



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

NAME OF DEPARTMENT/AGENCY/LGU: OFFICE OF THE CITY ACCOUNTANT, LGU-ORMOC CITY

SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: [] Yes [] No

LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS:

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/ Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
PRE-AUDIT	Republic Act No. 7160 (The Local Government Code of the Philippines)	Article Four – The Accountant Sec. 474 (5) . Review of supporting documents before preparation of vouchers to determine completeness of requirements.			
PRE-AUDIT	PD 1445 (State Audit Code of the Philippines)	General Provisions. Sec. 4 – Fundamental Principles. Financial Transactions and operations.... (5) Disbursements or disposition of government funds or property shall invariably bear the approval of the proper officials; (6) Claims against government funds shall be supported with complete documentation			



RECORDS - RELEASE OF OFFICIAL DOCUMENTS	Executive Order No. 02, s. 2016 (Freedom of Information)	SECTION 3. Access to information. Every Filipino shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.	City Ordinance No. 053, Series of 2021 (Freedom of Information Ordinance of Ormoc City)	February 2, 2021	
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SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>PRE-AUDIT – PROGRESS BILLING FOR INFRASTRUCTURE PROJECTS</u>						
SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis			
<i>Stage 1: Pre-Audit of Voucher</i>						
<ul style="list-style-type: none"> • Summary List of Requirements (1 copy) • Disbursement Voucher (4 originals) <i>3 copies each document:</i> • CAFOA /FURs • Monthly Certificate of Payment • Inspection Report • Contractor's Statement of Work Accomplished • Breakdown of Progress Billing • Statement of Time Elapsed and Work Accomplished • Certificate of Completion (<i>for final billing</i>) 	COA Circ. 2012-001 <i>(Revised Documentary Requirements for Govt. Transactions)</i> R.A. 9184; <i>(Procurement Act)</i>	1. CLIENT submits required documents (based on Summary List) to the Office of the City Accountant (OCA) Receiving 2 for initial checking and tracking; 1.1 OCA Receiving 2 receipt and partial checking of requirements; CLIENT to constantly follow-up transmittal of the BAC documents from the Admin Office - BAC Secretariat		45 minutes	none	
<ul style="list-style-type: none"> • Certificate of Acceptance (<i>for final billing</i>) • Approved Letter Request for Inspection and Billing • Notarized Affidavit on Labor • Equipment Clearance Certificate • Certificate of Thickness (for <i>Road Concreting</i>) • Stamp "paid" Mobilization and/or Previous Vouchers • Photos <ul style="list-style-type: none"> • Before start of project (<i>first billing</i>) 	COA Circ. 2013-004; & 2016-003 <i>(Information and Publicity of Govt. PPAs)</i>	1.2 OCA Auditor assessment-audit		5 days	none	
		1.3 OCA Receiving 2 informs client of return (if non-compliant or non-substantial)		15 minutes	None	
		2. CLIENT Claims return at OCA-Receiving 2 2.1 OCA Receiving 2 releases documents with return notes to client		15 minutes		
		3. CLIENT complies with or replies to the remarks indicated in the Return Notes;				



<p><i>only</i></p> <ul style="list-style-type: none"> Ongoing works (<i>pertaining to each progress billing</i>) Completed works (<i>every completed project item</i>) Zoomed-out Project Billboard actually placed in the project site (<i>first billing</i>) Zoomed-in Project Billboard with completely filled-up Project Status (<i>for every progress billing</i>) <p><u>For Extension & Suspension of Time</u></p> <ul style="list-style-type: none"> Variation Order, Suspension and Resumption Order, Time Extension Order Verification/Supporting documents (Site Instruction, Weather Report, Resolution, Certification, Order, etc.) <ul style="list-style-type: none"> As Built Plan (final billing) <p><u>For First Billing only:</u></p> <ul style="list-style-type: none"> Program Of Works w/ Detailed Estimates, Approved Budget of the Contract, Pert-CPM/S-Curve Certificate of Availability of Fund ECC/CNC /MGB Report/Permit to Cut, as applicable Bill of Quantities NFCC Abstract of Bids as Read Abstract of Bids as Calculated BAC Resolution Notice of Award Performance Security/Bond 		4. CLIENT resubmits documents to OCA Receiving 2;			None
		4.1 OCA Receiving 2 receives the documents, record receipt in the tracking system, and forward to auditing personnel;		15 minutes	None
		4.2 Auditor re-assesses resubmitted documents;		2 days <i>*time repeats to run in case of returns.</i>	None
		4.2c. If CLIENT is informed by receiving of returns, repeat steps 2, 3 & 4;		2 days <i>*time repeats to run in case of returns.</i>	None
		4.3 JEver records the transaction in the Books of Accounts of the City and prepares Journal Entry Voucher		2 days <i>*time repeats to run in case of returns.</i>	None
		4.4 City Accountant reviews the Disbursement Voucher and supporting documents			
	4.4a. In case of non-substantial compliance, issue return notes and forward either to auditor, JEver, or receiving (repeat all steps necessary);				
	4.4b. In case of changes in the CAFOA, track OUT to City Budget Office for adjustment;		4 hours	None	
	4.4c. For substantial compliance, approve and sign Box B of the Disbursement Voucher (new form);				
	4.4d. Assistant tracks in the system as "Approved" and pass to releasing				
	4.5. Releasing tracks "OUT to CTO" in the system and forward documents to the City Treasurer's Office;		30 minutes	None	



