

SERVICE NAME: 1A. **Examination of supporting documents for payroll of salaries and Magna Carta Benefits (Subsistence Allowance, Hazard Pay, Laundry Allowance or SUHALA)**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial and Audit Services Division, Provincial Accounting Office
 Classification Simple
 Type of Transaction G2G - Government to Government
 Who may avail Provincial Government Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Payroll	End-User
2 Obligation Request	End-User/Provincial Budget Office
3 Daily Time Records (DTRs)	Employees concerned
4 Approved Application for Leave, if applicable	End-User/Provincial Human Resource Office
5 Collection Lists (BIR, PhilHealth, PAGIBIG, GSIS, etc.)	End-User
6 Other necessary documents as may be required depending on the nature of the claim	End-user and/or others concerned

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 End-user submit required supporting documents with payroll to Provincial Budget Office for Certification on Existence of Appropriation on the Obligation Request	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to payroll		5 minutes	Clerk I
	Encode payroll details thru the Receiving Registry System		5 minutes	Clerk I
2 Submit documents to Provincial Accounting Office for Audit	Distribute the assigned payrolls to respective auditors		5 minutes	Clerk I
	Examine payroll and supporting documents		60 minutes	Fiscal Examiners I & II Accounting Clerk III
<i>Note: If charged to Trust Fund, proceed to step #2</i>	Update status of payroll thru the Receiving Registry System		2 minutes	Fiscal Examiners I & II Accounting Clerk III

	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Explain/clarify deficiency with end-user	none	20 minutes	Fiscal Examiners I & II Accounting Clerk III
	Release deficient payroll to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		5 minutes	Fiscal Examiners I & II Accounting Clerk III
Post payment thru the Budget Monitoring System	1 minute		Fiscal Examiners I & II Accounting Clerk III	
Affix initial to the payroll and forward documents to encoder for posting to Management Information System	1 minute		Fiscal Examiners I & II Accounting Clerk III	
Post/Click payroll details thru the Management Information System and detach one payroll copy for filing purposes	5 minutes		Clerk I	
Certify as to completeness of supporting documents/sign payroll	2 minutes		Provincial Accountant	
Release documents to end-user (if deficient) or PTO-Cashier for issuance of check	5 minutes	Clerk I		
Total			2 hours and 5 minutes	

SERVICE NAME: 1B. Examination of supporting documents for payroll of emergency assistance

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office
 Classification Simple
 Type of Transaction G2C - Government to Transacting Public
 Who may avail Indigent citizens of the Province of Negros Occidental

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Indigency Certificate from the Barangay per recipient	concerned Barangay
2 Social Case Summary per recipient	Social Worker Personnel fo the LGU concerned
3 Certificate of Eligibility per recipient	Provincial Social Worker
4 Obligation Request	End-User/Provincial Budget Office
5 Payroll	End-User
6 Approved Referral per recipient (if charged to Governor's Office's funds)	Governor's Office or Office of the Sangguniang Panlalawigan
7 Valid ID	Client
8 Other necessary documents as may be required depending on the nature of the claim	End-user and/or others concerned

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 End-user submit required supporting documents with payroll to Provincial Budget Office for Certification on Existence of Appropriation on the Obligation Request	Receive documents and encode thru the Document Tracking System		5 minutes	Clerk I
	Assign accounting control number and auditor number to payroll		5 minutes	Clerk I
	Encode payroll details thru the Receiving Registry System		5 minutes	Clerk I

2 Submit documents to Provincial Accounting Office for Audit <i>Note: If charged to Trust Fund, proceed to step #2</i>	Distribute the assigned payrolls to respective auditors	none	5 minutes	Clerk I
	Examine payroll and supporting documents		45 minutes	Fiscal Examiners I & II Accounting Clerk III
	Update status of payroll thru the Receiving Registry System		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Explain/clarify deficiency with end-user	none	20 minutes	Fiscal Examiners I & II Accounting Clerk III
	Release deficient payroll to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		5 minutes	Fiscal Examiners I & II Accounting Clerk III
	Post payment thru the Budget Monitoring System	none	1 minute	Fiscal Examiners I & II Accounting Clerk III
	Affix initial to the payroll and forward documents for review (for 50K and above)		1 minute	Fiscal Examiners I & II Accounting Clerk III
	Review supporting documents. If complete, forward to accountant for approval and if with deficiency, return to end-user		10 minutes	Accountant IV

	Certify as to completeness of supporting documents/sign payroll	2 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check (if passed in audit)	5 minutes	Clerk I
	Total	1 hour and 55 minutes	

SERVICE NAME: 1C. **Examination of supporting documents for voucher of emergency assistance**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office

Classification Simple

Type of Transaction G2C - Government to Transacting Public

Who may avail Indigent citizens of the Province of Negros Occidental

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Indigency Certificate from the Barangay	concerned Barangay
2 Social Case Summary	Social Worker Personnel fo the LGU concerned
3 Certificate of Eligibility	Provincial Social Worker
4 Obligation Request	End-User/Provincial Budget Office
5 Disbursement Voucher	End-User
6 Approved Referral (if charged to the funds of the Governor's Office)	Governor's Office or Office of the Sangguniang Panlalawigan

7	Valid ID	Client		
8	Other necessary documents as may be required depending on the nature of the claim	End-user and/or others concerned		
<i>NOTE: Unless otherwise indicated all supporting documents should be in original copies</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 End-user submit required supporting documents with voucher to Provincial Budget Office for Certification on Existence of Appropriation on the Obligation Request 2 Submit documents to Provincial Accounting Office for Audit <i>Note: If charged to Trust Fund, proceed to step #2</i>	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher		5 minutes	Clerk I
	Encode voucher details thru the Receiving Registry System		5 minutes	Clerk I
	Distribute the assigned voucher to respective auditors		5 minutes	Clerk I
	Examine voucher and supporting documents		5 minutes	Fiscal Examiners I & II Accounting Clerk III
	Update status of voucher thru the Receiving Registry System		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Explain/clarify deficiency with end-user		10 minutes	Fiscal Examiners I & II Accounting Clerk III
	Release deficient voucher to end-user's representative		2 minutes	Clerk I

	Review supporting documents. If complete, forward to accountant for approval and if with deficiency, return to end-user		10 minutes	Fiscal Examiners I & II Accounting Clerk III
	Post payment thru the Budget Monitoring System	none	1 minute	Fiscal Examiners I & II Accounting Clerk III
	Affix initial to the voucher and forward documents for review (for 50K and above)		1 minute	Fiscal Examiners I & II Accounting Clerk III
	If supporting documents complete, forward to accountant for approval and if with deficiency, return to end-user		1 minute	Accountant IV
	Certify as to completeness of supporting documents/sign voucher		2 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check		5 minutes	Clerk I
	Total		1 hour and 3 minutes	

SERVICE NAME: 1D. **Examination of supporting documents for payment of advances to contractors**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office

Classification Simple

Type of Transaction G2B - Government to Business Entity

Who may avail Contractors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1 Photocopy of Purchase Request	End-User
2 Photocopy of Obligation Request (note: not required if charged to Trust Fund)	End-User
3 Notice of Award, Photocopy	Bids and Awards Committee
4 Notarized Contract received by COA, Photocopy	Bids and Awards Committee
5 Notice to Proceed, Photocopy	Bids and Awards Committee
6 Contractor's Billing	Contractor
7 Performance Bond	Accredited Insurance Company
8 Surety Bond (of equivalent amount to Mobilization Fee)	Accredited Insurance Company
9 Disbursement Voucher	End-User
10 Other necessary documents as may be required depending on the nature of the claim	End-User

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit documents to Provincial Accounting Office for Audit	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher		5 minutes	Clerk I
	Encode voucher details thru the Receiving Registry System		5 minutes	Clerk I
	Distribute the assigned voucher to respective auditors		5 minutes	Clerk I

	Examine voucher and supporting documents		30 minutes	Fiscal Examiners I & II Accounting Clerk III
	Update status of voucher thru the Receiving Registry System		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user	none	2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Explain/clarify deficiency with end-user		20 minutes	Fiscal Examiners I & II Accounting Clerk III
	Release deficient voucher to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		5 minutes	Fiscal Examiners I & II Accounting Clerk III
	Post payment thru the Budget Monitoring System		1 minute	Fiscal Examiners I & II Accounting Clerk III
	Affix initial to the voucher and forward documents for review (for 50K and above)		1 minute	Fiscal Examiners I & II Accounting Clerk III
	Review supporting documents. If complete, post transaction to Project Monitoring File then forward to accountant for approval and if with deficiency, return to end-user		10 minutes	Accountant IV
	Certify as to completeness of supporting documents/sign voucher		2 minutes	Provincial Accountant

Release documents to end-user (if deficient) or PTO-Cashier for issuance of check	5 minutes	Clerk I
Total	1 hour and 40 minutes	

SERVICE NAME: 1E. Examination of supporting documents for payroll of Job Order Workers and those on Contract of Service

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office

Classification Simple

Type of Transaction G2C - Government to Transacting Public

Who may avail Job Order Workers and those with Contract of Service

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Payroll	End-User
2 Obligation Request	End-User/Provincial Budget Office
3 Daily Time Records (DTRs)	Job Order Workers Concerned
4 Approved and Obligated Contract	End-User/Provincial Human Resource Office
5 Approved Accomplishment Report	End-User/Job Order Workers Concerned
6 Specimen Cards (for job order workers)	End-User/Provincial Human Resource Office
7 Sworn Declaration of Income (for COS personnel)	Bureau of Internal Revenue (BIR)
8 Tax Identification Number	Bureau of Internal Revenue (BIR)

7 Other necessary documents as may be required depending on the nature of the claim	End-user and/or others concerned
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NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 End-user submit required supporting documents with payroll to Provincial Budget Office for Certification on Existence of Appropriation on the Obligation Request 2 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents <i>Note: If charged to Trust Fund, proceed to step #2</i>	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to payroll		5 minutes	Clerk I
	Encode payroll details thru the Receiving Registry System		5 minutes	Clerk I
	Distribute the assigned payrolls to respective auditors		5 minutes	Clerk I
	Examine payroll and supporting documents		45 minutes	Fiscal Examiners I & II Accounting Clerk III
	Update status of payroll thru the Receiving Registry System		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Explain/clarify deficiency with end-user		20 minutes	Fiscal Examiners I & II Accounting Clerk III
	Release deficient payroll to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		5 minutes	Fiscal Examiners I & II Accounting Clerk III

	Post payment thru the Budget Monitoring System	none	3 minutes	Fiscal Examiners I & II Accounting Clerk III
	Affix initial to the payroll and forward documents to encoder for posting/monitoring		1 minute	Fiscal Examiners I & II Accounting Clerk III
	Post payroll details in the JO Monitoring File and retain one file copy		5 minutes	Clerk I
	Certify as to completeness of supporting documents/sign voucher		5 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check		5 minutes	Clerk I
Total			1 hour and 55 minutes	

SERVICE NAME: 1F. Examination of supporting documents for payment of First or Last Salary/Salary Differential or Salary Adjustment

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government

Who may avail Provincial Government Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Disbursement Voucher	End-User
2 Obligation Request	End-User/Provincial Budget Office

3 Daily Time Records (DTRs)	Employees Concerned
4 Approved Appointment, Oath of Office, Assumption to Office, SALn, TRU, Members Information Sheet (for first salary)	Provincial Human Resource Office, End-User, BIR, GSIS, PAGIBIG, PHIC
5 Clearance from previous office, in case of transfer from other government agencies	Previous Employer (government agency)
6 Clearance from Money, Property, Legal and Other Accountabilities (for last salary)	End-User, General Services Office, Provincial Accounting Office, Provincial Legal Office, Provincial Treasurer's Office
7 Notice of Step Increment/Notice of Salary Adjustment, if applicable	End-User/Provincial Human Resource Office
8 Collection lists	End-user
9 Other necessary documents as may be required depending on the nature of the claim	End-user and/or others concerned

