Accounting Clerk City Accounting Office
	4.1 Prepare Accountant's Advice of Local Check Disbursements	None	5 minutes	Accounting Clerk I City Accounting Office
	4.2 Verify Accountant's Advice of Local Check Disbursements	None	5 minutes	Accountant II City Accounting Office
	4.3 Approve Accountant's Advice of Local Check Disbursements.	None	5 minutes	City Accountant City Accounting Office
	4.4 Forward Disbursement Voucher with signed checks using Accountant's Advice to City Treasury Office.	None	5 minutes	Accounting Clerk City Accounting Office
	TOTAL:	None	5 Days, 1 Hour and 14 Minutes	



3. Financial Reporting

Preparation of Mandatory Financial Reports and Financial Statements.

Office or	City Accounting Off	ice			
Division:	COC Covernment to Covernment				
Classification: Type of	G2G – Government to Government				
Transaction:	Complex				
Who may avail:	All clients				
	REQUIREMENTS		WHERE TO SEC	URF	
City Government			WIILKE TO OLO	OKL	
Transaction Docu		City Treasu	rer's Office-G/F		
Receipts, Disburser		Only Troubu	101 0 011100 0/1		
Bank Statements e					
Copy)	, (- 3 -				
2. Annual Budget (l Photocopy)	City Budget	Office- 4/F		
3. Budget Utilization	n Reports (1	City Budget	Office- 4/F		
Original Copy)					
27 Barangays					
1. Transaction Doc		Barangay G	overnment		
Receipts, Disburser					
Bank Statements e	tc) (1 Original				
Copy)					
2. Annual Budget (Barangay G			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit the	1. Receive	None	5 minutes	Accounting	
above mentioned	documents and	110110	·	Clerk	
requirements to	check for				
				City Accounting	
City Accounting	completeness.			City Accounting Office	
Office.	completeness.				
	completeness. 1.1 Record the	None	7 days		
	1.1 Record the transactions to	None	7 days	Office Accounting Clerk III	
	1.1 Record the transactions to Books of	None	7 days	Office Accounting Clerk III City Accounting	
	1.1 Record the transactions to	None	7 days	Office Accounting Clerk III	
	1.1 Record the transactions to Books of Accounts.			Office Accounting Clerk III City Accounting Office	
	1.1 Record the transactions to Books of Accounts.	None None	7 days 11 days	Office Accounting Clerk III City Accounting Office City Accountant	
	1.1 Record the transactions to Books of Accounts. 1.2 Prepare the Financial Reports			Office Accounting Clerk III City Accounting Office City Accountant City Accounting	
	1.1 Record the transactions to Books of Accounts.			Office Accounting Clerk III City Accounting Office City Accountant	
	1.1 Record the transactions to Books of Accounts. 1.2 Prepare the Financial Reports (FRs).	None	11 days	Office Accounting Clerk III City Accounting Office City Accountant City Accounting Office	
	1.1 Record the transactions to Books of Accounts. 1.2 Prepare the Financial Reports (FRs). 1.3 Certify the			Office Accounting Clerk III City Accounting Office City Accountant City Accounting Office City Accountant	
	1.1 Record the transactions to Books of Accounts. 1.2 Prepare the Financial Reports (FRs). 1.3 Certify the correctness of the	None	11 days	Office Accounting Clerk III City Accounting Office City Accountant City Accounting Office City Accountant City Accountant City Accountant City Accountant	
	1.1 Record the transactions to Books of Accounts. 1.2 Prepare the Financial Reports (FRs). 1.3 Certify the	None	11 days	Office Accounting Clerk III City Accounting Office City Accountant City Accounting Office City Accountant	
	1.1 Record the transactions to Books of Accounts. 1.2 Prepare the Financial Reports (FRs). 1.3 Certify the correctness of the	None	11 days	Office Accounting Clerk III City Accounting Office City Accountant City Accounting Office City Accountant City Accountant City Accountant City Accountant	
	1.1 Record the transactions to Books of Accounts. 1.2 Prepare the Financial Reports (FRs). 1.3 Certify the correctness of the	None	11 days	Office Accounting Clerk III City Accounting Office City Accountant City Accounting Office City Accountant City Accountant City Accountant City Accountant	
	1.1 Record the transactions to Books of Accounts. 1.2 Prepare the Financial Reports (FRs). 1.3 Certify the correctness of the FR.	None None	11 days 30 minutes	Office Accounting Clerk III City Accounting Office City Accountant City Accounting Office City Accountant	



the Mayor for signature. 1.5 Submit Copy of signed Financial Reports to Commission on Audit.	None	5 minutes	City Accountant City Accounting Office
TOTAL:	None	19 Days and	
		40 Minutes	

