

## CITY ACCOUNTANT'S OFFICE INTERNAL SERVICES



1. Evaluation of	Salaries and Wages	and other B	enefits of City Gov	ernment Personnel
	aims (Payrolls/Vouche			
	alaries to their services			
Office or Division	on		e City Accountant - I	nternal Audit Division
Classification		Simple		
Type of Transa	ction	G2G		
Who may avail		City Gov't. I	Employee	
	IST OF REQUIREMEN		WHERE	TO SECURE
	of Attendance / Absenc	es (MRA) /	Administrative Offic	cer (office concerned)
	rd (DTR) – 1 original			
•	t of loans from various	agencies /	Various Agencies/	Cooperatives
cooperatives – 1				
	on Audit (COA) Circula		Commission on Au	dit (COA)
	June 14, 2012 (Docum			
•	r Government Transac			
	documents to the tran			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	1.1 Receive	DEFAID		RESPONSIBLE
complete	Payrolls/Vouchers,			
documents to	classify as to			
Receiving	funding, assign			Agustin B. Toril
Officer	number and encode	None	1 hour	-Receiving Officer
Onioci	to Document	None	THOUT	
	Tracking System,			
	forward to Internal			
	Audit Division (IAD)			
	1.2 Evaluate			Lynievec T.
	documents as to			Alcoreza/Irn B.
	correctness of			Comoso/lan Lloyd
	mathematical			D. Beralde/Susan
	computation,			Grace V.
	completeness of	None	8 hours	Bermudez/Marichu
	signatories and			V. Cayuban/Shirley
	other required			B. Cruz/Elaine
	supporting			Cheryl A Enriquez/
	documents			Émelyn T.
	(average for 30			Polinga/Marrieta P.
	persons in payroll)			Ranada/Emelie M.
	,			Sisbreño
				-Evaluators
	1.3 Verify in the			Jana Joyce P.
	payroll system for			Albarico/Maristel R.
	double claim, and			Cacar/Josephine R.
	loan deductions,	None	3 hours	Manlupig/Maristel
	etc.			Oñes
				-Carders



<b></b>				
	1.4 Prepare Voucher and print Payroll Register	None	3.5 hours	Alvin Dominic S. Donadillo -Controller
	generated in FinDES, if ATM			
	1.5 Review of all documents and affix initial	None	2 hours	Janice Antonette B. Calsa -Division Chief
	1.6 Tag in AFMIS for allocation	None	1 hour	Aira Teffany Subaldo -Controller
	1.7 Review and certify/sign documents; Sign notes of pending documents	None	1.5 hours	Vingelin A. Bajan -City Accountant
2.1 Receive in Transmittal List (Good Evaluated Payroll/ Disbursement Voucher)	2.1 Release and transmit certified documents to City Treasurer's Office (CTO)	None	3 hours	Jupet N. Bulan -Releasing Officer
2.2 Receive in Logbook (Pending Evaluated Payroll/ Disbursement Voucher)	2.2 Update pending document in Document Tracking, stamped date and release pending to Liaison Officers of concerned offices	None	1 hour	Emelinda R. Palang -Releasing Officer
Т	OTAL:		24 hours or 3 days	