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 End-user submit required supporting documents with payroll to Provincial Budget Office for Certification on Existence of Appropriation on the Obligation Request	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher		5 minutes	Clerk I
	Encode payroll details thru the Receiving Registry System		5 minutes	Clerk I
2 Submit documents to Provincial Accounting Office for examination	Distribute the assigned voucher to respective auditors		5 minutes	Clerk I

as to completeness of supporting documents <i>Note: If charged to Trust Fund, proceed to step #2</i>	Examine voucher and supporting documents	none	15 minutes	Fiscal Examiners I & II Accounting Clerk III
	Update status of voucher thru the Receiving Registry System		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiners I & II Accounting Clerk III
Explain/clarify deficiency with end-user	10 minutes		Fiscal Examiners I & II Accounting Clerk III	
Release deficient voucher to end-user's representative	2 minutes		Clerk I	
If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number	5 minutes		Fiscal Examiners I & II Accounting Clerk III	
Post payment thru the Budget Monitoring System	3 minutes		Fiscal Examiners I & II Accounting Clerk III	
Affix initial to the voucher and forward documents to encoder for posting/monitoring	1 minute		Fiscal Examiners I & II Accounting Clerk III	
Post transaction details into the Management Information System and retain one copy of voucher for file	5 minutes		Clerk I	
Certify as to completeness of supporting documents/sign voucher	5 minutes		Provincial Accountant	

Release documents to end-user (if deficient) or PTO-Cashier for issuance of check	5 minutes	Clerk I
Total	1 hour and 15 minutes	

SERVICE NAME: 1G. **Examination of supporting documents for payment of Contractor's First Progress Billing**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office

Classification Simple

Type of Transaction G2B - Government to Business Entity

Who may avail Contractors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Program of Works	End-User
2 Drawings and Plans	End-User
3 Purchase Request	End-User
4 Obligation Request (if charged to GF, SEF), not required if Trust Fund	Provincial Budget Office
5 Evidence of Publication (PhilGEPS)	PhilGEPS
6 Invitation to Bid	BAC
7 Bill of Quantities of bidders	BAC
8 Bid Form/Bid Securing Declaration of bidders	BAC
9 Bid Proposal of bidders	Contractor

10	Abstract of Bids as Read	BAC
11	Abstract of Bids as Calculated	BAC
12	Notice of Post-qualification	BAC
13	BAC Resolution	BAC
14	Notice of Award	BAC
15	Notarized Contract received by COA	BAC
16	Notice to Proceed	BAC
17	photocopy of voucher availing Mobilization Fee, if applicable	End-User
18	photocopy of surety bond covering the Mobilization Fee, if applicable	End-User/Contractor
19	Buidling Permit, if applicable	End-User/Contractor
20	Test Results	Accredited Testing Centers
21	AREP with CIP Number	GSO
22	Performance Bond, photocopy	PTO (for cash bond) or Accredited Insurance Company (Surety Bond)
23	Contractor's Billing	Contractor
24	Statement of Work Accomplished	End-User
25	Certificate of Acceptance	End-User
26	Inspection Report	Inspection Section, Provincial Administrator's Office

27	Request for Booking up of Accounts (RBA)	Accounting Division, Provincial Accounting Office
28	Disbursement Voucher	End-User
29	Other necessary documents as may be required depending on the nature of the claim	End-User

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher		5 minutes	Clerk I
	Encode voucher details thru the Receiving Registry System		5 minutes	Clerk I
	Distribute the assigned voucher to respective auditors		5 minutes	Clerk I
	Examine voucher and supporting documents		45 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Update status of voucher thru the Receiving Registry System		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Explain/clarify deficiency with end-user		20 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Release deficient voucher to end-user's representative		2 minutes	Clerk I

	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		5 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Post payment thru the Budget Monitoring System		3 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Affix initial to the voucher and forward documents for review (for 50K and above)		1 minute	Fiscal Examiner I, II, Accounting Clerk III
	Review supporting documents. If complete, post transaction to Project Monitoring File then forward to accountant for approval and if with deficiency, return to end-user	none	20 minutes	Accountant IV
	Certify as to completeness of supporting documents/sign voucher		10 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check		5 minutes	Clerk I
	Total		2 hours and 15 minutes	

SERVICE NAME: 1H. Examination of supporting documents for payment of Contractor's Subsequent Billings

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office

Classification Simple

Type of Transaction G2B - Government to Business Entity

Who may avail Contractors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Program of Works, Photocopy	End-User
2 Drawings and Plans, photocopy	End-User
3 Purchase Request, photocopy	End-User
4 Obligation Request (if charged to GF, SEF), not required if Trust Fund, photocopy	End-User
5 Evidence of Publication (PhilGEPS), photocopy	PhilGEPS
6 Invitation to Bid, photocopy	BAC
7 Bill of Quantities, photocopy	BAC
8 Bid Form/Bid Securing Declaration, photocopy	BAC
9 Bid Proposal, photocopy	Contractor
10 Abstract of Bids as Read, photocopy	BAC
11 Abstract of Bids as Calculated, photocopy	BAC
12 Notice of Post-qualification, photocopy	BAC
13 BAC Resolution, photocopy	BAC
14 Notice of Award, photocopy	BAC
15 Notarized Contract received by COA, photocopy	BAC
16 Notice to Proceed, photocopy	BAC
17 photocopy of voucher availing Mobilization Fee, if applicable	End-User

18	photocopy of surety bond covering the Mobilization Fee, if applicable	End-User
19	Photocopy of documents of previous billings (voucher, SWA, Inspection Report)	End-User
20	Test Results, photocopy	End-User
21	AREP with CIP Number, photocopy	End-User
22	Performance Bond, photocopy	End-User
23	Contractor's Billing	Contractor
24	Statement of Work Accomplished	End-User
25	Certificate of Acceptance	End-User
26	Inspection Report	Inspection Section (Administrator's Office)
27	Certificate of Project Completion and Acceptance (for final billing)	End-User
28	Warranty Security/Bond (for final billing)	Contractor/Accredited Insurance Company
29	Request for Booking up of Accounts (RBA)	Accounting
30	Disbursement Voucher	End-User
31	Other necessary documents as may be required depending on the nature of the claim	End-User

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit documents to Provincial Accounting Office for examination as to completeness of supporting	Receive documents and encode thru the Document Tracking System		5 minutes	Clerk I

documents

Assign accounting control number and auditor number to voucher	none	5 minutes	Clerk I
Encode voucher details thru the Receiving Registry System		5 minutes	Clerk I
Distribute the assigned voucher to respective auditors		5 minutes	Clerk I
Examine voucher and supporting documents		45 minutes	Fiscal Examiner I, II, Accounting Clerk III
Update status of voucher thru the Receiving Registry System		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
Explain/clarify deficiency with end-user		20 minutes	Fiscal Examiner I, II, Accounting Clerk III
Release deficient voucher to end-user's representative		2 minutes	Clerk I
If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		5 minutes	Fiscal Examiner I, II, Accounting Clerk III
Post payment thru the Budget Monitoring System		3 minutes	Fiscal Examiner I, II, Accounting Clerk III
Affix initial to the voucher and forward documents for review (for 50K and above)	1 minute	Fiscal Examiner I, II, Accounting Clerk III	

	Review supporting documents. If complete, post transaction to Project Monitoring File then forward to accountant for approval and if with deficiency, return to end-user	none	20 minutes	Accountant IV
	Certify as to completeness of supporting documents/sign voucher		10 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check		5 minutes	Clerk I
Total			2 hours and 15 minutes	

SERVICE NAME: 1I. Examination of supporting documents for payment of Purchase of Goods and Services

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office

Classification Simple

Type of Transaction G2B - Government to Business Entity

Who may avail Accredited Suppliers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Purchase Request	End-User
2 Obligation Request (if charged to GF, SEF), not required if Trust Fund	End-User
3 Approved Project Proposal, if applicable	End-User/Provincial Planning and Development Office
4 Invitation to Bid/Evidence of Publication	PhilGEPS

5	Bill of Quantities (for bidding) or Request for Quotation (for alternative mode of procurement)	Bids and Awards Committee (BAC)
6	Abstract of Bids/Quotation	Bids and Awards Committee (BAC)
7	Notice of Award	Bids and Awards Committee (BAC)
8	Purchase Order	Bids and Awards Committee (BAC)
9	Sales Invoice	Supplier
10	Inspection Report	Inspection Section, Provincial Administrator's Office
11	Summary of Supplies and Materials Issued (SSMI) received by Admin Division of the Provincial Accounting Office	End-User
12	Inventory Custodian Slip (ICS), if applicable	General Services Office (GSO)
13	License to Operate (LTO) for Drugs and Medicines, Medical/Laboratory Supplies, if applicable	Bureau of Food and Drug Administration/Supplier
14	Certificate of Registration (CPR) for Drugs and Medicines, Medical/Laboratory Supplies, if applicable	Bureau of Food and Drug Administration/Supplier
15	Official Receipt for Renewal of expired LTO and/or CPR	Bureau of Food and Drug Administration/Supplier
16	Performance Bond, photocopy (if procurement mode is bidding)	Accredited Insurance Company
17	Request for Booking up of Accounts (RBA)	Accounting Division, Provincial Accounting Office
18	BAC Resolution - for alternative mode of procurement	Bids and Awards Committee (BAC)
19	Signed Distribution List/Request Issue Slip/AREP/IRP (if charged to grants and donations)	End-user/GSO

20	Certification from the Bureau of Plant Industry for the purchase of seeds	Bureau of Plant Industry
21	Certificate of Performance (for radio/TV plugging/airtime)	Service Provider
22	Newspaper clippings (for print ads)	Service Provider
23	Signed attendance lists and certification (for payment of catering services and accommodation)	End-User
24	Drivers' Trip Tickets and fuel consumption report (for fuel expenses)	End-User
23	Disbursement Voucher	End-User
24	Other necessary documents as may be required depending on the nature of the claim	End-User and/or others concerned

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher		5 minutes	Clerk I
	Encode voucher details thru the Receiving Registry System		5 minutes	Clerk I
	Distribute the assigned voucher to respective auditors		5 minutes	Clerk I
	Examine voucher and supporting documents		15 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Update status of voucher thru the Receiving Registry System		2 minutes	Fiscal Examiner I, II, Accounting Clerk III

	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Explain/clarify deficiency with end-user		20 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Release deficient voucher to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number	none	5 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Post payment thru the Budget Monitoring System		3 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Affix initial to the voucher and forward documents for review (for 50K and above)		1 minute	Fiscal Examiner I, II, Accounting Clerk III
	Review supporting documents. If requirements were satisfied, forward to accountant for approval and if with deficiency, return to end-user	none	10 minutes	Accountant IV
	Certify as to completeness of supporting documents/sign voucher		5 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check		5 minutes	Clerk I
	Total		1 hour and 30 minutes	

SERVICE NAME: 1J. **Examination of supporting documents for payment of Purchase of Goods (Equipment/Machineries/Vehicle)**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office

Classification Simple

Type of Transaction G2B - Government to Business Entity

Who may avail Accredited Suppliers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Purchase Request	End-User
2 Obligation Request (if charged to GF, SEF), not required if Trust Fund	End-User
3 Approved Project Proposal, if applicable	End-User/Provincial Planning and Development Office
4 Invitation to Bid/Evidence of Publication	PhilGEPS
5 Bill of Quantities (for bidding) or Request for Quotation (for alternative mode of procurement)	Bids and Awards Committee (BAC)
6 Abstract of Bids/Quotation	Bids and Awards Committee (BAC)
7 Notice of Award	Bids and Awards Committee (BAC)
8 Purchase Order	Bids and Awards Committee (BAC)
9 Sales Invoice	Supplier
10 Inspection Report	Inspection Section, Provincial Administrator's Office

