

1. SERVICE NAME : **ACCOUNTANT’S ADVICE FOR CHECK ISSUED**

Service Information : The Accountant’s Advice is issued to the Authorized Government Depository Bank as proof that all checks issued are complete with documentary requirements.

OFFICE	: OFFICE OF THE CITY ACCOUNTANT
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Client
WHO MAY AVAIL	: Government and Private Clients

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Approved Disbursements Voucher	Mayor’s Office
2. Authorized Checks	Treasurer’s Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits Disbursement Voucher (DV) with signed and countersigned check.	Receives and Verify the name of payee in the DV with the name in the check.	None	2 minutes	Avelina Galdones
	Prepares Advice of Checks Issued and assigns number thereto	None	5 minutes	Juvy Fuerte
	Reviews accuracy of entry in the Accountant’s Advice and signs afterwards	None	5 minutes	Rowell Jimenez (City Accountant)
	Delivers Accountant’s Advice to Authorized Government Depository Bank	None	15 minutes	Stevenson Malapira
TOTAL			27. inutes	

2. SERVICE NAME : **PROCESSING OF SALARIES/PAYROLL**

Service Information : To prepare and process salaries/payroll for all City Officials and Employees.

OFFICE	: OFFICE OF THE CITY ACCOUNTANT
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Government
WHO MAY AVAIL	: All City Officials and Employees

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Daily Time Record (DTR)	Originating Department
2. Accomplishment Report (JO/Casuals)	Owner
3. Appointment Paper	Human Resource Management Unit
4. Payroll Feed-ins	Human Resource Management Unit
5. Employee's Payrolls	Office of the City Accountant
6. Copy of Circular/Issuance (for other benefits)	Human Resource Management Unit
7. Project/Proposals/Design/Program of Works	Office of the City Engineer
8. Labor Payrolls	Office of the City Engineer
9. Picture of the Project	Office of the City Engineer
10. Obligation Request and Status (ORS)	City Budget Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employees payroll. Submit documents marked.	Receives and review all documents marked. Prepare payroll for checking.	None	1 day	Warner Pascua (payroll of permanent employees) Stephanie Naungayan (payroll of JO and Casuals)
	Finalize payroll and print.	None	15 minutes	Warner Pascua (payroll of permanent employees) Stephanie Naungayan (payroll of JO and Casuals)
	Sign printed payroll.	None	5 minutes	Rowell Jimenez (City Accountant)
	Forward payroll and supporting documents to Budget Office.	None	2 minutes	Stephanie Naungayan
	Delivers Debit Memo to Authorized Government Depository Bank	None	30 minutes	Stevenson Malapira
2. Labor Payroll. Receive Payroll and supporting documents.	Receive and record the DV together with supporting documents and forward to JEV	None	2 minutes	Avelina Galdones

Prepare JEV	None	2 minutes	Juvy Fuerte
Final Review and approval and signature on DV and JEV	None	6 minutes	Rowell Jimenez (City Accountant)
Release of approved DV	None	2 minutes	Stevenson Malapira