



## **City Accounting Office**

### **Internal Services**



## 1. Processing Of Disbursement Voucher (DV)

Preparation of Disbursement Voucher form to claim payment.

<b>Office or Division:</b>	City Accounting Office			
<b>Classification:</b>	G2G – Government to Government			
<b>Type of Transaction:</b>	Simple			
<b>Who may avail:</b>	All Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Obligation Request (3 Original Copy)		City Budget Office - 4/F		
2. Approved Request Letter (1 Original Copy)		Office of the Mayor – 4/F		
3. Documentary Requirements (1 Original Copy)		Requesting Client		
<b>Payment ofSuppliers/Contractorsr</b>				
1. Procurement Requirements (1 Original Copy, 1 Photocopy for other documents)		City Procurement Office – G/F and BAC – 4/F		
<b>Payment for Utilities</b>				
1. Statement of Account (1 Original Copy)		MERALCO, Laguna Management & Service Corporation, Primewater Infrastructure Corp		
<b>Payment for Financial Assistance (Medical and Burial)</b>				
1. Assistance Slip, Case Study and CSWD Requirements (1 Original Copy)		City Social Welfare and Development Office – G/F		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit abovementioned requirements to the City Accounting Office.	1. Receive documents for payment.	None	1 minute	<i>Accounting Clerk</i> City Accounting Office
	1.1 Examine the authenticity, reliability and completeness of documents.	None	15 minutes	<i>Accounting Clerk II</i> City Accounting Office
	1.2 Prepare the disbursement voucher with complete supporting documents.	None	10 minutes	<i>Accounting Clerk II</i> City Accounting Office
	1.3 Review the	None	5 minutes	<i>City Accountant</i>



	<p>voucher and certify that allotment was obligated for the purpose and supporting documents are complete.</p> <p>1.4 Record signed disbursement voucher in the outgoing logbook and submit to City Treasurer's Office for check preparation.</p>	None	1 minute	<p>City Accounting Office</p> <p><i>Accounting Clerk</i> City Accounting Office</p>
2. Submit Disbursement Vouchers with signed Checks	2. Receive DVs with signed Checks	None	1 minute (1 day and 4 hours waiting from City Treasury and concerned office to sign on check)	<i>Accounting Clerk</i> City Accounting Office
	2.1 Prepare Accountant's Advice of Local Check Disbursements.	None	5 minutes	<i>Accounting Clerk I</i> City Accounting Office
	2.2 Verify Accountant's Advice of Local Check Disbursements.	None	5 minutes	<i>Accountant II</i> City Accounting Office
	2.3 Approve Accountant's Advice of Local Check Disbursements.	None	5 minutes	<i>City Accountant</i> City Accounting Office
	2.4 Forward DV with signed checks using Accountant's Advice to City Treasury Office.		5 minutes	<i>Accounting Clerk</i> City Accounting Office



	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 4 Hours and 53 Minutes</b>	
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## 2. Preparation of Payroll

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

<b>Office or Division:</b>	City Accounting Office			
<b>Classification:</b>	G2C- Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Complex			
<b>Who may avail:</b>	Officials, Regular Employees, Job Orders and those who are under Contract of Service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Obligation Request (3 Original Copies)		City Budget Office – 4/F		
<b>City Officials, Regular Employees:</b>				
1. Documents for loan, step increment, leave without pay and other benefits for basis of salary computations (1 Original Copy)  Note: 1 Photocopy may be provided for documents where in the original copy is not available.		City Human Resources and Management Office		
<b>Job-Order, Contract of Service:</b>				
1. Daily Time Record (1 Original Copy)		City Human Resources and Management Office /Employee		
2. Approved Accomplishment Report (1 Original Copy)		Employee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the above mentioned requirements to City Accounting Office.	1. Receive documents and check for completeness.	None	5 minutes	<i>Accounting Clerk</i> City Accounting Office
	1.1 Prepare the computation of salaries and Payroll Sheet according to attendance reflected on DTR and AR (for JO and COS).	None	3 days	<i>Accounting Clerk II</i> City Accounting Office
	1.2 Review the payroll and certify that payroll is	None	5 minutes	<i>City Accountant</i> City Accounting Office



	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	<i>Accounting Clerk</i> 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)	<i>Accounting Clerk</i> City Accounting Office
	2.1 Prepare Summary of Salaries (employees with ATM) and DV (non-ATM employees).	None	30 minutes	<i>Accounting Clerk III</i> City Accounting Office
	2.2 Certify the Summary of Salaries and DV.	None	5 minutes	<i>City Accountant</i> 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	<i>Accounting Clerk</i> City Accounting Office
3. Submit Copy of approved	3. Receive copy of Authority to debit	None	5 minutes	<i>Accounting Clerk III</i>



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	<i>Accounting Clerk</i> City Accounting Office
	4.1 Prepare Accountant's Advice of Local Check Disbursements	None	5 minutes	<i>Accounting Clerk I</i> City Accounting Office
	4.2 Verify Accountant's Advice of Local Check Disbursements	None	5 minutes	<i>Accountant II</i> City Accounting Office
	4.3 Approve Accountant's Advice of Local Check Disbursements.	None	5 minutes	<i>City Accountant</i> City Accounting Office
	4.4 Forward Disbursement Voucher with signed checks using Accountant's Advice to City Treasury Office.	None	5 minutes	<i>Accounting Clerk</i> City Accounting Office
	<b>TOTAL:</b>	<b>None</b>	<b>5 Days, 1 Hour and 14 Minutes</b>	



### 3. Financial Reporting

Preparation of Mandatory Financial Reports and Financial Statements.

<b>Office or Division:</b>	City Accounting Office			
<b>Classification:</b>	G2G – Government to Government			
<b>Type of Transaction:</b>	Complex			
<b>Who may avail:</b>	All clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>City Government of San Pedro</b>				
1. Transaction Documents (Official Receipts, Disbursement Vouchers, Bank Statements etc..) (1 Original Copy)		City Treasurer's Office-G/F		
2. Annual Budget (1 Photocopy)		City Budget Office- 4/F		
3. Budget Utilization Reports (1 Original Copy)		City Budget Office- 4/F		
<b>27 Barangays</b>				
1. Transaction Documents (Official Receipts, Disbursement Vouchers, Bank Statements etc..) (1 Original Copy)		Barangay Government		
2. Annual Budget (1 Photocopy)		Barangay Government		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the above mentioned requirements to City Accounting Office.	1. Receive documents and check for completeness.	None	5 minutes	<i>Accounting Clerk</i> City Accounting Office
	1.1 Record the transactions to Books of Accounts.	None	7 days	<i>Accounting Clerk III</i> City Accounting Office
	1.2 Prepare the Financial Reports (FRs).	None	11 days	<i>City Accountant</i> City Accounting Office
	1.3 Certify the correctness of the FR.	None	30 minutes	<i>City Accountant</i> City Accounting Office
	1.4 Submit to concerned Office/Office of	None	1 day	<i>City Accountant</i> City Accounting Office





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