11 Authority to Purchase issued by the Governor	End-User/Governor's Office
12 Annual Supplemental Equipment Procurement Program (ASEPP)	End-User/Governor's Office
13 Endorsement from the Provincial Budget Officer	Provincial Budget Office
14 Authority to Purchase from the DILG (Purchase of Vehicle)	DILG Secretary, Department of Interior and Local Government
15 Acknowledgment Receipt of Equipment and Property (AREP)	General Services Office (GSO)
16 Warranty Certificate	Supplier
17 Warranty Security (cash bond or bank guarantee certificate)	Supplier
18 Third Party Liability Insurance (for vehicles)	GSIS or other accredited insurance company
19 LTO Registration (for vehicles)	Land Transportation Office
20 Performance Bond, photocopy (if procurement mode is bidding)	Accredited Insurance Company
21 Request for Booking up of Accounts (RBA)	Accounting Division, Provincial Accounting Office
22 BAC Resolution - for alternative mode of procurement	Bids and Awards Committee (BAC)
23 Disbursement Voucher	End-User
24 Other necessary documents as may be required depending on the nature of the claim	End-User

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher		5 minutes	Clerk I
	Encode voucher details thru the Receiving Registry System		5 minutes	Clerk I
	Distribute the assigned voucher to respective auditors		5 minutes	Clerk I
	Examine voucher and supporting documents		15 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Update status of voucher thru the Receiving Registry System		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Explain/clarify deficiency with end-user		20 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Release deficient voucher to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		5 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Post payment thru the Budget Monitoring System		3 minutes	Fiscal Examiner I, II, Accounting Clerk III

	Affix initial to the voucher and forward documents for review (for 50K and above)		1 minute	Fiscal Examiner I, II, Accounting Clerk III
	Review supporting documents. If requirements were satisfied, forward to accountant for approval and if with deficiency, return to end-user		10 minutes	Accountant IV
	Certify as to completeness of supporting documents/sign voucher	none	5 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check		5 minutes	Clerk I
Total			1 hour and 30 minutes	

SERVICE NAME: 1K. **Examination of supporting documents of Travel Claims**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government

Who may avail Government Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Disbursement Voucher	End-User
2 Obligation Request	End-User/Provincial Budget Office
3 Approved Travel Order	Provincial Administrator's Office/Governor's Office

4 Certificate of Appearance	places/offices visited
5 Itinerary of Travel	End-user
6 Certificate of Travel Completed	End-user
7 Taxi/Bus/Boat/Plane Tickets	taxi/bus drivers, boat/ferry companies, airlines
8 Certification on Expenses not requiring receipts, if applicable	End-User
9 Official Receipt for registration fee (seminar, convention, and the like)	organizer of the activity
10 Other necessary documents as may be required depending on the nature of the claim	End-user and/or others concerned

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 End-user submit required supporting documents with payroll to Provincial Budget Office for Certification on Existence of Appropriation on the Obligation Request	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher		5 minutes	Clerk I
	Encode transaction details thru the Receiving Registry System		5 minutes	Clerk I
2 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents <i>Note: If charged to Trust Fund, proceed to step #2</i>	Distribute the assigned vouchers to respective auditors		5 minutes	Clerk I
	Examine voucher and supporting documents		20 minutes	Fiscal Examiners I & II Accounting Clerk III
	Update status of documents thru the Receiving Registry System		2 minutes	Fiscal Examiners I & II Accounting Clerk III

	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user	none	2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Explain/clarify deficiency with end-user		10 minutes	Fiscal Examiners I & II Accounting Clerk III
	Release deficient voucher to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		5 minutes	Fiscal Examiners I & II Accounting Clerk III
	Post payment thru the Budget Monitoring System		3 minutes	Fiscal Examiners I & II Accounting Clerk III
	Affix initial to the voucher and forward documents to encoder for posting/monitoring		1 minute	Fiscal Examiners I & II Accounting Clerk III
	Post travel details thru the Management Information System and affix initial on the voucher		10 minutes	Clerk I
	Certify as to completeness of supporting documents/sign voucher		5 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check		5 minutes	Clerk I
	Total			1 hour and 25 minutes

SERVICE NAME: 1L. Examination of supporting documents of Allowances of Employees (Clothing/RATA/Mobile)

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office
 Classification Simple
 Type of Transaction G2G - Government to Government
 Who may avail Provincial Government Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Disbursement Voucher/Payroll	End-User
2 Obligation Request	End-User/Provincial Budget Office
3 Approved Authority to Claim RATA/Reimbursement of Mobile Expenses	Provincial Administrator's Office/Governor's Office
4 Daily Time Records (for RATA)	Employees concerned
5 Official Receipts (for Mobile Expenses)	Employees concerned
6 Certification for services rendered (clothing and bonuses)	End-user
7 Other necessary documents as may be required depending on the nature of the claim	End-user and/or others concerned

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 End-user submit required supporting documents with payroll to Provincial Budget Office for Certification on Existence of Appropriation on the Obligation Request	Receive documents and encode thru the Document Tracking System		5 minutes	Clerk I
	Assign accounting control number and auditor number to payroll		5 minutes	Clerk I
	Encode transaction details thru the Receiving Registry System		5 minutes	Clerk I

<p>2 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents</p> <p><i>Note: If charged to Trust Fund, proceed to step #2</i></p>	Distribute the assigned vouchers/ payrolls to respective auditors	none	5 minutes	Clerk I
	Examine voucher/payroll and supporting documents		10 minutes	Fiscal Examiners I & II Accounting Clerk III
	Update status of documents thru the Receiving Registry System		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Explain/clarify deficiency with end-user		5 minutes	Fiscal Examiners I & II Accounting Clerk III
	Release deficient voucher/ payroll to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		5 minutes	Fiscal Examiners I & II Accounting Clerk III
	Post payment thru the Budget Monitoring System	none	3 minutes	Fiscal Examiners I & II Accounting Clerk III
	Affix initial to the voucher/payroll and forward documents to encoder for posting/monitoring		1 minute	Fiscal Examiners I & II Accounting Clerk III
	Post transaction details thru the Management Information System and affix initial on the voucher/ payroll		10 minutes	Clerk I

	Certify as to completeness of supporting documents/sign voucher/payroll	5 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check	5 minutes	Clerk I
	Total	1 hour and 8 minutes	

SERVICE NAME: 1M. **Examination of supporting documents for payment of employees' benefits and bonuses**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government

Who may avail Provincial Government Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Disbursement Voucher/Payroll	End-User
2 Obligation Request	End-User/Provincial Budget Office
3 SP Resolution (for bonuses other than the mid/year-end bonuses)	Sangguniang Panlalawigan
4 Certification for services rendered (for bonuses)	End-user
5 Approved Letter Request (for monetization)	End-User/Governor's Office
6 Approved application for leave (for monetization & terminal leave benefits)	Provincial Human Resource Office
7 Statement of Leave Credits (for terminal leave benefits)	Provincial Human Resource Office

8	Complete Service Record (for terminal leave benefits)	Provincial Human Resource Office
9	Latest Statement of Assets, Liabilities and Net Worth (for terminal leave)	Employee concerned
10	Latest Appointment	Provincial Human Resource Office
11	Latest NOSI/NOSA	Provincial Human Resource Office
12	Clearances from Money, property, legal and other accountabilities (for terminal leave benefits)	Office concerned, GSO, Provincial Accounting Office, Provincial Legal Office, CAPGEM, PACE, etc.
13	GSIS Clearance (for terminal leave benefits)	GSIS
14	Affidavit on Authority to deduct, if applicable	End-User
15	Collection lists, if applicable	End-user
16	Other necessary documents as may be required depending on the nature of the claim	End-user and/or others concerned

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 End-user submit required supporting documents with payroll to Provincial Budget Office for Certification on Existence of Appropriation on the Obligation Request	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to payroll		5 minutes	Clerk I
	Encode transaction details thru the Receiving Registry System		5 minutes	Clerk I
2 Submit documents to Provincial Accounting Office for examination as to completeness of supporting	Distribute the assigned vouchers/ payrolls to respective auditors		5 minutes	Clerk I

documents <i>Note: If charged to Trust Fund, proceed to step #2</i>	Examine voucher/payroll and supporting documents
	Update status of documents thru the Receiving Registry System if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user
	Explain/clarify deficiency with end-user
	Release deficient voucher/ payroll to end-user's representative
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number
	Post payment thru the Budget Monitoring System
	Affix initial to the voucher/payroll and forward documents to encoder for posting/monitoring
	Post transaction details thru the Management Information System and affix initial on the voucher/ payroll
	Certify as to completeness of supporting documents/sign voucher/payroll

none

10 minutes	Fiscal Examiners I & II Accounting Clerk III
2 minutes	Fiscal Examiners I & II Accounting Clerk III
2 minutes	Fiscal Examiners I & II Accounting Clerk III
5 minutes	Fiscal Examiners I & II Accounting Clerk III
2 minutes	Clerk I
5 minutes	Fiscal Examiners I & II Accounting Clerk III
3 minutes	Fiscal Examiners I & II Accounting Clerk III
1 minute	Fiscal Examiners I & II Accounting Clerk III
10 minutes	Clerk I
5 minutes	Provincial Accountant

Release documents to end-user (if deficient) or PTO-Cashier for issuance of check	5 minutes	Clerk I
Total	1 hour and 10 minutes	

SERVICE NAME: 1N. **Examination of supporting documents for Payments of Utilities and other Fees (Water, Electricity, Telephone, GSIS Insurance, LTO Registration, Loan Amortization, etc.)**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office
Classification Simple
Type of Transaction G2G - Government to Government/G2B - Government to Business Entity
Who may avail Water Utilities/Telecommunications/Power Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Disbursement Voucher	End-User
2 Obligation Request	End-User/Provincial Budget Office
3 Billing Statement	companies concerned
4 Certification on official calls (for telephone expenses)	End-User
5 Other necessary documents as may be required depending on the nature of the claim	End-user and/or others concerned

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 End-user submit required supporting documents with payroll to Provincial Budget Office for Certification on Existence of Appropriation on the Obligation Request	Receive documents and encode thru the Document Tracking System		5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher		5 minutes	Clerk I
	Encode transaction details thru the Receiving Registry System		5 minutes	Clerk I

<p>2 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents</p> <p><i>Note: If charged to Trust Fund, proceed to step #2</i></p>	Distribute the assigned vouchers to respective auditors	none	5 minutes	Clerk I
	Examine voucher and supporting documents		10 minutes	Fiscal Examiners I & II Accounting Clerk III
	Update status of documents thru the Receiving Registry System		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Explain/clarify deficiency with end-user	none	5 minutes	Fiscal Examiners I & II Accounting Clerk III
	Release deficient voucher to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Post payment thru the Budget Monitoring System	none	3 minutes	Fiscal Examiners I & II Accounting Clerk III
	Affix initial to the voucher and forward documents to encoder for posting/monitoring		1 minute	Fiscal Examiners I & II Accounting Clerk III
	Post transaction details into the Control/Monitoring File and affix initial on the voucher		5 minutes	Clerk I
	Certify as to completeness of supporting documents/sign voucher		5 minutes	Provincial Accountant

	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check	5 minutes	Clerk I
Total		1 hour and 2 minutes	

SERVICE NAME: 10. Examination of supporting documents for Replenishments of Mambukal Catering, Patients' Subsistence, Petty Cash Fund, NBB

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office
Classification Simple
Type of Transaction G2G - Government to Government
Who may avail Provincial Government Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Disbursement Voucher	End-User
2 Obligation Request (not required if charged to trust fund)	End-User/Provincial Budget Office
3 Summary of Petty Cash Vouchers	End-User
4 Duly Accomplished/ Approved Petty Cash Voucher	End-User
5 Bills, Receipts, Invoices	End-User
6 Weekly Meal Plan (for patients' subsistence)	End-User
7 Daily Marketing Expenses with number of patients	End-User
8 Inspection Report (except for NBB)	End-User
9 Patients' Billing (for NBB)	End-User
10 Other necessary documents as may be required depending on the nature of the claim	End-user and/or others concerned

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 End-user submit required supporting documents with payroll to Provincial Budget Office for	Receive documents and encode thru the Document Tracking System		5 minutes	Clerk I

