



# **OFFICE OF THE MUNICIPAL ACCOUNTANT**

**Internal Services/  
External Services**



## 40. Processing of Municipal Disbursement Transactions

This covers the processing of financial claims from the LGU.

<b>Office or Division:</b>	Office of the Municipal Accountant			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Suppliers, creditors, contractors, Municipal Officials & Employees			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire on the status of claim or payment with the accounting staff	1.1 Check as per record if the transaction has already been entered in the accounting books.	None	3 minutes	Ma. Angelica L. Garduque/ Helen R. Felera
	1.2 If not yet entered, process a journal entry voucher for approval of the Municipal Accountant.	None	2 minutes	Ma. Angelica L. Garduque/ Helen R. Felera
2. Client stands by while the document is being processed.	2.1 Checking of voucher and verification of its supporting papers.	None	3 minutes	Ana R. Silguera/ Jennifer C. Abocion
	2.2 Once complete, the Municipal Accountant signs and approves the transaction.	None	1 minute	Khint H. Silubrico
	2.3 Accounting staff advises the client to proceed to the Treasurer's Office for the issuance of check.	None	1 minute	Jezail Ann T. Halaba
<b>TOTAL:</b>		<b>None</b>	<b>10 minutes</b>	



## 41. Issuance of Accountant's Advice of Local Check Disbursement

This covers the processing of approved disbursement vouchers with corresponding checks issued.

<b>Office or Division:</b>	Office of the Municipal Accountant			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	Suppliers, creditors, contractors, Municipal Officials & Employees			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved voucher with supporting documents with attached signed check.		Mayor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clients submits approved voucher with attached signed check to the accounting staff	1.1 Receipt of Documents and encoding of Advice of Check Issued and Cancelled (ACIC) data entry system.	None	2 minutes	Jezail Ann T. Halaba/ Jennifer C. Abocion/ Queenie Ericka G. Corillo
	1.2 Upload ACICDES report to Landbank We access for online approval.	None	4 minutes	Khint H. Silubrico
2. Client stands by while the document is being processed.	2.1 Municipal Accountant reviews the accuracy of entry in uploaded in the system.	None	3 minutes	Khint H. Silubrico
3. Client receives the document and signs in the logbook.	3.1 Release of document to client once entry in uploaded in the system	None	1 minute	Jezail Ann T. Halaba/ Jennifer C. Abocion/ Queenie Ericka G. Corillo
<b>TOTAL:</b>		<b>None</b>	<b>10 minutes</b>	



## 42. Issuance of Certificate of Creditable Tax Withheld at source

This covers the processing of Certificate of Withholding Tax.

<b>Office or Division:</b>	Office of the Municipal Accountant			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	Suppliers, contractors			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Paid Disbursement Voucher (DV)		Office of the Municipal Treasurer (OMT)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clients Submits three (3) copies of the approved DV to the accounting staff.	1.1 Receipt and verification of documents	None	1 minute	Ma. Angelica L. Garduque/ Helen R. Felera
2. Client stands by while the document is being processed.	2.1 Processing of document	None	2 minutes	Ma. Angelica L. Garduque
	2.2 The Municipal Accountant signs the documents.	None	1 minute	Khint H. Silubrico
3. Client claims the certificate and logs in the logbook	3.1 Releasing of document to the client.	None	1 minute	Ma. Angelica L. Garduque
<b>TOTAL:</b>		<b>None</b>	<b>5 minutes</b>	



### 43. Issuance of Certificate of Net Pay

This is issued to officials and employees for whatever legal use it may serve them.

<b>Office or Division:</b>	Office of the Municipal Accountant			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Municipal Officials & Employees			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Pay slip		Client's own copy/ Office of the Municipal Accountant (OMAc)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client approaches the accounting staff and gives his/her pay slip as basis for certificate.	1.1 Encoding of certificate	None	3 minutes	Ma. Angelica L. Garduque Jezail Ann T. Halaba
	1.2 The Municipal Accountant signs the certificate	None	1 minute	Khint H. Silubrico
2. Client receives the certificate	2.1 Release of certificate	None	1 minute	Ma. Angelica L. Garduque Jezail Ann T. Halaba
<b>TOTAL:</b>		<b>None</b>	<b>5 minutes</b>	