Immatude to the register of processing of payment for procurement of properties, supplies and materials, gasoline, oil and lubricants, repair and maintenance and others         Office or Division         Office or Division       Office of the City Accountant - Internal Audit Division         Classification         Simple         Type of Transaction         G2G         Who may avail         Business Entities and Other Government Agencies         CHECKLIST OF REQUIREMENTS       WHERE TO SECURE         1. Per Commission on Audit (COA) Circular No:: 2012-001 dated June 14, 2012       Commission on Audit (COA)         CLIENT       AGENCY       FES To BE PAID       PROCESSING PERSON RESPONSIBLE         CLIENT       AGENCY       FES TO SEVENCE         None       2 hours       Agustin B. Tirol - Receiving Officer         1.1 Receive       Voucher, classify documents to as to funding, and encode to Document       Processing System, forward to Internal Audit         Division (IAD)       Lupievec T.         Adocuments as to correctness of mathematical computation, computation, computation, computation, computation, computation, computation	2. Evaluation of Disbursement Vouchers for Supplies, Services and Infrastructure Projects					
Office or Division         Office of the City Accountant - Internal Audit Division           Classification         Simple           Type of Transaction         G2G           Who may avail         Business Entities and Other Government Agencies           CHECKLIST OF REQUIREMENTS         WHERE TO SECURE           1. Per Commission on Audit (COA) Circular No: 2012-001 dated June 14, 2012 (Documentary Requirements for Government Transactions) -original pertinent documents to the transactions         Commission on Audit (COA)           CLIENT STEPS         AGENCY ACTION         FEES TO BE PAID         PROCESSING TIME         PERSON RESPONSIBLE           1. Submit complete         1.1 Receive Voucher, classify documents to as to funding, Receiving         None         2 hours         Agustin B. Tirol -Receiving Officer           Officer         and encode to Document Tracking System, forward to Internal Audit Division (IAD)         None         2 hours         Agustin B. Tirol -Receiving Officer           1.2 Evaluate documents as to correctness of signatories and other required supporting documents         None         10 hours         Lynievec T. Alcoreza/Irn B. Comoso/Ian Lloyd D. Beralde/Susan Grace V. Bermudez/Marichu V. Cayuban/Shirley B. Cruz, Elaine Cheryl A Enriquez/Emelyn T. Polinga/Marrieta						
Division         Division           Classification         Simple           Type of Transaction         G2G           Who may avail         Business Entities and Other Government Agencies           CHECKLIST OF REQUIREMENTS         WHERE TO SECURE           1. Per Commission on Audit (COA) Circular No.: 2012-001 dated June 14, 2012 (Documentary Requirements for Government Transactions) -original pertinent documents to the transactions         Commission on Audit (COA)           CLIENT         AGENCY ACTION         FEES TO BE PAID         PROCESSING TIME         PERSON RESPONSIBLE           1. Submit complete         1.1 Receive Voucher, classify documents to ast o funding, assign number and encode to Document Tracking System, forward to Internal Audit Division (IAD)         None         2 hours         Agustin B. Tirol -Receiving Officer           1.2 Evaluate documents as to correctness of mathematical completeness of signatories and other required supporting documents         None         10 hours         Lynievec T. Alcoreza/Irn B. Comoso/Ian Lloyd D. Beralde/Susan Grace V. Bermudez/Marichu V. Cayuban/Shirley		gasoline, oil and lubricants, repair and maintenance and others				
Division         Division           Classification         Simple           Type of Transaction         G2G           Who may avail         Business Entities and Other Government Agencies           CHECKLIST OF REQUIREMENTS         WHERE TO SECURE           1. Per Commission on Audit (COA) Circular No.: 2012-001 dated June 14, 2012 (Documentary Requirements for Government Transactions) -original pertinent documents to the transactions         Commission on Audit (COA)           CLIENT STEPS         AGENCY ACTION         FEES TO BE PAID         PROCESSING TIME         PERSON RESPONSIBLE           1. Receive complete documents to as to funding, assign number and encode to None         None         2 hours         Agustin B. Tirol -Receiving Officer           Officer         and encode to None         None         2 hours         Agustin B. Tirol -Receiving Officer           1.2 Evaluate documents to signatories and other required supporting documents         None         10 hours         Lynievec T. Alcoreza/Irn B. Cornoso/Ian Lloyd D. Bernudez/Marichu V. Cayuban/Shirley B. Cruz, Elaine Cheryl A Enriquez/Emelyn T. Polinga/Marrieta	Office or Divis	ion		e City Accountant -	<ul> <li>Internal Audit</li> </ul>	