Certification on Existence of Appropriation on the Obligation Request 2 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents <i>Note: If charged to Trust Fund, proceed to step #2</i>	Assign accounting control number and auditor number to voucher	none	5 minutes	Clerk I
	Encode transaction details thru the Receiving Registry System		5 minutes	Clerk I
	Distribute the assigned vouchers to respective auditors		5 minutes	Clerk I
	Examine voucher and supporting documents		45 minutes	Fiscal Examiners I & II Accounting Clerk III
	Update status of documents thru the Receiving Registry System		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user	none	2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Explain/clarify deficiency with end-user		10 minutes	Fiscal Examiners I & II Accounting Clerk III
	Release deficient voucher to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		10 minutes	Fiscal Examiners I & II Accounting Clerk III
	Post payment thru the Budget Monitoring System		3 minutes	Fiscal Examiners I & II Accounting Clerk III
	Affix initial to the voucher and forward documents to encoder for posting/monitoring		1 minute	Fiscal Examiners I & II Accounting Clerk III

	Post transaction details into the Control/Monitoring File and affix initial on the voucher	5 minutes	Clerk I
	Certify as to completeness of supporting documents/sign voucher	5 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check	5 minutes	Clerk I
	Total	1 hour and 45 minutes	

SERVICE NAME: 1P. **Examination of supporting documents for Payments of Cash Advances**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government

Who may avail Water Utilities/Telecommunications/Power Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Disbursement Voucher	End-User
2 Obligation Request (not required for trust fund)	End-User/Provincial Budget Office
3 Fidelity Bond (except for advance travel)	Bureau of Treasury
4 Summary of Payrolls (for salaries/allowances/benefits)	Disbursing Officer
5 Approved Project Proposal (for special cash advances)	End-User/PPDO
6 Approved Special Order or travel order for Advance Travel	End-User/Governor's/Administrator's Office
7 Itinerary of Travel (for advance Travel)	Employees concerned
8 Letter of Invitation, in case of seminar/convention	Sponsoring Organization
9 Approved Travel Order from DILG, in case of foreign travel	DILG
10 Other necessary documents as may be required depending on the nature of the claim	End-user and/or others concerned

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1 End-user submit required supporting documents with voucher to Provincial Budget Office for Certification on Existence of Appropriation on the Obligation Request</p> <p>2 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents</p> <p><i>Note: If charged to Trust Fund, proceed to step #2</i></p>	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher		5 minutes	Clerk I
	Encode transaction details thru the Receiving Registry System		5 minutes	Clerk I
	Distribute the assigned vouchers to respective auditors		5 minutes	Clerk I
	Examine voucher and supporting documents		15 minutes	Fiscal Examiners I & II Accounting Clerk III
	Update status of documents thru the Receiving Registry System		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Explain/clarify deficiency with end-user		5 minutes	Fiscal Examiners I & II Accounting Clerk III
	Release deficient voucher to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Post payment thru the Budget Monitoring System		3 minutes	Fiscal Examiners I & II Accounting Clerk III

Affix initial to the voucher and forward documents to encoder for posting/monitoring	none	1 minute	Fiscal Examiners I & II Accounting Clerk III
Post transaction details into the Control/Monitoring File and affix initial on the voucher		5 minutes	Clerk I
Certify as to completeness of supporting documents/sign voucher		5 minutes	Provincial Accountant
Release documents to end-user (if deficient) or PTO-Cashier for issuance of check		5 minutes	Clerk I
Total		1 hour and 7 minutes	

SERVICE NAME: 1Q. **Examination of supporting documents for liquidation of Cash Advances**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office
Classification Simple
Type of Transaction G2G - Government to Government, G2C - Government to Transacting Public
Who may avail Provincial Government Personnel, Transacting Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Disbursement Voucher, photocopy	End-User
2 Obligation Request (not required for trust fund), photocopy	End-User/Provincial Budget Office
3 Summary of Payrolls (for salaries/allowances/benefits)	Bureau of Treasury
4 Paid Payrolls (for salaries/allowances/benefits)	Disbursing Officer
5 Approved Project Proposal (for special cash advances), photocopy	End-User/PPDO
6 Approved Special Order or travel order for Advance Travel, photocopy	End-User/Governor's/Administrator's Office
7 amended itinerary of travel, if there was a revision	Employees concerned

8 Letter of Invitation, in case of seminar/convention, photocopy	Sponsoring Organization
9 Approved Travel Order from DILG, in case of foreign travel, photocopy	DILG
10 Taxi/Bus/Boat/Plane Tickets, etc. (for advance Travel)	Employees concerned
11 Certificates of appearance, in case of advance travel	Employees concerned
12 Certificate of Travel Completed (for advance travel)	Employees concerned
13 Official Receipt, in case of refund	Provincial Treasurer's Office
14 Receipts, Invoices, Purchase Request, Pre-Inspection Report, Waste	Employees concerned
15 Daily Marketing Expenses, Number of Patients (for patients' subsistence	Employees concerned/Provincial Treasurer's Office
16 Local Chief Executive to sign MOA, SP Resolution authorizing the	End-User, Local Government Unit concerned
17 Chairman/President to sign MOA, SP Resolution approving the	NGO/PO concerned, Sangguniang Panlalawigan, SEC, DOLE, CDA
18 Disbursing Officer (for regular and special cash advances)	Employees concerned/Provincial Treasurer's Office
19 Other necessary documents as may be required depending on the nature of the claim	End-user and/or others concerned

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 End-user submit documents to Provincial Accounting Office for examination as to completeness of supporting documents	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to liquidation report		5 minutes	Clerk I
	Encode transaction details thru the Receiving Registry System		5 minutes	Clerk I
	Distribute the assigned liquidation report to respective auditors		5 minutes	Clerk I
	Examine liquidation report and supporting documents		30 minutes	Fiscal Examiners I & II Accounting Clerk III
	Update status of documents thru the Receiving Registry System		2 minutes	Fiscal Examiners I & II Accounting Clerk III

	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Explain/clarify deficiency with end-user	none	15 minutes	Fiscal Examiners I & II Accounting Clerk III
	Release deficient liquidation report to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	Post expenses into the Budget Monitoring System		3 minutes	Fiscal Examiners I & II Accounting Clerk III
	Affix initial to the liquidation report and forward documents to encoder for posting/monitoring		1 minute	Fiscal Examiners I & II Accounting Clerk III
	Post transaction details into the Management Information System or Control/Monitoring File and affix initial on the liquidation report		5 minutes	Clerk I
	Certify as to completeness of supporting documents/sign liquidation report		5 minutes	Provincial Accountant

	Release documents to end-user (if deficient) or Accounting Division, Provincial Accounting Office for Journal Entry preparation		5 minutes	Clerk I
Total			1 hour and 32 minutes	

SERVICE NAME: 1R. **Examination of supporting documents for payment of Janitorial and Security Services**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office
Classification Simple
Type of Transaction G2B - Government to Business Entity
Who may avail Accredited Suppliers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Purchase Request	End-User
2 Obligation Request (if charged to GF, SEF), not required if Trust Fund	End-User
3 Invitation to Bid/Evidence of Publication	PhilGEPS
4 mode of procurement)	Bids and Awards Committee (BAC)
5 Abstract of Bids/Quotation	Bids and Awards Committee (BAC)
6 Notice of Award	Bids and Awards Committee (BAC)
7 Purchase Order	Bids and Awards Committee (BAC)
8 Billing Statement/Sales Invoice	Supplier/Agency concerned
9 DTRs	Supplier/Agency concerned
10 Certification on absences	End-User
11 Affidavit on Premium Payments	Supplier/Agency concerned
12 Breakdown of Costs	Supplier/Agency concerned
13 Performance Bond, photocopy (if procurement mode is bidding)	Accredited Insurance Company
14 Certificate of Emergency Purchase (emergency mode of procurement)	End-User
15 photocopy of original PO, in cases of extension of contract	Bids and Awards Committee (BAC)

14 Request for Booking up of Accounts (RBA), if necessary	Accounting Division, Provincial Accounting Office
15 BAC Resolution - for alternative mode of procurement	Bids and Awards Committee (BAC)
16 Disbursement Voucher	End-User
17 Other necessary documents as may be required depending on the nature of the claim	End-User

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher		5 minutes	Clerk I
	Encode voucher details thru the Receiving Registry System		5 minutes	Clerk I
	Distribute the assigned voucher to respective auditors		5 minutes	Clerk I
	Examine voucher and supporting documents		15 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Update status of voucher thru the Receiving Registry System		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Explain/clarify deficiency with end-user		20 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Release deficient voucher to end-user's representative		2 minutes	Clerk I

	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		5 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Post payment thru the Budget Monitoring System		3 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Affix initial to the voucher and forward documents for review (for 50K and above)		1 minute	Fiscal Examiner I, II, Accounting Clerk III
	Review supporting documents. If requirements were satisfied, forward to accountant for approval and if with deficiency, return to end-user	none	10 minutes	Accountant IV
	Certify as to completeness of supporting documents/sign voucher		5 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check		5 minutes	Clerk I
	Total		1 hour and 30 minutes	

SERVICE NAME: 1S. **Examination of supporting documents for payment of repairs (labor and/or materials)**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office

Classification Simple

Type of Transaction G2B - Government to Business Entity

Who may avail Accredited Suppliers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Purchase Request	End-User
2 Obligation Request (if charged to GF, SEF), not required if Trust Fund	End-User
3 Pre-Inspection Report	Inspection Section, Provincial Administrator's Office
4 Waste Material Report and Certification	General Services Office
5 Invitation to Bid/Evidence of Publication	PhilGEPS
6 mode of procurement)	Bids and Awards Committee (BAC)
7 Abstract of Bids/Quotation	Bids and Awards Committee (BAC)
8 Notice of Award	Bids and Awards Committee (BAC)
9 Purchase Order	Bids and Awards Committee (BAC)
10 Charge/Sales Invoice	Supplier/Agency concerned
11 Inspection Report	Inspection Section, Provincial Administrator's Office
12 AREP, Photocopy (of vehicle/equipment)	General Services Office
13 Certificate of Repair, Warranty Certificate, if applicable	Supplier/Agency concerned
14 Performance Bond, photocopy (if procurement mode is bidding)	Accredited Insurance Company
15 Certificate of Emergency Purchase (emergency mode of procurement)	End-User
16 Request for Booking up of Accounts (RBA), if necessary	Accounting Division, Provincial Accounting Office
17 BAC Resolution - for alternative mode of procurement	Bids and Awards Committee (BAC)
18 Disbursement Voucher	End-User
19 Other necessary documents as may be required depending on the nature of the claim	End-User

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents	Receive documents and encode thru the Document Tracking System		5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher		5 minutes	Clerk I
	Encode voucher details thru the Receiving Registry System		5 minutes	Clerk I

	Distribute the assigned voucher to respective auditors	none	5 minutes	Clerk I
	Examine voucher and supporting documents		15 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Update status of voucher thru the Receiving Registry System		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Explain/clarify deficiency with end-user		20 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Release deficient voucher to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		5 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Post payment thru the Budget Monitoring System		3 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Affix initial to the voucher and forward documents for review (for 50K and above)		1 minute	Fiscal Examiner I, II, Accounting Clerk III
	Review supporting documents. If requirements were satisfied, forward to accountant for approval and if with deficiency, return to end-user		10 minutes	Accountant IV

	Certify as to completeness of supporting documents/sign voucher	none	5 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check		5 minutes	Clerk I
	Total		1 hour and 30 minutes	

SERVICE NAME: 1T. **Examination of supporting documents for Refund of Bidders/Performance Bond/Warranty Retention**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office
Classification Simple
Type of Transaction G2B - Government to Business Entity
Who may avail Accredited Suppliers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Disbursement Voucher	End-User
2 Original Copy of Official Receipt certified by GSO and PTO	PTO, GSO
3 Photocopy of Inspection Report (for performance bond)	Inspection Section, Provincial Administrator's Office
4 Purchase Order, Inspection Report, Warranty Certificate, Charge/Sales	End-User
5 the claim	End-User

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents	Receive documents and encode thru the Document Tracking System		5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher		5 minutes	Clerk I