<ul style="list-style-type: none"> • Contract/Agreement • Notice to Proceed • Stamped "Received" COA Transmittal • Retention Money Bond/Warranty Bond or Bank Guarantee (if claiming retention money upon final billing or within one (1) year from project completion date) <p><u>Claiming for Retention Money after One (1) year from completion date:</u></p> <ul style="list-style-type: none"> • Approved Letter Request to claim the Retention • Certificate of Final Acceptance • Final Inspection Report • Warranty Security • Previous Voucher(s) reflecting deduction of retention money • Certificate of Completion • Official Receipt • All other requirements deemed necessary to support and/or establish validity of claim 		<ul style="list-style-type: none"> ■ Documents are processed at the CITY TREASURER'S OFFICE & ADMINISTRATOR'S OFFICE for Disbursement Voucher Approval 			
<p>Stage 2: Accountant's Advice of Check Disbursements</p>					
<ul style="list-style-type: none"> • Check • Approved Disbursement Voucher • Journal Entry Voucher <p><i>All other Supporting documents above</i></p>		<ul style="list-style-type: none"> ■ From the City Administrator's Office, the documents are re-forwarded to the City Treasurer's Office for check issuance and Accountant's Advice preparation; 			
		<p>4.6. OCA - Check Receiving reviews the check details against the Accountant's Advice in the system and the Amount allowed in audit as reflected in the voucher, and prints the Accountant's Advice</p>		<p>30 minutes</p>	<p>None</p>



		4.7 Advice Reviewer re-checks the Accountant's Advice and Check, and countersigns the same		30 minutes	None
		4.8 JEver inputs the check number in the Journal Entry Voucher, prints the JEV, signs, and passes the documents to the Accountant III		30 minutes	None
		4.9 Accountant III reviews the Advice and printed JEVs, countersigns the approval portion of the JEV hardcopy, and forwards to the City Accountant;		30 minutes	None
		4.10 City Accountant reviews and signs the approval portion of the Accountant's Advise and forwards to releasing		30 minutes	None
		4.11 Releasing team records data in logbook and forwards check and supporting documents to City Administrator's Office		15 minutes	None
		4.12. Admin Aide III collates all Accountant's Advises (ADAs) issued within 2 hours and transmit to the Bank			
		<ul style="list-style-type: none"> ■ Check is processed for approval and signature of the City Administrator ■ All documents are forwarded to the City Treasurer's office for check releasing. 			
		5. CLIENT claims check payment at the City Treasurer's Office Window 16			
TOTAL – Stage 1:				11 Days, 6 Hours	None
TOTAL – Stage 2:				2 Hours, 45 Minutes	



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>PRE-AUDIT OF BILLING FOR THE DELIVERY OF GOODS/SERVICES</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<ul style="list-style-type: none"> • Disbursement Voucher (4 original) • CAFOA /FURs (1 original, 1 copy) • Official Receipt • Charge invoice/sales invoice (1 original, 2 copies) • Inspection and Acceptance Report (IAR) (2 originals, 2 copies) • ABC/Purchase Request/APR (1 orig, 1 copy) • Purchase Order/Contract (1 orig, 2 copies) 	COA Circ. 2012-001 (Revised Documentary Requirements for Govt. Transactions); R.A. 9184; (Procurement Act);	1. Client issues charge Invoice or Billing Statement to the Procuring/Implementing Department/Office (P/I Dept) of the LGU;			None
		2. P/I Dept prepares the Disbursement Voucher and submits the Voucher together with supporting documents to the General Services Office (GSO); 3. GSO collates supporting documents submitted by the the P/I and by the Bids and Awards Committee Secretariat (BAC) Office, segregates the documents (COA, Acctg, GSO, RO files) and transmits to the Office of the City Accountant for pre-audit.			
<ul style="list-style-type: none"> • PPMP (2 certified copies) <u>PUBLIC BIDDING (1 orig, 1 copy each)</u> • Minutes of Pre-procurement Conference • Minutes of Pre-bid conference • Invitation to Bid (ITB) • Certification of posting • Publication of ITB in newspaper (above 10M) • Philgeps Posting • Supplemental/Bid Bulletins 	Sec. 6, PD 1445 (claims against govt funds shall be supported with complete documentation)	4. OCA Receiving 2 receives and partially checks the completeness of the documents, record receipt in the tracking system;		45 minutes	None
		5. Auditor pre-audits all submitted supporting documents to assess completeness, verify validity and propriety of claim, and correctness of computations;		5 days	None
		6. Receiving 2 informs GSO and returns documents for compliance;		30 minutes	None