Type of Transaction         G2G           Who may avail         Business Entities and Other Government Agencies           CHECKLIST OF REQUIREMENTS         WHERE TO SECURE           1. Per Commission on Audit (COA) Circular No.: 2012-001 dated June 14, 2012 (Documentary Requirements for Government Transactions) -original pertinent documents to the transactions         Commission on Audit (COA)           CLIENT STEPS         AGENCY ACTION         FEES TO BE PAID         PROCESSING TIME         PERSON RESPONSIBLE           1. Submit 0. Submit documents to Receiving         1.1 Receive Voucher, classify documents to Receiving         None         2 hours         Agustin B. Tirol -Receiving Officer           0fficer         and encode to Document Tracking System, forward to Internal Audit Division (IAD)         None         2 hours         Agustin B. Tirol -Receiving Officer           1.2 Evaluate documents as to correctness of mathematical computation, completeness of signatories and other required supporting documents         None         10 hours         Lynievec T. Alcoreza/Irn B. Comoso/Ian Lloyd D. Beralde/Susan Grace V. Cayuban/Shirley B. Cruz, Elaine Cheryl A Enriquez/Marrieta						
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No.: 2012-001 dated June 14, 2012 (Documentary Requirements for Government Transactions) -original pertinent documents to the transactions       Commission on Audit (COA)         CLIENT STEPS       AGENCY ACTION       FEES TO BE PAID       PROCESSING TIME       PERSON RESPONSIBLE         1. Submit complete documents to Receiving       1.1 Receive Voucher, classify as to funding, and encode to Document Tracking System, forward to Internal Audit Division (IAD)       None       2 hours       Agustin B. Tirol -Receiving Officer         1.2 Evaluate documents as to correctness of mathematical completeness of signatories and other required supporting documents       None       2 hours       Lynievec T. Alcoreza/Im B. Comoso/Ian Lloyd D. Beralde/Susan Grace V. Bermudez/Marichu V.         10 hours       Cayuban/Shirley B. Cruz, Elaine Cheryl A Enriquez/Emelyn T.       None       10 hours	CHECKLI	ST OF REQUIREM		WHERE 1	O SECURE	
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1.2 EvaluateLynievec T.documents as toAlcoreza/Irn B.correctness ofComoso/Ian LloydmathematicalD. Beralde/Susancomputation,Grace V.completeness ofBermudez/Marichusignatories andV.other requiredNone10 hourssupportingNone10 hoursdocumentsT.Polinga/Marrieta						
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correctness of mathematical computation, completeness of signatories and other required supporting documentsComoso/Ian Lloyd D. Beralde/Susan Grace V. Bermudez/Marichu V. Cayuban/Shirley B. Cruz, Elaine Cheryl A Enriquez/Emelyn T. Polinga/Marrieta						
mathematical computation, completeness of signatories and other required supporting documentsD. Beralde/Susan Grace V. Bermudez/Marichu V. Cayuban/Shirley B. Cruz, Elaine Cheryl A Enriquez/Emelyn T. Polinga/Marrieta						
computation, completeness of signatories and other required supporting documentsGrace V. Bermudez/Marichu V. Cayuban/Shirley B. Cruz, Elaine Cheryl A Enriquez/Emelyn T. Polinga/Marrieta					-	
completeness of signatories and other required supporting documents None 10 hours Bermudez/Marichu V. Cayuban/Shirley B. Cruz, Elaine Cheryl A Enriquez/Emelyn T. Polinga/Marrieta						
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other required supporting documentsNone10 hoursCayuban/Shirley B. Cruz, Elaine Cheryl A Enriquez/Emelyn T. Polinga/Marrieta						
supporting None 10 hours B. Cruz, Elaine documents Enriquez/Emelyn T. Polinga/Marrieta		•				
documents Cheryl A Enriquez/Emelyn T. Polinga/Marrieta			None	10 hours		
T. Polinga/Marrieta					5	
Polinga/Marrieta						
					-	
M. Sisbreño						
-Evaluators						