	Encode voucher details thru the Receiving Registry System	none	5 minutes	Clerk I
	Distribute the assigned voucher to respective auditors		5 minutes	Clerk I
	Examine voucher and supporting documents		10 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Update status of voucher thru the Receiving Registry System		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Explain/clarify deficiency with end-user		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Release deficient voucher to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		5 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Affix initial to the voucher and forward documents for review (for 50K and above)		1 minute	Fiscal Examiner I, II, Accounting Clerk III
	Review supporting documents. If requirements were satisfied, forward to accountant for approval and if with deficiency, return to end-user		7 minutes	Accountant IV

	Certify as to completeness of supporting documents/sign voucher	none	5 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check		5 minutes	Clerk I
	Total		1 hour and 1 minute	

SERVICE NAME: 1U. **Examination of supporting documents for Refund of Amortization on Loans/Taxes Withheld**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government

Who may avail Provincial Government Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Disbursement Voucher/Payroll	End-User
2 Audited Collection Lists	End-User
3 the claim	End-User

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents	Receive documents and encode thru the Document Tracking System		5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher/payroll		5 minutes	Clerk I
	Encode transaction details thru the Receiving Registry System		5 minutes	Clerk I

	Distribute the assigned voucher/ payroll to respective auditors	none	5 minutes	Clerk I
	Examine voucher/payroll and supporting documents		15 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Update status of voucher/payroll thru the Receiving Registry System		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Release deficient voucher/payroll to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Affix initial to the voucher/payroll and forward documents to encoder		1 minute	Clerk I
	Post/Encode transaction details into the Management Information System/Monitoring File for control/ trapping purposes	none	5 minutes	Clerk I
	Certify as to completeness of supporting documents/sign voucher/payroll		5 minutes	Provincial Accountant

Release documents to end-user (if deficient) or PTO-Cashier for issuance of check	5 minutes	Clerk I
Total	59 minutes	

SERVICE NAME: 1V. **Examination of supporting documents for Remittance to Other Government Agencies and Business Entities**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office
Classification Simple
Type of Transaction G2G - Government to Government, G2B - Government to Business Entity
Who may avail Government Agencies/Institutions, Business Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Disbursement Voucher/Payroll	End-User
2 and Business Entities)	End-User
3 Property Tax)	Provincial Treasurer's Office
4 Gravel)	Provincial Treasurer's Office
5 the claim	End-User

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit documents to Provincial Accounting Office for examination as to completeness of supporting documents	Receive documents and encode thru the Document Tracking System		5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher/payroll		5 minutes	Clerk I
	Encode transaction details thru the Receiving Registry System		5 minutes	Clerk I
	Distribute the assigned voucher to respective auditors		5 minutes	Clerk I

	Examine voucher and supporting documents	none	30 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Update status of voucher thru the Receiving Registry System		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Release deficient voucher to end-user's representative		2 minutes	Clerk I
	If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number		2 minutes	Fiscal Examiner I, II, Accounting Clerk III
	Affix initial to the voucher and forward documents for review (for 50K and above)		1 minute	Fiscal Examiner I, II, Accounting Clerk III
	Review supporting documents. If requirements were satisfied, forward to accountant for approval and if with deficiency, return to end-user	none	5 minutes	Accountant IV
	Certify as to completeness of supporting documents/sign voucher		5 minutes	Provincial Accountant
	Release documents to end-user (if deficient) or PTO-Cashier for issuance of check		5 minutes	Clerk I
	Total		1 hour and 14 minutes	

SERVICE NAME: 1W. **Examination of supporting documents for Transfer of Funds to Other Government Agencies, NGOs/POs**

SERVICE DESCRIPTION: Certifies as to completeness of supporting documents and amount obligated for the purpose

OFFICE OR DIVISION Financial Audit Services Division, Provincial Accounting Office
 Classification Simple
 Type of Transaction G2G - Government to Government, G2C - Government to Transacting Public
 Who may avail Other Government Agencies, Accredited NGOs/People's Organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Disbursement Voucher	End-User
2 Obligation Request (not required for trust fund)	End-User/Provincial Budget Office
3 Approved Project Proposal	Bureau of Treasury
4 Notarized Memorandum of Agreement	Disbursing Officer
5 SP Resolution Authorizing the Governor to Sign MOA	End-User/PPDO
6 LGU Resolution authorizing the local chief executive to sign MOA	End-User/Governor's/Administrator's Office
7 Resolution approving the accreditation of NGO/PO, Registration from	NGO/PO concerned, Sangguniang Panlalawigan, SEC, DOLE, CDA
8 Other necessary documents as may be required depending on the nature of the claim	End-user and/or others concerned

NOTE: Unless otherwise indicated all supporting documents should be in original copies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 End-user submit required supporting documents with voucher to Provincial Budget Office for Certification on Existence of Appropriation on the Obligation Request	Receive documents and encode thru the Document Tracking System	none	5 minutes	Clerk I
	Assign accounting control number and auditor number to voucher		5 minutes	Clerk I
	Encode transaction details thru the Receiving Registry System		5 minutes	Clerk I
2 Submit documents to Provincial Accounting Office for examination	Distribute the assigned vouchers to respective auditors		5 minutes	Clerk I

as to completeness of supporting documents <i>Note: If charged to Trust Fund, proceed to step #2</i>	Examine voucher and supporting documents	none	15 minutes	Fiscal Examiners I & II Accounting Clerk III
	Update status of documents thru the Receiving Registry System		2 minutes	Fiscal Examiners I & II Accounting Clerk III
	if supporting documents found to be incomplete (in quantity and form), issue deficiency slip and return documents to end-user		2 minutes	Fiscal Examiners I & II Accounting Clerk III
Explain/clarify deficiency with end-user	10 minutes		Fiscal Examiners I & II Accounting Clerk III	
Release deficient voucher to end-user's representative	2 minutes		Clerk I	
If supporting documents found to be complete (in quantity and form), mark supporting documents with the corresponding assigned number	2 minutes		Fiscal Examiners I & II Accounting Clerk III	
Post payment thru the Budget Monitoring System	3 minutes		Fiscal Examiners I & II Accounting Clerk III	
Affix initial to the voucher and forward documents for review	1 minute		Fiscal Examiners I & II Accounting Clerk III	
Review supporting documents. Release to end-user if found deficient and if not, forward to Accountant for approval	10 minutes		Accountant IV	
Certify as to completeness of supporting documents/sign voucher	5 minutes		Provincial Accountant	
Release documents to end-user (if deficient) or PTO-Cashier for issuance of check	5 minutes	Clerk I		

Total	1 hour and 17 minutes
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SERVICE NAME: 2A. Recording of Check Disbursements and Preparation / Issuance of Accountant's Advice

checks issued by the province as stated in the Accountant's Advice

OFFICE OR DIVISION Accounting Division - Provincial Accounting Office

Classification Simple

Type of Transaction G2C - Government to Transacting Public, G2B - Government to Business Entity, G2G - Government to Government

Who may avail All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Transmittal of Vouchers (1 original, 1 duplicate copy)		Provincial Treasurer's Office		
2 Audited Disbursement Vouchers (1 original, 1 duplicate copy)				
3 Checks				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Provincial Treasurer's Office forwards Disbursement Vouchers, Checks and Transmittal.	1. Receiving of Disbursement Voucher (DV) from PTO Transmittal.	none	5 minutes	Admin Aide III (Clerk I)
	2. Receiving of DV in the Document Tracking System (DTS)		5 minutes	Admin Aide III (Clerk I)
	3. Assign and Distribute DV to JEVers for encoding of Journal Entry Voucher (JEV) entries		5 minutes	Admin Aide III (Clerk I)
	4. Preparation / Encoding of JEV entries (All transactions except for PPE, Capital Outlay, and Repairs)		5 - 10 minutes	Admin Aide III (UW II / Clerk I) Accounting Clerk III
	5. Forward to Approving Officer for Approval of JEV entries		2 minutes	Admin Aide III (UW II / Clerk I) Accounting Clerk III
	6. Approval of JEV entries		3-5 minutes	Fiscal Examiner II

	7. Printing of approved JEV and attachment of JEVs to DV (with initials of Approving Officer)		3 minutes	Clerk I / Fiscal Examiner II
	8. Preparation and Printing of Accountant's Advice (with signatures of assigned officers)		5 minutes	Clerk I / Fiscal Examiner II / Provincial Accountant
	9. Releasing of DV with Checks in DTS to Admin Office		5 minutes	Admin Aide III (Clerk I)
	10. Forward DV with Checks and Transmittal to Admin Office for signature of Authorized Officer		5 minutes	Admin Aide III (Clerk I)
	11. Forward Accountant's Advice to designated banks		15 minutes	Admin Aide III (Clerk I)
	NOTE: All Accountant's Advice prepared in the morning will be forwarded to bank/s in the afternoon / All Accountant's Advice prepared in the afternoon will be forwarded to bank/s on the following morning.			
	Total		47 - 55 minutes	

SERVICE NAME: 2B. **Accounting of Cash Disbursement - Downloaded Payrolls**

SERVICE DESCRIPTION: To provide timely and accurate reporting of cash disbursements for preparation and submission of financial statements to various users as mandated in R.A. 7160.

OFFICE OR DIVISION Accounting Division - Provincial Accounting Office
Classification Simple
Type of Transaction G2G - Government to Government
Who may avail Commission on Audit, Provincial Treasurer's Office, Office of the Governor, Sangguniang Panlalawigan

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Request for Booking Up of Account - RBA (1 original & 1 duplicate copy)		Provincial Treasurer's Office (PTO) - Cash Division		
2 Authority to Debit Account (1 original & 1 duplicate copy)				
3 Summary of ATM Payroll Register (1 original & 1 duplicate copy)				
4 Bank's Payroll Register (1 original copy)				
5 Audited Payrolls of Various Offices with Complete Supporting Documents				
6 Obligation Request (1 original copy or certified true copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit Request for Booking Up of Downloaded Payrolls with complete supporting documents.	1.1 Receive Request for Booking Up of Downloaded Payrolls with complete supporting documents.	none	10 minutes	Admin Aide III (Clerk I)
	1.2 Check the completeness of documents submitted & Sign in the PTO's Log Book.			
	3. Segregate RBA's per fund and record in the Accounting Log Book with corresponding RBA Number.		5 minutes	Admin Aide III (Clerk I)
	4.1 Check information in RBA against supporting documents. Prepare Journal Entry Voucher (JEV) in the Electronic New Government Accounting System (ENGAS) and indicate JEV in the payroll.		15 minutes	Admin Aide III (Clerk I)
	4.2 Forward payroll to Approving Officer for review and approval of JEV			

	5. Check the correctness of entries and ascertain completeness of supporting documents indicated in the JEV. Affix initials in the payroll and forward to Clerk I for filing	5 minutes	Accountant II
	6.1 Fold and file approved payrolls in the Vouchers box.	1 minute	Admin Aide III (Clerk I)
	Total	36 minutes per downloaded payroll	

SERVICE NAME: 2C. **ACCOUNTING FOR COLLECTIONS AND DEPOSITS [ALL FUNDS]**

SERVICE DESCRIPTION: To provide timely and accurate reporting of collections and deposits (all funds) for preparation and submission of financial statements to various users as mandated in R.A. 7160.