<ul style="list-style-type: none"> • Bid Data Sheet • General Conditions of Contract • Special Condition of Contract • Registration from SEC.DTI for sole proprietorship, CDA for 		<p>7. Once informed by GSO or P/I Dept of lacking/irregular documents from its end client submits compliance requirements to the GSO or P/I Dept.;</p> <p>7.1 GSO collates all compliance documents and resubmits the voucher to OCA – Receiving 2</p>			
		8.Receiving 2 receives the documents, record receipt in the tracking system, and forward to auditing personnel;		15 minutes	None
		9. Auditor re-assesses resubmitted documents;		4 days	None
<ul style="list-style-type: none"> • Cooperative • Mayor’s Permit (2 copies) • Statement of prospective bidder of all its ongoing and completed government and private contracts • Audited Financial Statements stamped “received” by the BIR • Net Financial Contacting Capacity or Credit line • Bid Security • Technical Specifications • Production/Delivery Schedule • Manpower Requirements • After sales, if applicable • Omnibus Sworn Statements • Bid Form/Bid Prices/Bill of Quantities • Abstract of Bid as read • Abstract of Bid as calculated • Post Qualification Evaluation Report 		9.3 If informed again by GSO or P/I Dept of lacking/irregular documents from its end, repeat step 7;			
		10.JEVer records the transaction in the Books of Accounts of the City and prepares Journal Entry Voucher		2 days	None
		<p>12.City Accountant reviews Disbursement Voucher and supporting documents;</p> <p>12.1If City Accountant finds non-compliance or irregularity, issue return notes and forward either to auditor, JEVer, or receiving (repeat all steps necessary);</p> <p>12.2For changes to the CAFOA, track OUT to City Budget Office for adjustment;</p> <p>12.3For substantial compliance, approve and sign Box B in the Disbursement Voucher;</p> <p>13.Assistant tracks in the system as “Approved” and pass to releasing</p>		4 hours	None



<ul style="list-style-type: none"> • Minutes of proceeding of the bidding • Notice of Post Qualification • BAC Resolution No. • Tax Clearance • Latest Income and Business Returns • Philgeps Certificate • Notice of Award • Philgep Posting • Performance Bond • Warranty Bond • Warranty Certificates, if applicable • Contract and Agreement • Purchase Order • Notice to proceed • Philgeps posting-updated • Dealers Signature • Official Receipt (payment of bid documents) • Secretary's Certificate • Program of Work, if applicable • Scope of Work, where applicable 		14. Releasing tracks "OUT to CTO" in the system and forward documents to the City Treasurer's Office;		30 minutes	None
		<ul style="list-style-type: none"> ▪ Documents are processed at the CITY TREASURER'S OFFICE & ADMINISTRATOR'S OFFICE for Disbursement Voucher Approval 			None
		<ul style="list-style-type: none"> ▪ From the City Administrator's Office, the documents are re-forwarded to the City Treasurer's Office for check issuance and Accountant's Advice preparation; 			None
Stage 2: Accountant's Advice of Check Disbursements					
<ul style="list-style-type: none"> • Plans/Drawings, if applicable • Accomplishment Report • For Vehicles: • LTO permits and registration • Comprehensive GSIS Insurance Registration/red plate 		15. OCA - Check Receiving reviews the check details against the Accountant's Advice in the system and the Amount allowed in audit as reflected in the voucher;		30 minutes	None
		16. JEver inputs the check number in the Journal Entry Voucher, prints the JEV, signs, and passes the documents to the Accountant III;		30 minutes	None
		17. Accountant III reviews the Advice and printed JEVs, countersigns the approval portion of the JEV hardcopy, and forwards to the City Accountant;		30 minutes	None
		18. City Accountant reviews and signs the approval portion of the Accountant's Advice and forwards to releasing;		30 minutes	None
		19. Releasing team records data in logbook and forwards check and supporting documents to City Administrator's Office;		15 minutes	None



<ul style="list-style-type: none"> • DILG authority to purchase • Certificate of availability of Funds • Actual picture 		<p>20. Admin Aide III collates all Accountant's Advises (ADAs) issued within 2 hours and transmit to the Bank</p>			None
<ul style="list-style-type: none"> • Stencil of chassis and engine number • Acknowledgement Receipt of Equipment (ARE) • For Medicines: • Certificate of Product Registration (CPR) (2 copies) 		<ul style="list-style-type: none"> ▪ Check is processed for approval and signature of the City Administrator ▪ All documents are forwarded to the City Treasurer's office for check releasing. 			None
<ul style="list-style-type: none"> • Stock Position Sheet • ALTERNATIVE METHOD OF PROCUREMENT/ NEGOTIATED PROCUREMENT • BAC Resolution • Notice of Award(50k above) • Abstract of Quotation • Request for Quotation • Dealer/s Signature • Purchase Request • PPMP/Supplemental PPMP • Mayor's Permit • PHILGEPS Registration No. • Income/Business Tax Return • Omnibus Sworn Statement <u>ADDITIONAL MINIMUM REQUIREMENTS</u> <u>MEALS:</u> • List of Expected Participants (certified correct) • Attendance Sheets (morning and afternoon session if whole day activity) • Program of the activity (if program) • Minutes of the Meeting(if meeting) 		<p>21. CLIENT claims check payment at the City Treasurer's Office Window 16</p>			None



