



## MUNICIPAL ACCOUNTING OFFICE

### INTERNAL SERVICES

#### 1. PROCESSING OF DISBURSEMENT VOUCHER

Financial Claims of a Government Employee submitted at the Accounting Department with complete and necessary attached documents, checked and processed based on the requirements set by the Commission on Audit (COA) and the availability of the budget.

Office or Division:	<b>Municipal Accountant Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Government Employee</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Disbursement Voucher		Accounting Department		
Journal Entry Voucher		Accounting Department		
Obligation Request		Budget Office		
Other Necessary Documents		Provided by the Claimant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Voucher with complete and necessary documents for processing to Receiving Area	1. Receive Voucher. 1.1 Checking of attached documents if complete, proper and legal.  1.2. Control & Recording to logbook. *If correction occurs: Return DV back to origin and correct.	None	7 Minutes	Analyn Matunding



2. Assigning of Voucher No. and processing of Voucher after submission	2. Manually writing of Voucher No. 2.1 Preparation of JEV. 2.2. Encoding of processed Voucher.	None	5 Minutes	Analyn Matunding
3. Prepare processed Voucher for signing and approval.	3. Endorse and prepare Voucher for signature/approval of Municipal Accountant.	None	3 Minutes	Analyn Matunding
<b>TOTAL:</b>		None	15 Minutes	



## 2. SIGNING & APPROVAL OF DISBURSEMENT VOUCHER

Processed Financial Claims of a Government Employee (per Voucher) submitted at the Accounting Department , reviewed and checked if documents attached is complete, legal and proper. Amounts are verified if its coincide with the budget before signing/approval of the Municipal Accountant.

<b>Office or Division:</b>	<b>Municipal Accountant Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Government Employee,</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Disbursement Voucher		Accounting Department		
Journal Entry Voucher		Accounting Department		
Obligation Request		Budget Office		
Other Necessary Documents		Provided by the Claimant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Forward processed Voucher for signature/ approval of Municipal Accountant	1. Receive Voucher 1.1 Review and verify required documents. *If correction occurs: Return DV back to origin and correct.	None	5 Minutes	Analyn Matunding  Z-Jay Horlador
2. Signing of Disbursement Voucher.	2. Sign Disbursement Voucher.	None	2 Minutes	Z-Jay Horlador
3. Forward signed Disbursement. Voucher to Mayor's Office for Approval.	3.Endorse and prepare Voucher for signature/approval of Municipal	None	3 Minutes	Municipal Accountant



	Accountant			Z-Jay Horlador
<b>TOTAL:</b>		None	10 Minutes	



### 3. NET PAY CERTIFICATION

Government Employee may request a copy of their net pay at the Accounting Department, certified by the Municipal Accountant to be used for any legal purposes.

<b>Office or Division:</b>	<b>Municipal Accountant Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Government Employee,</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request		Municipal Accounting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Municipal Employee shall coordinate with Accounting Staff..	1. Prepare Net Pay Certification and Endorse to Municipal Accountant.	None	5 Minutes	Cheryl Anne Bonete
2. Wait for signing of Net Pay Certification.	2. Check and sign Net Pay Certification.	None	3 Minutes	Z-Jay Horlador
3. Claim signed Net Pay Certification	3. Release signed Net Pay Certification.	None	2 Minutes	Cheryl Anne Bonete
<b>TOTAL:</b>		None	10 Minutes	



#### 4. FILLING-UP OF LOANS (PAG-IBIG)

Government Employees who are qualified to apply for Loan is advised to fill-up Loan Application Form at the Accounting Department, assisted by an Accounting Staff to help applicant in the processing of their Loan Application.

<b>Office or Division:</b>	<b>Municipal Accountant Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Government Employee,</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Pag-ibig Loan Application Form		Accounting Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill -up Form for Pag-ibig Loan Application.	1. Assist Claimant in Filling-up Loan Application Form. 1.1.Endorse Loan Application to Municipal Accountant.	None	8 Minutes	Analyn Matunding
2. Signing and Approval of Loan Application.	2. Check and verify Loan Application form. 2.1.Sign Application Form.	None	5 Minutes	Z-Jay Horlador
3. Claim signed / approved Loan Application.	3. Release signed / approved Loan Application to claimant for processing	None	2 Minutes	Analyn Matunding



<b>TOTAL:</b>	None	15 Minutes	
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## 5. REMITTANCE TO GSIS, PAG-IBIG, PHILHEALTH & BIR

Accounting Department monthly remits and update each government employee benefits based on the consolidated payroll processed every 15th day and 30th day of the month.

<b>Office or Division:</b>	<b>Municipal Accountant Office</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Government Employee,</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Compliance		Municipal Accounting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare payroll every 15th day and 30th day of the month.	1.Consolidate Payroll of different Department.	None	2 hours	Cheryl Anne Bonete
2.Process Payroll 2.1Prepare Disbursement Voucher and necessary documents.	2.Check Voucher, Record and Control. 2.1Prepare Journal Entry Voucher (JEV).	None	30 Minutes	Cheryl Anne Bonete
3.Submit Voucher w/ complete documents to Accounting Department.	3.Endorse to Municipal Accountant for approval.  3.1Verify and Check Payrolls.  3.2 Prepare Remittances of Regular Employees to GSIS/Employees, PAG-IBIG and PHILHEALTH. (Due Date: every 10th day of the month)	None	2.5 hours	Cheryl Anne Bonete





<b>TOTAL:</b>		None	5 hours	