OFFICE OR DIVISION Accounting Division - Provincial Accounting Office
Classification Simple
Type of Transaction G2G - Government to Government
Who may avail Commission on Audit/Office of the Governor/Sanggunian Panlalawigan/Provincial Treasurer's Office

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1	Report of Collections and Deposits [Liquidating Officer]-1 Original, 1 Duplicate	Provincial Treasurer's Office (PTO) - Cash Division		
2	Report of Collections and Deposits [Collecting Officer]-1 Original, 1 Duplicate			
3	Official Receipts - 1 Duplicate			
4	Deposit Slips - 1 Original, 1 Duplicate			
5	Abstract of Collections - 1 Original, 1 Duplicate			
6	Obligation Request (1 original copy or certified true copy)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit all required reports and supporting documents on a daily basis.		5 minutes	Administrative Aide III [UW II]

	2. Record report of liquidating officer in the logbook.	none	5 minutes	Administrative Aide III [UW II]
	3. Check information in the Abstract of Collections against Official Receipts [Ors], analyze every Ors are classified to its proper accounts and Abstract of Collections are accurately footed.		30 minutes	Fiscal Examiner I
	4. Recapitulate all accounting entries as accurately analyzed of the Abstract of Collections.		5 minutes	Fiscal Examiner I
	5. Forward the Report of Collections and Deposits together with the recapitulated Abstract of Collections for approval to the Approving Officer.		30 minutes	Fiscal Examiner III Accountant IV
	6. After approval, the duplicate copies are filed for further reference and the original copies for submission to the Commission on Audit.		5 minutes	Fiscal Examiner I Administrative Aide III [UW II]
			Total	

SERVICE NAME: 3A. **Certification of Net Pay and Remittances**

SERVICE DESCRIPTION: For use of Provincial Government Employees in their loan availment to various agencies and basis for computation in their retirement benefits

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office
Classification Simple
Type of Transaction G2G - Government to Government
Who may avail All Provincial Government Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1 Authority to Request and Claim (if requesting party is not the employee concern)		Requesting employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Employees logs his/her request in the Logsheet provided at the counter	1. Admin Incharge check request	none	1 minute	Clerk
	2. Print out employees request		5 minutes	Clerk
	3. Certification signed by Authorized Person		2 minutes	Provincial Accountant or Administrative Officer
	4. Release Signed certification to the employees		1 minute	Clerk
2. Employees receives request after signing.			1 minute	Clerk
	Total		10 minutes	

SERVICE NAME: 3B.1 Processing of BIR Form 1902 (New employees)

SERVICE DESCRIPTION: To process BIR form 1902 of newly hired employees of the Provincial Government who has no Tax Identification Number. This is one of the requirement in the processing of their initial salary.

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government

Who may avail All Provincial Government Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 BIR 1902 - New Employees	
1.1 BIR Form 1902 - 3 copies (1 original, 1 duplicate and 1 triplicate - duly filled up)	Provincial Accounting Office / BIR Office
1.2 Birth Certificate of filer - NSO (1 photocopy only)	Employees File

1.3 Appointment (KSS 33)/ Plantilla of Casual - 1 photocopy only		Employees / HRMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Client submits properly filled up BIR form 1902 and attached documents	1. Check BIR form 1902 if it is properly filled - up and verify supporting docs attached.	none	5 minutes	Clerk/ Administrative Officer
	2. Indicates actual date received in BIR Form 1902		2 minutes	Administrative Officer
	3. Encode data from BIR form 1902 to system of BIR		1 day depending on the availability of BIR ereg system	Administrative Officer
	4. Generate TIN Certification and sign BIR form 1902 employers certification		1 day	Administrative Officer
	5. Release signed BIR Form 1902 and TIN		5 minutes	Clerk/ Administrative Officer
Total			2 days and 12 mins	

SERVICE NAME: 3B.2 **Processing of BIR Form 1905 of New Employees, Transferred in employees**

SERVICE DESCRIPTION: To process BIR form 1905 of newly hired employees of the Provincial Government who already had Tax Identification Number. This is one of the requirement in the processing of their initial salary.

OFFICE OR DIVISION Administrative Section - Provincial Accounting Office
Classification Simple
Type of Transaction G2G - Government to Government
Who may avail All Provincial Government Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2 BIR 1905 - New Employees, Transferred employees	

BIR Form 1905 - 3 copies (1 original, 1 duplicate and 1 triplicate - duly filled up) 2.1 up) 2.2 Birth Certificate of filer - NSO (1 photocopy only) 2.3 Appointment (KSS 33)/ Plantilla of Casual - 1 photocopy only If TIN was taken from another RDO request for transfer is needed 2.4 BIR Form 1905 - 1 copy (duly verified/received) by the previous RDO		1. Provincial Accounting Office / BIR Office 2. Employees File 3. Employees / HRMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits properly filled up BIR form 1905 and attached documents 1	1. Check BIR form 1905 if it is properly filled - up and verify supporting docs attached.	none	2 minutes	Clerk/ Administrative Officer
	2. Verify where the TIN of filer was taken		2 minutes	Administrative Officer
	2.1 If Bacolod RDO - sign the form			
	2.2 If other RDO - request for transfer from previous RDO.			
	3. Sign BIR form 1905 of filer/employee		2 minutes	Administrative Officer
4. Release BIR 1905 to filer/employee		1 minutes	Administrative Officer	
	Total		7 minutes	

SERVICE NAME: 3C. Certification of Employee's Clearance

SERVICE DESCRIPTION: Clearance is needed by employees for purposes such as: retirement, travel, extended leave and transferring to other offices or departments

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office

Classification Simple

Type of Transaction G2G- Government to Government

Who may avail Provincial Government Officials and Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Employee's Clearance Form (4 Original Copies) 2 Approved DTR		Provincial Human Resource Management Office (PHRMO) End-User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits properly filled up Clearance form to the Admin Staff	1. Receives clearance form and records in the logbook for clearance and assigns control number.	none	5 minutes	Admin Aide IV (RMO II)
	1.1 Forwards to the Financial Audit Services Division for review.		5 minutes	Admin Aide IV (RMO II)
	1.2 Financial Audit Services Division Reviews/check overpayment on salary claims or other bonuses		30 minutes	Fiscal Examiner II
	1.3 Financial Audit Services Division release Clearance to Accounting Division		5 minutes	Fiscal Examiner II
	1.4 Accounting Division receives the clearance from Financial Audit Services Division		5 minutes	Clerk / Fiscal Examiner I
	1.5 Check existing receivables, cash advances and disallowances in the system; name of person, per account code and per fund		15 minutes	Clerk / Fiscal Examiner I
	If there is No Pending Cash Advance, Receivables and Disallowances			

	1.6 Affix signature and records in the logbook		5 minutes	Clerk / Accountant IV
	1.7 Forward Clearance to Administrative Support Division - Provincial Accounting Office for release to employee/laiason officer of the office.		5 minutes	Clerk
	If there is Pending Cash Advance, Receivables and Disallowances			
	2.1 Issue deficiency slip and record in the logbook		5 minutes	Clerk
	2.2 Forward clearance to Administrative Support Division - Provincial Accounting Office for compliance of deficiency		5 minutes	Clerk
	4. Receives the clearance form from Accounting Division		2 minutes	Admin Aide IV (RMO II) - Administrative Division
	4.1 Release to Employees or Liaison Officer		2 minutes	Admin Aide IV (RMO II) - Administrative Division
	Total		1 hour and 15 minutes - no pending cash advances, receivables & disallowances receivables & disallowances	

SERVICE NAME: 3D. Issuance of Certificate of Appearance

SERVICE DESCRIPTION: Certificate of Appearance is issued to the general public, official or employee of LGU, or other Government Official or other line agency on the day of his/her visit or transaction at the Provincial Accounting Office as proof of appearance and supporting document for travel claim

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office
 Classification Simple
 Type of Transaction G2G- Government to Government, G2C - Government to Citizen
 Who may avail All requesting party

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Approve Travel Order		Agency		
2 ID		Person Requesting		
3 Personal Appearance				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for Issuance of Certificate of Appearance	1. Client fills up request in the logbook	none	2 minutes	Admin Officer
	2. Prepares Certificate of Appearance based on request details as indicated in the logbook		7 minutes	Admin Officer
	3. Signs printed certificate of appearance		2 minutes	Admin Officer/Provincial Accountant
	4. Release Certificate of Appearance to requesting employee		1 minutes	Admin Officer
Total			12 minutes	

SERVICE NAME: 3D.1 **Receiving of Financial Claims with OBR (Disbursement Vouchers, Payrolls, etc. for Fiscal Examination)**

SERVICE DESCRIPTION: Receives financial claims prior to review of completeness of supporting documents

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office
 Classification Simple
 Type of Transaction G2G
 Who may avail All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Disbursement Vouchers with supporting documents		Provincial Budget Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1 Receives from PBO the End-user' submitted payroll /DV and its supporting documents .	Receive documents and check its completeness against transmittal	none	5 minutes	Clerk
	Receives documents through Document Tracking System (DTS)		5 minutes	
	Assign accounting control number and auditor number to payroll		5 minutes	Clerk
	Encode payroll/dv details in the Receiving Registry System		5 minutes	Clerk
2 Submits documents to Provincial Accounting Office	Segregate and distribute the assigned payrolls to respective auditors		5 minutes	Clerk
Note: If charged to Trust Fund, proceed to step #2				
	Total		25 minutes	

SERVICE NAME: 3E.1 Releasing of Deficient Financial Claims (Disbursement Vouchers and Payrolls)

SERVICE DESCRIPTION: Provincial Accounting Office is mandated to review supporting documents of various financial claims; prior to review there are processes to be observed and one of this is to received said financial claims for proper tracing.

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government

Who may avail Laiason Officers and other Authorized Personnel

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Deficient DV/Payroll		Financial And Audit Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1 Receives various financial claims with deficiencies from Financial Audit Services Division for release to respective end-user.	1. Receives DV/Payrolls from Financial Audit Services Division	none	5 minutes	Clerk
	2. Checks if Deficient DV/Payroll is included in the list of Fiscal Examiners Accomplishment Report		5 minutes	Clerk
	3. Prepare summary of Deficient DV/ Payrolls of previous day		1 hour	Clerk
	4. Print out the summary of Deficient DV /Payrolls		5 minutes	Clerk
	5. Releasing of Deficient DV/payroll through Document Tracking System (DTS)		5 minutes	Clerk
	Total		1 Hour and 20 minutes	

SERVICE NAME: 3E.2 **Releasing of Financial Claims (Disbursement Vouchers and Payrolls) Passed in Audit**

SERVICE DESCRIPTION: Provincial Accounting Office is mandated to review supporting documents of various financial claims; prior to review there are processes

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government, G2C - Government to Transacting Public, G2B - Government to Business Entity

Who may avail All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

	1. Certify as to completeness of supporting documents/sign payroll		2 minutes	Provincial Accountant
	Release Financial Documents through Accounting Releasing Registry System	none	5 minutes	Clerk
	Release Financial Documents to PTO - Cashier through Document Tracking System (DTS)		5 minutes	Clerk
	Total		12 minutes	

SERVICE NAME: 3E. **Remittances to Government Service Insurance System (GSIS)**

SERVICE DESCRIPTION: Preparation of remittance payments to GSIS for the amounts collected from various Government Officials and Employees

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office

Classification Complex

Type of Transaction G2G - Government to Government

Who may avail Government Service Insurance System

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Collection List attached to monthly passed in audit payrolls		Financial Audit Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Admin-in-charge checks completeness of manual and computerized collection list against summary of passed in audit claims		2 days	Clerk
	2. Generates soft copy of encoded manual claims			

3. Prepares summary of remittances for inclusion to the generated summaries of remittances per fund.
4. Prepares electronic remittance file (ERF) then submits through internet for uploading to the EBCS GSIS System
5. Addresses clarificatory items of ERF (if any) then resubmit electronic file for re-uploading to EBCS GSIS System
6. GSIS In Charge emails report to ERF in charge for report with no error
7. Prepares DV for payment which includes checking of accuracy and completeness of its supporting collection lists
8. Submits DV with supporting documents for payment to Financial Audit Services Division for review of completeness of supporting documents
9. Financial Audit Services Division examines and reviews of completeness of supporting documents
10. Certify as to completeness of supporting documents

none

3 days	Clerk
3 days	Clerk
30 minutes	Clerk / Administrative Officer II
5 minutes	Clerk
30 minutes	Fiscal Examiner I, II , Accountant IV
5 minutes	Provincial Accountant