<ul style="list-style-type: none">• Narrative Report (if not a program/meeting)• Photo documentation• Justification if there are changes in activity schedule <p><u>HOTEL ACCOMMODATION:</u></p> <ul style="list-style-type: none">• Hotel Registration Card/Guest Folio of person given accommodation• Certification indicating services rendered of visitors given accommodation• Invitation (if resource speaker)conforme by the invited speaker• Program of the activity with names of persons given accommodation• Pictures of the activity <p><u>INFORMATION TECHNOLOGY AND RELATED PRODUCTS:</u></p> <ul style="list-style-type: none">• IT Eqpt Purchase Request Evaluation Report• IT Equipment Inspection Report• Technical Specification Evaluation Report• Brochures• Warranty Certificate• Acknowledgment Receipt for Equipment (ARE) if 15k above• Inventory Custodian Slip (ICS) if below 15k• Actual Pictures of equipment purchased					
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<p><u>>SPAREPARTS, TIRES, BATTERY</u></p> <ul style="list-style-type: none">• Certification of Wear and Tear• Pre-repair evaluation Report• Both dated on or before Purchase Request date• Post repair evaluation report based on scope of work• Waste Material Report• Both dated after replacement:• Inventory Custodian Slip for tires and battery only• Warranty Certificate (battery only) <p><u>If items for Stock Purposes:</u></p> <ul style="list-style-type: none">• Indicate in PR that it is for stock purposes in lieu of certification of wear and tear and pre-evaluation report• Justification/certification indicating reason why it is for stock purposes• Stock Position Report of GSD that items are on stock at their office. <p><u>REPAIR-LABOR AND MATEIALS</u></p> <ul style="list-style-type: none">• Detailed plans showing scope of work or extent of repair to be done• Certification of Wear and Tear• Pre-repair evaluation Report• Post repair evaluation report based on scope of work• Waste Material Report• Repair Warranty Certificate <p><u>REPAIR/REPLACEMENT OF SPARE PARTS</u></p> <ul style="list-style-type: none">• Photocopier							
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<ul style="list-style-type: none">• Certification for the need to repair/replace spare parts• Certification indicating status of the photocopies after repair/replacements <p><u>FURNITURES/APPLIANCES/OFFICE EQPTS./AGRICULTURAL EQPTS.</u></p> <ul style="list-style-type: none">• Brochures• Acknowledgment Receipt for Equipment (ARE) if 15k above• Inventory Custodian Slip (ICS) if below 15k• Actual Pictures item purchased• Warranty Certificate• For agricultural eqpts:if to be distributed:• List of qualified beneficiaries• Certificate of Turn-over and Acceptance <p><u>TARPAULINS</u></p> <ul style="list-style-type: none">• Lay out• Program of the Activity• Actual pictures• indicate quantity and measurement requested• certified correct by in charge/end user head• Location where they are to be posted <p><u>OFFICE SUPPLIES, OTHER SUPPLIES AND INVENTORY ITEMS</u></p> <ul style="list-style-type: none">• Duly processed APR for common					
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<p>use item (no stock in DBM-PS)</p> <ul style="list-style-type: none">• Supply Availability Inquiry(SAI of GSD)• Stock position sheet <p><u>RENTAL</u></p> <ul style="list-style-type: none">• Sound System/LED Wall Screen• Certification for the need to rent• Program of the Activity• Pictures of the Activity <p><u>Heavy Equipment:</u></p> <ul style="list-style-type: none">• Daily equipment Report• Certification from CEO/GSO that we do not own such heavy equipment or that the equipment we own is not in working condition <p><u>CSWDO FOOD SUPPLIES:</u></p> <ul style="list-style-type: none">• -List of holding/lingap/sddyc beneficiaries (no signature needed)• -certified correct by the social worker in charge and head of office <p><u>MEDICINE:</u></p> <ul style="list-style-type: none">• Updated Certificate of Product Registration(CPR)• Stock position Sheet dated on or before PR date <p><u>TROPHIES, MEDALS, ETC</u></p> <ul style="list-style-type: none">• Lay out• Program of Activity/List of projected Activities or events or Certification for the need to purchase• Stock position Repot as of PR date					
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<ul style="list-style-type: none"> • Actual picture of the item <p><u>AMMUNITION</u></p> <ul style="list-style-type: none"> • license to operate, • license to deal in ammunition reloading components • license to deal in small arms, major parts and ammunition <p><u>HANDHELD RADIO/BASE ANALOG</u></p> <ul style="list-style-type: none"> • License from NTC • ARE 					
			<p>TOTAL – Stage 1: 11 Days, 6 Hours,</p> <p>TOTAL – Stage 2: 2 Hours, 45 Minutes</p>	<p>None</p>	



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>PRE-AUDIT – BILLING FOR THE PERFORMANCE OF CONSULTANCY AND/OR SERVICES CONTRACTS</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<ul style="list-style-type: none"> • Summary List of Requirements (1) • Official Receipt (from Business Entity/Registered Consultant) • Disbursement Voucher, if Business Entity or one citizen only (4) / Payroll, if more than one citizen (6) • CAFOA (6) /FURs (4) • Notarized Contract (1 original, 1 copy) • Purchase Order, if any (1 original, 1 copy) 	<p>COA Circ. 2012-001 (Revised Documentary Requirements for Govt. Transactions);</p> <p>R.A. 9184; (Procurement Act);</p>	<p>Stage 1: Pre-Audit of Voucher or Payroll</p> <p>1. After performance of service, serve the Billing Statement with necessary supporting documents (i.e. Accomplishment Report, proof of output/rendition of service) to the Procuring Office of the LGU;</p> <p>1.1 Focal personnel of the Procuring Office collates all necessary supporting documents (those required from client, the BAC Office, and the procuring office), prepares Disbursement Voucher/ Payroll, and submits all documents to the Office of the City Accountant (OCA) – Receiving 1</p>			
<ul style="list-style-type: none"> • Notice of Award (1 original, 1 copy) • BAC Resolution (50k above) (1 original, 1 copy) • Purchase Request (1 original, 1 copy) • PPMP (2 certified copies) 		<p>2. OCA-Receiving 1 receives the voucher/payroll and partially checks the attachments;</p> <p>3. Auditor assesses all documents for completeness, veracity, and propriety, including correctness of amount claimed;</p>		45 minutes	None
				5 days	None



