



# City Accounting Office



## Issuance of Certification

<b>Office or Division:</b>		Office of the City Accountant		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C		
<b>Who may Avail:</b>		Government/ Job Order Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official Receipt		City Treasurer'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.Presentation of Official Receipt	Identifies the intention of the requestor whether for net pay, midyear/ year-end bonus or work duration of casual employment and print the desired certification	P75.00	2 minutes for net pay/ bonus and 30 minutes- 1 hours for work duration of casual employee	Administrative Aide II Senior Administrative Assistant II City Accountant or his Assistant
2.Secures Certification	Hands-in the certification to the requesting employee or his representative	none	1 minute	Administrative Aide II
		<b>Total</b>	<b>75.00</b>	
<b>End of transaction</b>				



## Submission of Fund Utilization Report

<b>Office or Division:</b>	Office of the City Accountant			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may Avail:</b>	Other Government Agencies (National and Local)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Communication from requesting agencies				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Informs/ requests the office for submission of Fund Utilization Report	Prepares Fund Utilization Report for the requesting Government Agency	None	1 hour	Management and Audit Analyst IV
	Signature of the City Accounting or his Assistant	None	1 minute	City Accounting or his Assistant
	Forwards the document to the Office of the City Mayor for signature	none	5 minutes	Messenger
	Causes to stamp "Received" the document by the Commission on Audit	none	1 minute	Messenger
2. Acknowledges receipt of document requested	Submits the document to the requesting agency	none	3 minutes	Management and Audit Analyst IV
	<b>Total</b>	<b>75.00</b>	<b>1 hour 10 minutes</b>	
<b>End of transaction</b>				



## Pre-Audit of Payroll/Voucher for Payment

<b>Office or Division:</b>	Office of the City Accountant			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B			
<b>Who may Avail:</b>	Suppliers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Disbursement Voucher with pertinent supporting documents in accordance with COA Circular 2012-001 (Revised Documentary Requirements for Common Government Transactions)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Presentation / Handing-in of disbursement voucher	Encodes voucher and assigns corresponding number automatically sets by the system	None	3 minutes	Administrative Aide II
	Indexing of voucher	None	5 minutes 1 hour	Administrative Aide IV
	Reviews/ evaluates the voucher as to completeness and correctness of supporting documents	None	5 minutes 1 hour	Management and Audit Analyst III
2.Tracks/ monitors document presented	Returns voucher/ pay roll to office concerned/ client, if found to be with deficiencies, else certifies and release the documents	None	2 minutes	Messenger for the returns of documents with deficiencies and the City Accountant/his Assistant for the certification/release
	<b>Total</b>	<b>75.00</b>	<b>2 hours 5 minutes</b>	
<b>End of transaction</b>				