	11. Release DV through Accounting Releasing Registry System	5 minutes	Clerk
	12. Release Financial Documents to PTO - Cashier through Document Tracking System (DTS)	5 minutes	Clerk
	13. Claims approved check payments from Cashier - PTO (please see note below)	5 minutes	Admin Aide IV/ Administrative Officer II
	14. Remit check payments and submit supporting documents to Government Service Insurance System	4 hours	Admin Aide IV
	15. Encode Official Receipts details to the Payroll System for the generation of certificate of remittances	2 days	Clerk I
	Total	10 days 6 hours & 50 minutes	

Note: Processing time for check issuance takes a minimum of 2 hours to a maximum of 1 day

GSIS Prem and Loans Every 10th of succeeding month following the due month

SERVICE NAME: 3F **Remittances to Pag ibig Fund**

SERVICE DESCRIPTION: Preparation of remittance payments to GSIS for the amounts collected from various Government Officials and Employees

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office

Classification Complex

Type of Transaction G2G - Government to Government

Who may avail Pag ibig Home Developmen Mutual Fund

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Collection List attached to monthly passed in audit payrolls		Financial Audit Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Admin-in-charge checks completeness of manual and computerized collection list against summary of passed in in audit claims		2 days	Clerk
	2. Generates soft copy of encoded claims] 1 day	Clerk
	3. Prepares manual summary of remittances for inclusion to the generated summaries of remittances.			
	4. Prepares electronic remittance for all funds (General Fund, Hospital, EEDD and SEF Funds)		3 days	Clerk
	5. Submit electronic file through internet for verification of new employees, employees whose records where incomplete		2 day	Clerk
	6. Check if there is clarifficatory item to be excluded/included in the electronic remittance		30 minutes	Clerk
	7. Prepares DV for payment which includes checking of accuracy and completeness of its supporting collection lists		30 minutes	Clerk / Administrative Officer II

8. Submits DV with supporting documents for payment to Financial Audit Services Division for review of completeness of supporting documents	none	5 minutes	Clerk
9. Financial Audit Services Division examines and reviews of completeness of supporting documents		30 minutes	Fiscal Examiner I, II , Accountant IV
10. Certify as to completeness of supporting documents		5 minutes	Provincial Accountant
11. Release DV through Accounting Releasing Registry System		5 minutes	Clerk
12. Release Financial Documents to PTO - Cashier through Document Tracking System (DTS)		5 minutes	Clerk
13. Claims approved check payments from Cashier - PTO (please see note below)		5 minutes	Admin Aide IV/ Administrative Officer II
14. Remit check payments and submit supporting documents to Pagibig Home Mutual Development Fund		4 hours	Admin Aide IV
15. Encode Official Receipts details to the Payroll System for the generation of certificate of remittances		2 days	Clerk
Total	10 days 7 hours & 20 minutes		

Note: Processing time for check issuance takes a minimum of 2 hours to a maximum of 1 day
 Pag ibig Premium and Loans Every 15th day of succeeding month following the due month

SERVICE NAME: 3G. 1 Remittances to Philhealth Insurance

SERVICE DESCRIPTION: Preparation of remittance payments to Philhealth Insurance for the amounts collected from various Government Officials and Employees

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office
 Classification Complex
 Type of Transaction G2G - Government to Government
 Who may avail Philippine Health Insurance Corporation (Philhealth)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Collection List attached to monthly passed in audit payrolls		Financial Audit Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Admin-in-charge checks completeness of computerized collection list against summary of passed in in audit claims		2 days	Clerk I
	2. Generate soft copy of summaries of remittances for checking and reconciling to actual total per collection list		1 day	Clerk I
	3 Prepares electronic remittance for all funds (General Fund, Hospital, EEDD and SEF Funds)		2 days	Clerk I

4. Check and encode online through eprs01.gov.ph the verified datas of new employees, separated employees, and employees with no earnings for the month
5. Reconciles total amount per fund and submits final electronic file online through eprs01.gov.ph
6. Generate Statement of Premium Account or SPA per fund
7. Prepares DV for payment which includes checking of accuracy and completeness of its supporting collection lists
8. Submits DV with supporting documents for payment to Financial Audit Services Division for review of completeness of supporting documents
9. Financial Audit Services Division examines and reviews of completeness of supporting documents
10. Certify as to completeness of supporting documents
11. Release DV through Accounting Releasing Registry System

none

2 days	Clerk I
20 minutes	Clerk I
10 minutes	Clerk I
30 minutes	Clerk / Administrative Officer II
5 minutes	Clerk I
30 minutes	Acctg Clerk III, Fiscal Examiner I, II , Accountant IV
5 minutes	Provincial Accountant
5 minutes	Clerk I

	12. Release Financial Documents to PTO - Cashier through Document Tracking System (DTS)	2 hours	Clerk , Fiscal Examiner II
	13. Claims approved check payments from Cashier - PTO (please see note below)	4 hours	Clerk / Provincial Administrator
	14. Remit check payments and submit supporting documents to Government Service Insurance System		
	15. Encode Official Receipts details to the Payroll System for the generation of certificate of remittances	1 day	Admin Aide IV
	Total	9 days and 7 hours & 15 minutes	

SERVICE NAME: 3G. 2 **Remittances to Philhealth Insurance**

SERVICE DESCRIPTION: Preparation of remittance payments to Philhealth Insurance for the amounts collected from various Government Officials and Employees

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government

Who may avail

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Collection List attached to monthly passed in audit payrolls		Financial Audit Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Admin-in-charge checks completeness of manual collection lists against summary of passed in audit claims	none	2 days	Clerk I
2. Generate soft copy of manual remittances for checking and reconciling to actual total of collection list per fund		1 day	Clerk I
3. Prepares manual summary of remittance for all funds (General Fund, Hospital, EEDD and SEF Funds)		1 day	Clerk I
4. Prepares DV for payment which includes checking of accuracy and completeness of its supporting collection lists		30 minutes	Clerk / Administrative Officer II
5. Submits DV with supporting documents for payment to Financial Audit Services Division for review of completeness of supporting documents		5 minutes	Clerk I
6. Financial Audit Services Division examines and reviews of completeness of supporting documents		30 minutes	Acctg Clerk III, Fiscal Examiner I, II , Accountant IV
7. Certify as to completeness of supporting documents/sign DV		5 minutes	Provincial Accountant
8. Release DV through Accounting Releasing Registry System		5 minutes	Clerk I

	9. Release Financial Documents to PTO - Cashier through Document Tracking System (DTS)	5 minutes	Clerk I
	10. Claims approved check payments from Cashier - PTO (please see note below)	5 minutes	Admin Aide VI/ Administrative Officer II
	11. Remit check payments and submit supporting documents to CAPGEM Cooperative	30 minutes	Admin Aide VI/ Clerk
	12. Encode Official Receipts details to the Payroll System for the generation of certificate of remittances	2 days	Clerk I
	Total	6 days and 4 hours & 45 minutes	

Note: Processing time for check issuance takes a minimum of 2 hours to a maximum of 1 day

Philhealth Premium Every 15th day of succeeding month following the due month

SERVICE NAME:3H **Remittances to Bureau of Internal Revenue**

SERVICE DESCRIPTION: Preparation and remittance of income tax withheld from employees of the Provincial Government of Negros Occidental

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government

Who may avail Bureau of Internal Revenue

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Collection List attached to monthly passed in audit payrolls and vouchers.	Financial Audit Services Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Admin-in-charge checks completeness of manual collection lists against summary of passed in audit claims		2 days	Clerk
	2. Generate soft copy for summary of remittances		1 day	Clerk
	3. Prepares manual summary of remittances for inclusion to the generated summary of remittances per fund; General Fund,Hospital, EEDD, SEF			
	4. Prepares DV for payment which includes checking of accuracy and completeness of its supporting collection lists		30 minutes	Clerk / Administrative Officer II
	5. Submits DV with supporting documents for payment to Financial Audit Services Division for review of completeness of supporting documents		5 mintues	Clerk
	6. Financial Audit Services Division review of completeness of supporting documents		30 minutes	Acctg Clerk III, Fiscal Examiner I, II , Accountant IV
	7. Certify as to completeness of supporting documents/sign payroll		5 minutes	Provincial Accountant
	8. Prepares and attach Bank Deposit Slip to DV for remittance to the bank per fund		10 minutes	Clerk

	9. Release passed in audit DV thru DTS to Cashier - PTO for the preparation of credit memo advice		5 minutes	Clerk
	10. Claims approved credit memo advice from Cashier - PTO (please see note below)		5 minutes	Admin Aide VI/ Administrative Officer II
	11. Submits DV and credit memo advice to LBP as authorized bank of BIR		30 minutes	Admin Aide VI
	12. Reproduce copies of all supporting pertinent documents for file	none	30 minutes	Admin Aide VI
	Total		3 days 2 hours & 50 minutes	

Note: Processing time for Credit Memo Advice takes a minimum of 2 hours to a maximum of 1 day

BIR Compensation Every 10th of succeeding month following the due month

SERVICE NAME:3I **Remittances to Bureau of Internal Revenue**

SERVICE DESCRIPTION: Preparation and remittance of taxes withheld from Government Money Payments of suppliers and contractors of the Provincial Government of Negros Occidental

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office
Classification Simple
Type of Transaction G2G - Government to Government
Who may avail Bureau of Internal Revenue

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Downloaded Schedule of Payables (Due to BIR - 412)	Accounting Division
2 BIR Form 1600 and 1601e	BIR System

3 Bank Deposit Slip Form		BIR Accredited Banks		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive from Accounting Division the downloaded schedule of payables (due to BIR -412)	1. Prepare eNGAS proofing sheets per fund to ensure completeness of recorded disbursements.		5 days	Fiscal Examiner I
	2. Generate and analyze Schedule of Payables (Due to BIR) per Fund to ensure that there are no negative balances and error in tax codes. If no error is found, export Schedule per Fund. Analyze Subsidiary Ledgers under Trust Fund and GF-Proper (MDFO) to determine source of payment for remittance.		4 hours	Accountant II
	3. Receives from Accounting Division the eNGAS' downloaded schedule of payables (due to BIR -412) for the month per fund		5 minutes	Administrative Officer II
	4. Process files from eNGAS to BIR program per month per fund to generate 1600 and 1601e schedule		2 days	Administrative Officer II
	5. Prepare BIR form 1600 and 1601E as per 1600 and 1601e schedule per fund		2 hours	Administrative Officer II

4. Prepares DV (Disbursement Voucher) per fund based on the attached BIR form 1600 and 1601e schedule
8. Prepares and attach Bank Deposit Slip to DV for remittance to the bank per fund
6. Verifies as to funds DV (Disbursement Voucher), deposit slip, and supporting schedule by Accounting Division
7. Submits DV with supporting documents for payment to Financial Audit Services Division for review of completeness of supporting documents
8. Financial Audit Services Division review of completeness of supporting documents
9. Certify as to completeness of supporting documents/sign payroll
9. Release passed in audit DV thru DTS to Cashier - PTO for the preparation of credit memo advice
10. Claims approved credit memo advice from Cashier - PTO (please see note below)

none

30 minutes	Administrative Officer II
30 minutes	Clerk
30 minutes	Senior Bookkeeper
5 minutes	Clerk
30 minutes	Acctg Clerk III, Fiscal Examiner I, II , Accountant IV
5 minutes	Provincial Accountant
5 minutes	Clerk
5 minutes	Admin Aide VI/ Administrative Officer II

	11. Submits DV and credit memo advice to LBP as authorized bank of BIR	30 minutes	Clerk / Admin Aide VI
	12. Reproduce copies of all supporting pertinent documents for file	30 minutes	Admin Aide VI
	Total	7 days 9 hours & 25 minutes	

Note: Processing time for Credit Memo Advice takes a minimum of 2 hours to a maximum of 1 day

BIR Suppliers Money Payments - Due to BIR

Every 10th of succeeding month following the due month

SERVICE NAME:3J **Remittances to various agencies (CAPGEM, PACE, PHEMC and Veterans Bank)**

SERVICE DESCRIPTION: Preparation and remittance of CBU and Loan Repayment of Government Officials and Employees

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government

Who may avail

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Collection List attached to monthly passed in audit payrolls		Financial Audit Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Admin-in-charge checks		2 days	Clerk
	2. Generate soft copy for summary of remittances		1 day	Clerk
	3. Prepares manual summary of remittances for inclusion to the generated summary of remittances per fund; General Fund,Hospital, EEDD			