	1.3 Review of all documents and affix initial	None	4 hours	Janice Antonette B. Calsa -Division Chief
	1.4 Tag in AFMIS for allocation	None	1 hour	Aira Teffany Subaldo -Controller
	1.5 Review and certify/sign documents; Sign notes of pending documents	None	3 hours	Vingelin A. Bajan -City Accountant
2.1 Receive in Transmittal List (Good Evaluated Disbursement Voucher)	2.1 Release and transmit certified documents to City Treasurer's Office (CTO)	None	3 hours	Jupet N. Bulan -Releasing Officer
2.2 Receive in Logbook (Pending Evaluated Disbursement Voucher)	2.2 Update pending document in Document Tracking, stamped date and release pending to Liaison Officers of concerned offices	None	1 hour	Emelinda R. Palang -Releasing Officer
ТС	DTAL:	None	24 hours or 3 days	



3. Evaluation of Disbursement Vouchers for Supplies, Services and Infrastructure Projects						
Processing of p	Processing of payment for procurement of properties, supplies and materials,					
	d lubricants, repair a		nce and others • City Accountant -	Internal Audit		
Office or Divis	ion	Division				
Classification		Complex				
Type of Trans	action	G2G	atition and Other C	a varana ant		
Who may avai	I	Agencies	ntities and Other G	overnment		
CHECKL	ST OF REQUIREM		WHERE T	O SECURE		
No.: 2012-001 (Documentary	sion on Audit (COA) dated June 14, 2012 Requirements for Go -original pertinent do ons	2 overnment	Commission on Audit (COA)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit complete documents to Receiving Officer	1.1 Receive Voucher, classify as to funding, assign number and encode to Document Tracking System, forward to Internal Audit Division (IAD)	None	3 hours	Agustin B. Tirol -Receiving Officer		
	<ul> <li>1.2 Evaluate</li> <li>documents as to</li> <li>correctness of</li> <li>mathematical</li> <li>computation,</li> <li>completeness of</li> <li>signatories and</li> <li>other required</li> <li>supporting</li> <li>documents</li> <li>1.3 Review of all</li> </ul>	None	40 hours or 5 days	Elaine Cheryl A Enriquez Marichu V. Cayuban Janice Antonette B. Calsa -Evaluators Janice Antonette		
	documents and affix initial	None	4 hours	B. Calsa -Division Chief		



	1.4 Tag in AFMIS for allocation	None	1 hour	Aira Teffany Subaldo -Controller
	1.5 Review and certify/sign documents; Sign notes of pending documents	None	4 hours	Vingelin A. Bajan -City Accountant
2. Receive in Transmittal List (Good Evaluated Disbursement Voucher)	2.1 Release and transmit certified documents to City Treasurer's Office (CTO)	None	2.5 hours	Jupet N. Bulan -Releasing Officer
3. Receive in Logbook (Pending Evaluated Disbursement Voucher)	3.1 Update pending document in Document Tracking, stamped date and release pending to Liaison Officers of concerned offices	None	1.5 hours	Emelinda R. Palang -Releasing Officer
тс	DTAL:	None	56 hours or 7 days	



4. Preparation	4. Preparation of Financial Statement (City Accounts)			
Encoding of a	Il city transactions a	nd the gene		cial Statements for
submission to	Commission on Auc			A accounting
Office or Divi	sion		e City Accountant Iministrative Divisi	
Classification	1	Highly Tec		
Type of Trans		G2G		
Who may ava		Governme	nt Agencies	
CHECKL	IST OF REQUIREM	IENT	WHERE	TO SECURE
	ment Accounting Ma		Commission on A	udit (COA)
	nent Unit – Original			
	supporting documer		DROCESSING	DEDGON
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to Receiving Officer	1.1 Receive and Check Daily Report transmitted by various offices, viz: Report of Collection and Deposits (RCAD), Report of Checks Issued (RCI), Report of Disbursements (RD), Report of Accountability for Accountabile Forms (RAAF), Liquidation Reports (LR) and Summary of Supplies and Materials Issued(SSMI)	None	25 Minutes	RCAD: Merle R. San Pedro/ RD: Jose Hannibal R. Manlupig. LR: Emelda A. Cuta/RCI/RAAF/LR: Sheila Mae C. Cabarubias/Destreza L. Legaspina -Receiving Officer



		Mary Grace C.
		Bantiding/Josephine
ne None	10 Minutes	L. Caoile/Emelda A.
		Cuta/Jay Pee C.
		Delda/Kristoperzon
		Escuadro/Jane B.
		Felisilda/Emma B.
		Gandulfos/Jose
		Hannibal R.
		Manlupig/Angelica
		Dianne Pillora/Merle
		R. San Pedro/Cecille
		Tano/Marilou
		Vargas/Ana T.
		Apolonio/Churchill
		Cabangal/Joyce
		Marie L. Suemitsu
		-Encoders
		Ana T. Apolonio/
nal None	5 Minutes	Churchill Cabangal/
r		Jay Pee C. Delda/
		Ritzner M. Silvoza/
		Joyce Marie L.
		Suemitsu/ Sheila
		Mae C. Cabarubias/
		Destreza L.
		Legaspina
		-Approving Officer
		Jupet N. Bulan
None	2 Minutes	-Releasing Officer
	nal None	nal None 5 Minutes