<ul style="list-style-type: none"> • MOA/Guidelines/Proof of Fund Source • (if source is Trust Fund) (2 certified copies) <u>PUBLIC BIDDING (1 orig, 1 copy each)</u> • Minutes of Pre-procurement Conference • Minutes of Pre-bid conference • Invitation to Bid (ITB) • Certification of posting • Publication of ITB in newspaper (above 10M) • Philgeps Posting • Supplemental/Bid Bulletins • Bid Data Sheet • General Conditions of Contract • Special Condition of Contract • Registration from SEC.DTI for sole proprietorship, CDA for Cooperative • Mayor's Permit (2 copies) • Statement of prospective bidder of all its ongoing and completed government and private contracts • Audited Financial 		4.Receiving 1 calls procuring/implementing office and releases documents with the Return Notes;		15 minutes	None
		<ul style="list-style-type: none"> ▪ Upon receipt of the documents, procuring/implementing office complies with the Return Notes remarks and inform client of any document requiring compliance from his/her end; 			
		5. CLIENT submits compliance document(s) to the procuring office; Once all remarks are complied with, procuring office resubmits all documents to OCA – Receiving 1;			
		6.Receiving 1 receives the documents, record receipt in the tracking system, and forward to auditor;		15 minutes	None
		7.Auditor reviews resubmitted documents		3 days	None
		8.JEVer records the transaction in the Books of Accounts of the City (prepare Journal Entry Voucher-JEV), and forward to City Accountant for approval		2 hours	None
		9.City Accountant reviews Disbursement Voucher and supporting documents 10. Assistant tracks in the system as “Approved” and passes to releasing;		4 hours	None
		11.Releasing tracks “OUT to CTO” in the system and forward documents to the City Treasurer's Office;		30 minutes	None
		<ul style="list-style-type: none"> ▪ Documents are processed at the CITY TREASURER'S OFFICE & 			None



<p>Statements stamped “received” by the BIR</p> <ul style="list-style-type: none"> • Net Financial Contacting Capacity or Credit line • Bid Security • Technical Specifications • Manpower Requirements • Omnibus Sworn Statements • Bid Form/Bid Prices/Bill of Quantities • Abstract of Bid as read 		<p>ADMINISTRATOR’S OFFICE for Disbursement Voucher Approval</p> <ul style="list-style-type: none"> ▪ Documents are returned to the CITY TREASURER’S OFFICE for: <p>Cash Advance Voucher preparation, if payroll (proceed to Stage 2, Step 12);</p> <p>Check preparation and issuance, if Voucher (proceed to Stage 3, Step 17);</p>			
<ul style="list-style-type: none"> • Abstract of Bid as calculated 	<p>Stage 2: Pre-Audit - Cash Advance Voucher for Payrolls</p>				
<ul style="list-style-type: none"> • Post Qualification Evaluation Repot • Minutes of proceeding of the bidding 		<p>12.OCA Receiving 1 records receipt of the CAVoucher together with the payroll bundle and pass the docs to auditor;</p>		<p>15 minutes</p>	<p>None</p>
<ul style="list-style-type: none"> • Notice of Post Qualification 		<p>13.auditor reviews the data in the CAVoucher against the payrolls in the bundle</p>		<p>1 hour</p>	<p>None</p>
<ul style="list-style-type: none"> • BAC Resolution No. • Tax Clearance • Latest Income and Business Returns 		<p>14.JEVer prepares JEV entry, countersigns the voucher, and forwards all documents to the City Accountant for approval;</p>		<p>1 hour</p>	<p>None</p>
<ul style="list-style-type: none"> • Philgeps Certificate • Notice of Award 		<p>15. City Accountant reviews the CA Voucher and, approves and signs Box B of the CA Voucher (new form)</p>		<p>1 hour</p>	<p>None</p>
<ul style="list-style-type: none"> • Philgep Posting • Performance Bond • Notice to proceed 		<p>16.Releasing tracks “for release” in the system and forward to the City Treasurer’s Office & City Administrator’s Office for CA Voucher Approval</p>		<p>30 minutes</p>	<p>None</p>



