



Office of the City Accounting



Issuance of Certification

Office or Division:	Office of the City Accountant			
Classification:	Simple			
Type of Transaction:	G2C			
Who may Avail:	Government/ Job Order Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Official Receipt			City Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
	Total	75.00		
End of transaction				



Submission of Fund Utilization Report

Office or Division:	Office of the City Accountant			
Classification:	Simple			
Type of Transaction:	G2G			
Who may Avail:	Other Government Agencies (National and Local)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Communication from requesting agencies				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
	Total	75.00	1 hour 10 minutes	
End of transaction				



Pre-Audit of Payroll/Voucher for Payment

Office or Division:	Office of the City Accountant			
Classification:	Simple			
Type of Transaction:	G2B			
Who may Avail:	Suppliers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Disbursement Voucher with pertinent supporting documents in accordance with COA Circular 2012-001 (Revised Documentary Requirements for Common Government Transactions)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
	Total	75.00	2 hours 5 minutes	
End of transaction				