	4. Reconciles accounting records versus collection list as per summary per fund	none	4 hours after all JEVs for payroll were posted	Accountant II
	5. Prepares DV for payment which includes checking of accuracy and completeness of its supporting collection lists		30 minutes	Clerk / Administrative Officer II
	6. Submits DV with supporting documents for payment to Financial Audit Services Division for review of completeness of supporting documents		5 minutes	Clerk
	7. Financial Audit Services Division review of completeness of supporting documents		30 minutes	Acctg Clerk III, Fiscal Examiner I, II , Accountant IV
	8. Certify as to completeness of supporting documents/sign payroll		5 minutes	Provincial Accountant
	9. Release Financial Documents to PTO - Cashier through Document Tracking System (DTS)		5 minutes	Clerk
	Total		3 days 5 hours & 15 minutes	

Note:

BIR Compensation

Every 10th of succeeding month following the due month

SERVICE NAME:3K Remittances to Veteran's Bank

SERVICE DESCRIPTION: Preparation and remittance of Loan Repayment of various Government Officials and Employees

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government

Who may avail

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Collection List attached to monthly passed in audit payrolls		Financial Audit Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Admin-in-charge checks completeness of computerized collection list against summary of passed in audit claims	none	2 days	Clerk
	2. Generate soft copy for summary of remittances of remittances per fund; General Fund,Hospital, EEDD] 1 day	Clerk
	3. Prepares manual summary of remittances for inclusion to the generated summary			
	4. Reconciles accounting records versus collection list as per summary per fund		4 hours after all JEVs for payroll were posted	Accountant II
	5. Prepares DV for payment which includes checking of accuracy and completeness of its supporting collection lists		30 minutes	Clerk / Administrative Officer II

	6. Submits DV with supporting documents for payment to Financial Audit Services Division for review of completeness of supporting documents	5 minutes	Clerk
	7. Financial Audit Services Division review of completeness of supporting documents	30 minutes	Acctg Clerk III, Fiscal Examiner I, II , Accountant IV
	8. Certify as to completeness of supporting documents/sign payroll	5 minutes	Provincial Accountant
	9. Release Financial Documents to PTO - Cashier through Document Tracking System (DTS)	5 minutes	Clerk
	Total	3 days 5 hours & 15 minutes	

SERVICE NAME:3L **Remittances to PHEMC**

SERVICE DESCRIPTION: Preparation of Remittances to GSIS as per RA 8291

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government

Who may avail

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Collection List attached to monthly passed in audit payrolls		Financial Audit Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Admin-in-charge checks completeness of computerized collection list against summary of passed in audit claims	none	2 days	Clerk
2. Generate soft copy for summary of remittances		1 day	Clerk
3. Prepares manual summary of remittances for inclusion to the generated summary of remittances per fund; General Fund,Hospital, EEDD			
4. Reconciles accounting records versus collection list as per summary per fund		4 hours after all JEVs for payroll were posted	Accountant II
5. Prepares DV for payment which includes checking of accuracy and completeness of its supporting collection lists		30 minutes	Clerk / Administrative Officer II
6. Submits DV with supporting documents for payment to Financial Audit Services Division for review of completeness of supporting documents		5 minutes	Clerk
7. Financial Audit Services Division review of completeness of supporting documents		30 minutes	Acctg Clerk III, Fiscal Examiner I, II , Accountant IV
8. Certify as to completeness of supporting documents/sign payroll		5 minutes	Provincial Accountant

	9. Release Financial Documents to PTO - Cashier through Document Tracking System (DTS)		5 minutes	Clerk
	Total	3 days 5 hours & 15 minutes		

SERVICE NAME:3M **Remittances to Bureau of Internal Revenue**

SERVICE DESCRIPTION: Preparation of Remittances to GSIS as per RA 8291

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office

Classification Simple

Type of Transaction G2G - Government to Government

Who may avail

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Collection List attached to monthly passed in audit payrolls		Financial Audit Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Admin-in-charge checks completeness of computerized collection list against summary of passed in audit claims		2 days	Clerk
	2. Generate soft copy for summary of remittances			
	3. Prepares manual summary of remittances for inclusion to the generated summary of remittances per fund; General Fund,Hospital, EEDD		1 day	Clerk
	4. Reconciles accounting records versus collection list as per summary per fund		4 hours after all JEVs for payroll were posted	Accountant II

	5. Prepares DV for payment which includes checking of accuracy and completeness of its supporting collection lists	none	30 minutes	Clerk / Administrative Officer II
	6. Submits DV with supporting documents for payment to Financial Audit Services Division for review of completeness of supporting documents		5 minutes	Clerk
	7. Financial Audit Services Division review of completeness of supporting documents		30 minutes	Acctg Clerk III, Fiscal Examiner I, II , Accountant IV
	8. Certify as to completeness of supporting documents/sign payroll		5 minutes	Provincial Accountant
	9. Release Financial Documents to PTO - Cashier through Document Tracking System (DTS)		5 minutes	Clerk
	Total		3 days 5 hours & 15 minutes	

SERVICE NAME:3N. **Application for Leave**

SERVICE DESCRIPTION: To process various leave application request of employees (sick leave, filial leave, force leave, special leave)leave, special leave as this is one of the supporting documents

OFFICE OR DIVISION Administrative Support Services - Provincial Accounting Office
Classification Simple
Type of Transaction G2G
Who may avail Accounting Personnel/ Office Personnel

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Medical Certificate if it exceeds 5 days or more (1 copy original)		Private Medical Doctor / Government Doctor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Employee must log in the Application for Leave log book provided by office	1.Process request of employee based on log book entries	none	2 minute	Admin Officer I
	1.1 Open access to Personnel Information System and select the name of employee who requested the Application for Leave		2 minute	Admin Officer I
	1.2 Checks the leave credits earned		2 minute	Admin Officer I
	1.3 Check if there is a pending application for leave that not yet approve by the Human Resource Personnel		2 minute	Admin Officer I
	1.4 If there is no pending application for leave and the leave credits earned is sufficient, start processing the request		5minutes	Admin Officer I
	1.5 if there is a pending leave or the leave credits earned is not sufficient for the request, make a call to the Human resource personnel who's incharge to seek advice/ to update leave credits.		30 minutes	Admin Officer I
	1.6 Release leave to employee for signature and verification of their request		3 minutes	Admin Officer I

	2.Employee/ client signs the application for leave and forwards to the immediate supervisor for approval.		5 minutes	Admin Officer II , Accountant IV , Provincial Accountant
	2.1 Submits to the Head of Office for Signature/approval		5 minutes	Provincial Accountant
	2.2 Release to Human Resource Management Office through Document Tracking System (DTS) with transmittal attached.		3 minutes	Admin Officer I
	Total		59 minutes	

SERVICE NAME: 30 .Disbursement Vouchers and Payroll

SERVICE DESCRIPTION: Preparing of Disbursement vouchers and payroll for payment of salaries & overtime of Employees

OFFICE OR DIVISION Administrative Division- Provincial Accounting Office
 Classification Simple
 Type of Transaction G2G- Government to Government
 Who may avail Accounting Personnel / Office Personnel

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Daily Time Record (DTR)- (Salaries & Overtime)		Provincial Human Resource Management Office		
2 Approved Application for Leave - (salaries)		Provincial Human Resource Management Office		
3 Approved Office Order -(Overtime)		Office of the Provincial Administrators Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Employees Submit DTRs to Admin Staff (Checker)	1.Receives duly checked DTRs from Admin Aide		2 minutes	Administrative Officer I
	1.1 Prepares Draft of salaries/		45 minutes	Administrative Officer I

2 Employees checks and signed the draft for finalization of Payroll/vouchers	2.Print Final Payroll and attached supporting documents such as DTRs, Application for Leave,collection list,		60 minutes	Administrative Officer I
	2.1 Prepares Obligation Request (OBR) to be attached in salaries/ overtime	none	10 minutes	Administrative Officer I
	2.2 Immediate supervisor affix initials to payroll/ voucher and OBR for verification, and signed collection list.		5 minutes	Administrative Officer II
	2.3 For Signature of certification as to validity of claim		5 minutes	Provincial Accountant
	2.4 Released to Provincial Budget Office for Signature and Approval of Budget Officer using Data Tracking System (DTS)		5 minutes	Administrative Officer I
	WITH DEFICIENCY			
	3. Receives payroll/voucher for compliance of deficiency		32 minutes	Administrative Officer I
	3.1 Returns payroll/voucher to Financial Audit Division for Deficiency Complied.		2 minutes	Administrative Officer I
	Total		2 hours & 56 minutes with deficiency 2 hours & 22 minutes without deficiency	

SERVICE NAME: 3P Payments to suppliers of goods and other services

SERVICE DESCRIPTION: Prepares Disbursement Vouchers for payment of goods or services purchased.

OFFICE OR DIVISION Administrative Division- Provincial Accounting Office
 Classification Simple

Type of Transaction G2B- Government to Business Entity

Who may avail Suppliers/Contractors

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 All supporting documents as required under COA Circular No. 2012 -001				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Supplier submits approved purchased order and other pertinent supporting documents.(Sales Invoice, delivery receipt, performance bond) for processing of payment	1.Upon receipt of Purchase Oder and other supporting document from supplier; files request for inspection to General Services Office	none	20 minutes	Administrative Officer I
	1.1 Prepares SSMI and submits to		10 minutes	Administrative Officer I
	1.2 Prepares Acknowledgement Receipt for Equipment and Property (AREP) or Inventory custodian slip (ICS), Requisition and Issue Slip (RIS) and Waste Material Report (WMR) - (If applicable) and submit the same to General Services Offices for records purposes		20 minutes	Administrative Officer I
	1.3 Upon receipt of duly accomplished Inspection Report from Provincial Inspector , prepares disbursement vouhcer and attached all supporting documents		10 minutes	Administrative Officer I

1.4 Submits Disbursement Voucher with complete supporting documents to immediate supervisor for checking	5 minutes	Administrative Officer II
1.5 Recommends approval for payment	5 minutes	Provincial Accountant
1.6 Submits DV with supporting documents to Accounting Division for RBA or to Financial Audit Services Division for review of completeness of supporting documents	5 minutes	Administrative Officer I
With Deficiency		
2.Receives voucher for compliance of deficiency	32 minutes	Administrative Officer I
3.1 Returns voucher to Accounting Div or Financial Audit Services for deficiency complied	2 minutes	Administrative Officer I
Total	1 hour and 49 minutes with deficiency 1 hour and 15 minutes without deficiency	

SERVICE NAME: 3 Q **Preparation of Purchase Request**

SERVICE DESCRIPTION: Prepare Purchase request for supplies and materials/goods and services for use of the Provincial Accounting Office

OFFICE OR DIVISION Administrative Division- Provincial Accounting Office
 Classification simple
 Type of Transaction G2G- Government to Government
 Who may avail

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Obligation Request (OBR) - 3 original copies		End-user		
2 Purchase Request (PR)- 3 original copies		End-user		
Approved Project Procurement Management Plan (PPMP) - 1 photocopy		End-user		
3 with certified true copy		End-user		
Other necessary documents as may required by the Financial Audit		End-user		
4 Services Division depending on the nature of the claim.		End-user		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request supplies and materials/ goods or services for the use of Office.	1. Prepares Purchase Request by encoding data in Government Procurement System (GPS)	none	60 minutes	Administrative Officer I
	1.1 Prepares Obligation Request based on the data of Purchase Request.		5 minutes	Administrative Officer I
	1.3 Attach PPMP as supporting documents		2 minutes	Administrative Officer I
	1.4 Immediate supervisor verifies and affix initial		2 minutes	Administrative Officer II
	1.5 Signature as to validity of request		5 minutes	Provincial Accountant
	1.6 Release to Provincial Administrator's Office for Approval and Signature in Purchase Request.		5 minutes	Administrative Officer I
	Total		1 hour & 19 minutes	