<ul style="list-style-type: none"> • Philgeps posting-updated • Dealers Signature • Official Receipt (payment of bid documents) 		<ul style="list-style-type: none"> ▪ From the City Administrator's Office, the documents are re-forwarded to the City Treasurer's Office for check issuance and Accountant's Advice preparation ; 			
<ul style="list-style-type: none"> • Secretary's Certificate, if applicable 	Stage 3: Accountant's Advice of Check Disbursements				
<p><u>ALTERNATIVE METHODS OF PROCUREMENT/ NEGOTIATED PROCUREMENT</u></p>		17.OCA - Check Receiving reviews the check details against the Accountant's Advice in the system and the Amount allowed in audit as reflected in the voucher		30 minutes	None
<ul style="list-style-type: none"> • Abstract of Quotation • Request for Quotation 		18.Advice Reviewer re-checks the Accountant's Advice and Check;		30 minutes	None
<ul style="list-style-type: none"> • Dealer/s Signature for <u>Direct Contracting</u> 		19.JEVer inputs the check number in the Journal Entry Voucher, prints the JEV, signs, and passes the documents to the Accountant III;		30 minutes	None
<ul style="list-style-type: none"> • Mayor's/Business Permit • PhilGEPS Registration Number • Income/Business Tax Return (above 500k ABCs) 		20.Accountant III reviews the Advice and printed JEVs, adjust/disapprove if necessary (repeat steps 18 &/or 19 if disapproved) or approve the JEV entry in the IPSAS system, countersign the approval portion of the JEV hardcopy, and forward to the City Accountant;		30 minutes	None
<p>for <u>Emergency Cases:</u></p>					
<ul style="list-style-type: none"> • Mayor's/Business Permit • Income/Business Tax Return, for ABCs above P500k 		21.City Accountant signs the Accountant's Advise and forwards to releasing;		30 minutes	None
<ul style="list-style-type: none"> • Omnibus Sworn Statement for <u>Take-Over Contracts</u> 		22.Releasing team records data in logbook and forwards check and supporting documents to City Administrator's Office;		15 minutes	None
<ul style="list-style-type: none"> • Mayor's/Business Permit • Professional License/Curriculum Vitae • PhilGEPS Registration 		23.Admin Aide III collates all Accountant's Advises (ADAs) issued within 2 hours and transmit to the Bank			None



<p>Number <u>for Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services</u></p> <ul style="list-style-type: none"> • Mayor's/Business Permit • Professional License/Curriculum Vitae • PhilGEPS Registration Number • Income/Business Tax Return, for ABCs above P500k 		<ul style="list-style-type: none"> ▪ Check is processed for approval and signature of the City Administrator ▪ All documents are forwarded to the City Treasurer's office for check or cash releasing. 			None
<p><u>for Highly Technical Consultant</u></p> <ul style="list-style-type: none"> • Professional License/Curriculum Vitae • PhilGEPS Registration Number <p><u>for Small Value Procurement</u></p> <ul style="list-style-type: none"> • Mayor's/Business Permit • Professional License/Curriculum Vitae • PhilGEPS Registration Number • Income/Business Tax Return • Omnibus Sworn Statement <p><u>Additional Requirements for: Consulting Services</u></p> <ul style="list-style-type: none"> • Letter Request for Payment 		<p>24. CLIENT claims Check or Cash at the City Treasurer's Office Window 16 (Check) or Windows 17-22 (Cash)</p>			None



<p>from the Consultant</p> <ul style="list-style-type: none">• Progress/Final Billing Statement• Certificate of Completion and Acceptance• (for final billing)• Approved Consultancy Progress/Final Reports, and/or Output required under the contract (1 original, 1 copy)• Curriculum Vitae of the Consultants and Staff (2 certified copies)• Approved Manning schedule indicating the names and positions of the consultants and staff and the extent of their participation in the project (2 certified copies)• Contract of Infrastructure Projects subject of Project Management Consultancy Services, as applicable (2 certified copies)• Terms of Reference, if not included in the Contract (1 original, 1 copy)• If not in the Terms of Reference, Appropriate					
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<p>approved document(s) indicating the Expected Output or Deliverables (1 original, 1 copy)</p> <p><u>Other Services (Security, Appraiser, Survey Training, Project/Program based, Other Contracts of Service)</u></p> <ul style="list-style-type: none">• Progress/Final Billing Statement, as applicable• Certificate of Completion/Services Rendered (1 original, 1 copy)• Approved Progress/Final Reports, and/or Output required under the contract (1 original, 1 copy)• Approved Manning schedule of Staff, as applicable, if not included in the Contract or the Terms of Reference (2 certified copies)• Terms of Reference, if not included in the Contract (2 certified copies)• Approved Activity Brief and Budget Proposal, as applicable• Approved Activity Brief and					
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<p>Budget Proposal, as applicable (1 original, 1 copy) or Ordinance/Resolution, as applicable (first billing)</p> <ul style="list-style-type: none"> • Work Outline/Plan for periodic events, if applicable • Professional License (2 copies) /Curriculum Vitae/ Resume/Portfolio • INCOME PAYEE'S SWORN DECLARATION OF GROSS RECEIPTS/SALES (Annex B-1, 2, or 3) (first billing or once in within the contract year) • Such other requirements deemed necessary to support and/or establish validity of claim 					
				<p>TOTAL – Stage 1: 8 Days, 7 Hours, 45 Minutes</p> <p>TOTAL – Stage 2: 3 Hours, 45 Minutes</p> <p>TOTAL – Stage 3: 2 Hours, 45 Minutes</p>	<p>None</p>