1.5 Reconcile records on allotments available for obligation at the end of each month ( approx. 17 Account Codes in every responsibility center)	None	10 Days	Josephine L. Caoile/ Emelda A. Cuta/ Jay Pee C. Delda/ Kristoperzon/ Escuadro/ Jane B. Felisilda/ Emma B. Gandulfos/ Jose Hannibal R. Manlupig/ Angelica Dianne Pillora/ Merle R. San Pedro/ Cecille Tano/ Marilou Vargas/ Ana T. Apolonio/ Churchill Cabangal/ Ritzner M. Silvoza/ Joyce Marie L. Suemitsu/ Sheila Mae C. Cabarubias/ Destreza L. Legaspina -Accounts Verification Officer
1.6 Prepare and Generate Financial Statements and other Financial Reports	None	7 Days	Destreza L. Legaspina -Assistant Division Chief Sheila Mae C. Cabarubias -Division Chief
1.7 Review and Approve the Financial Statements; and Sign the Monthly and Quarterly Financial Reports	None	1 Hour	Vingelin A. Bajan -City Accountant



	1.8 Sign the Quarterly Financial Reports; and the Statement of Management Responsibility for Financial Statements and Transmittal Letter to COA as attached to the Annual Consolidated Financial Statements	None	1 Day	Local Chief Executive/Authorized Representative
2. Receive in Transmittal Letter	2.1 Submit and post signed Financial Statements and other Financial Reports	None	3 Hours	Teffany Grace D. Enriquez -Releasing Officer
	2.2 Safekeeping and retention of transmittal letter	None	1 Minute	Sheila Mae C. Cabarubias -Division Chief
T	OTAL:	None	18 Days, 4 Hours, 41 Minutes	



5. Preparation of Financial Statement (Barangay Accounts)				
Encoding of all city transactions and the generation of the Financial Statements for				
submission to Commission on Audit (COA)				
Office or Div	vision			ccountant – Barangay
				tive Division
Classificatio		Complex	(	
Type of Tran	nsaction	G2G		
Who may av	vail	Governn	nent Agenc	ies
CHECKLIS	<b>ST OF REQUIREMENT</b>		WHE	RE TO SECURE
1. Per Manua	al on the Financial	Comn	nission on A	Audit (COA)
0	t of Barangays – Origina	al		
	attached supporting			
documents				
CLIENT STEPS	AGENCY ACTION	FEES PROCE PERSON RESPONSIE TO BE SSING PAID TIME		
1. Submit complete documents to Receiving Officer	1.1 Receive and Check for completeness of monthly reports, viz: Report of Collection and Deposits (RCAD), Report of Checks Issued (RCI) and Liquidation Reports (LR)	None	1 hour	June Allan Diez/Mariane Mae Gallegos/Joanna Lou Tambio/Priscille Marie Corvera/Ken Philip Garpao/ -Receiving Officer
	1.2 Post transactions to Registry of Appropriations and Commitments (RAC)	None	9 days	Elsa Sedentario/Switzer FateTangcalan/Honey Vae Millan/Lelebeth Supiter/Godfrey Magbutong/Jannadin Sangcopan -Encoder



	1.3 Prepare Journal Entry Voucher per Monthly Report	None	1 day	Ken Philip Garpao/ Friencilyn Orpina/Mariane Mae Gallegos/June Allan Diez/Marina Kristine Reyes/Priscille Marie Corvera/Joanna Lou Tambio -Encoder
	1.4 Verify and Approve Journal Entry Voucher	None	2 days	Sushmita May Opsimar -Assistant Division Chief
	1.5 Check Balances of Subsidiary Ledgers and Accounts to its normal balance	None	2 days	Sushmita May Opsimar -Assistant Division Chief
	1.6 Prepare Financial Statements with Schedules	None	2 days	Sushmita May Opsimar -Assistant Division Chief
	1.7 Review and Sign Financial Statements per Barangay	None	2 days	Vingelin A. Bajan -City Accountant
2. Receive in Transmittal Letter	2.1 Submit Approved and Signed Financial Statement	None	2 hours	Teffany Grace D. Enriquez -Releasing Officer
	2.2 Safekeeping and Retention of Received Transmittal Letter	None	1 hour	Sushmita May Opsimar -Assistant Division Chief
	TOTAL:	None	18 days, 4 hours	