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>PRE-AUDIT – PAYMENT OF WAGES TO JOB ORDER WORKERS</u>						
SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid	
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen’s Charter	Legal Basis			
<ul style="list-style-type: none"> • Summary List (1) 		<i>STAGE 1: Document Pre-Audit and Payroll Approval</i>				
<ul style="list-style-type: none"> • CAFOA (6 copies)/FURS (4 copies) • Payroll (6 original) • Daily Time Record(DTR) (1 original, 1 carbon copy) • Office Order/ Work Matrix of official work hours/schedule (1 original, 1 copy or 2 certified copies) • Duly signed Job Order Appointment (2 certified copies) • Quantified Accomplishment Report for the period (1 original, 1 copy) <p><u>Supporting Documents for absence of log time in the DTR, as applicable:</u></p> <ul style="list-style-type: none"> • City Mayor/Administrator’s Office Order for biometrics exemption (2 certified copies) 	COA Circular 2012-001 (Revised Documentary Requirements for Govt. Transactions); CSC-COA-DBM Joint Circular No. 1, s. 2017 (Ruels – COS & JOs)	1. Individual CLIENT payee submits to the Department/Office focal person all supporting documents necessary for his/her claim. Corresponding Department/Office focal personnel collates the DTR and supporting documents, claims the payroll and CAFOA from the HRM Office, and submits all documents to the City Budget Office;			None	
		<ul style="list-style-type: none"> ▪ City Budget Office processes and approves the CAFOA and forwards all documents to OCA-Receiving 1 				
		2. OCA-Receiving 1 receives the documents and partially checks the attachments; a. Track as “In” in the system and line up at assigned auditor’s tray for pre-audit (proceed to step 3); b. If attachments are substantially incomplete, immediately return all documents to the office liaison (repeat step 1);		45 minutes	None	
		3. Auditor assesses all documents for completeness, veracity and correctness of amount claimed;		5 days	None	



<ul style="list-style-type: none"> • Approved Work From Home Order (COVID-19 related quarantine) (1 original, 1 copy) • Approved Work From Home Order (COVID-19 related quarantine) (1 original, 1 copy) • IT Certification (bio machine out of order) (2 certified copies) • Daily Station logbook / Field Logbook / IT issued Raw Data (2 certified copies) • Office Order/Notice of Meeting w/ written order to attend/Pass Slip/Locator's Slip for out-of-office assignment(s) during work hours (2 certified copies) • Certificate of Appearance or Participation/Attendance (1 original, 1 copy or 2 certified copies) • Justification explaining reason for failure to log (signed by the employee and approved by the Head) (1 original, 1 copy) <p><u>Additional Documents for Additional Services Rendered over and above regular work hours:</u></p> <ul style="list-style-type: none"> • Additional Services Office 		<p>a. If complete and substantially compliant, stamp and sign "Allowed in Audit" on the voucher and forward to Indexing (step 8);</p> <p>b. If with lacking/ non-substantial supporting documents/ corrections, issue Return Notes and forward documents to Receiving 1;</p>			
		4. Receiving 1 calls Department/Office liaison and returns the documents with the Return and/or Correction Notes;		15 minutes	None
		5. CLIENT submits compliance document(s) to the office liaison, who then resubmits all documents back to OCA Receiving 1;			None
		6. OCA-Receiving 1 records the resubmission in the tracking system, tracks and forward the document to the auditor;		15 minutes	None
		7. Auditor reviews the document, including assessment of compliance with Return Notes;		2 Days <i>*time repeats to run in case of returns.</i>	None
		<p>a. If complete and substantially compliant, stamp and sign "Allowed in Audit" on the voucher and forward to Indexing (go to step 8);</p> <p>b. If documents remains non-compliant/ non-substantial, re-issue Return Notes and forward documents to Receiving 1 (repeat steps 4-7);</p>			
		8. Indexer verifies and posts data in the JO Payroll System;		3 Hours <i>*time repeats to run in case of return</i>	None
		<p>a. If all data are correct, post the system data to confirm, stamp and sign the payroll, and forward all documents to the City Accountant for approval (proceed to step 11);</p> <p>b. If payroll data has discrepancies, issue Correction Notes for HRMO and pass documents to</p>			



<p>Order (1 original, 1 copy)</p> <ul style="list-style-type: none"> • Pre-Audited copy of DTR for regular work days with additional data on the additional hours rendered (2 certified copies) • IT Raw Data reflecting additional services log hours (1 original, 1 copy) • Individual Quantified Accomplishment Report (1 original, 1 copy) 	<p>Receiving 1 for return (step 9);</p> <p>c. If CAFOA amount is inconsistent with the gross amount in the data, issue corrections notes for City Budget Office and pass documents to Receiving 1 (step 9);</p> <p>d. Ensure correction of amount allowed in audit by the auditor, if necessary;</p>			
	<p>9. Receiving 1 tracks in the system as “OUT” to and returns documents to HRMO or the City Budget Office for correction;</p>		15 minutes	None
	<p>■ HRMO or City Budget Office personnel corrects or updates the affected document (payroll or CAFOA), and returns documents to OCA Receiving 1;</p>			None
	<p>10. OCA-Receiving 1 records the resubmission in the tracking system, tracks and forwards the documents to:</p> <p>a. back to Indexing if from HRMO (repeat step 8);</p> <p>b. To the City Accountant if from CBO (step 11);</p>		15 minutes	None
	<p>11. City Accountant reviews and the approves the Payroll;</p> <p>a. If City Accountant finds non-substantial compliance, issues return notes and forward either to auditor, indexer, or receiving (repeat the necessary steps applicable);</p> <p>b. In case of changes in the CAFOA, track OUT to City Budget Office for adjustment prior to approval;</p> <p>c. For substantial compliance, approve and sign Box</p>		4 hours	None



		B of the payroll (new form); d. Update the tracking as "Approved" and forward to releasing;			
		12. Releasing tracks "OUT to CTO" in the system and forwards documents to the City Treasurer's Office;		30 minutes	None
		Documents are further processed for Payroll Approval at the: <ul style="list-style-type: none"> ■ CITY TREASURER'S OFFICE (CTO), and ■ OFFICE OF THE CITY ADMINISTRATOR (OCAd) 			None
		<i>Stage 2: Pre-Audit - Cash Advance Voucher for Payrolls</i>			
		<ul style="list-style-type: none"> ■ THE CITY TREASURER'S OFFICE personnel prepares the Cash Advance Voucher for Payrolls 			None
		13. OCA Receiving 1 records receipt of the CA Voucher together with the payroll bundle and pass the docs to auditor;		15 minutes	None
		14. auditor reviews the data in the CA Voucher against the payrolls in the bundle; a. If all is ok, stamp and sign "allowed in audit" on the voucher and forward documents to JEver (proceed to step 15); b. If with lacking attachments, require compliance from the City Treasurer's Office (repeat step 13 once complied);		1 hour	None
		15. JEver prepares JEV entry, countersigns the voucher, and forwards all documents to the City Accountant for approval;		1 hour	None
		16. City Accountant reviews the CA Voucher and, approves and signs Box B of the CA Voucher (new form)		1 hour	None
		17. Releasing tracks "for release" in the system and		30 minutes	None



		forward to the City Treasurer's Office & City Administrator's Office for CA Voucher Approval;			
		<i>Stage 3: Accountant's Advice of Check Disbursements</i>			
		<ul style="list-style-type: none"> ■ From the City Administrator's Office, the documents are re-forwarded to the City Treasurer's Office for check issuance and Accountant's Advice preparation ; 			None
		<p>18. OCA - Check Receiving reviews the check details against the Accountant's Advice in the system and the Amount allowed in audit as reflected in the voucher;</p> <p>a. If with corrections, return to City Treasurer's Office;</p> <p>b. If ok, print the Advice and forward to review section;</p>		30 minutes	None
		<p>19. Advice Reviewer re-checks the Accountant's Advice and Check;</p> <p>a. If with corrections, return to check receiving (go back to step 18);</p> <p>b. If no corrections, forward the Check and Disbursement Vouchers to the respective JEVers, countersign the Advice and forward to Accountant III;</p>		30 minutes	None
		20. JEVER inputs the check number in the Journal Entry Voucher, prints the JEV, signs, and passes the documents to the Accountant III;		30 minutes	None
		21. Accountant III reviews the Advice and printed JEVs, adjust/disapprove if necessary (<i>repeat steps 18 &/or 19 if disapproved</i>) or countersign the approval portion of the JEV hardcopy, and forward to the City Accountant;		30 minute	None
		22. City Accountant reviews the Accountant's Advice, disapproves if necessary (<i>repeat steps 18 &/or 19 if</i>		30 minutes	None



		<i>disapproved</i>) or signs the Advise and forwards to releasing;			
		23. Releasing team records data in the logbook and forwards check and supporting documents to City Administrator's Office;		30 minutes	None
		24. Admin Aide III collates all Accountant's Advises (ADAs) issued within 2 hours and transmit to the Bank			None
		<ul style="list-style-type: none"> ■ Check is processed for approval and signature of the City Administrator ■ All documents are forwarded to the City Treasurer's office for <i>check or cash releasing</i>. 			None
		25. CLIENT claims cash at the City Treasurer's Office Windows 17-22			None
TOTAL – Stage 1:				9 Days, 1 Hour, 15 Minutes	None
TOTAL – Stage 2:				3 Hours, 45 Minutes	
TOTAL – Stage 3:				2 Hours, 45 Minutes	



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: RECORDS – RELEASE OF OFFICIAL DOCUMENTS/CERTIFICATE OF OFFICIAL RECORDS

SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid	
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis			
<ul style="list-style-type: none"> • Letter request, as applicable (1 original, 1 copy) • Filled-up FOI Form (2) • Valid ID of Requestor (2 copies) • Valid ID of Authorized Representative (2 copies) • Proof of Authority of Representative (1 original, 1 copy) • Official Receipt for payment of applicable fees (1 copy) 	Presidential Executive Order No. 2, s.2016 <i>(Operationalizing People's Right to Information)</i>	1. Client secures 2 copies of the FOI form from the Public Affairs and Information Assistance Office (PAIAO), fills up the forms, and submits the forms to OCA FOI Receiving Officer;			None	
		City Ordinance No. 053, s. 2021 <i>(Freedom of Information Ordinance of Ormoc City)</i>	2. OCA FOI Receiving Officer: 2.1 reviews the request form, data requested, verify ID and authority of representative (if applicable); 2.2 stamps "Received" the Request Form Page and return the claim stub to requestor; 2.3 Forwards the request form to the Head of Office/ Supervising Officer for approval;		30 minutes	None
			3. Head of Office/ Supervising Officer assess the request, ticks "approve" or "disapproved" box based on assessment, forwards the form to the appropriate section/team;		30 minutes	None
			4. Appropriate section/team determines the availability of the documents and the		15 days	None



		fees to be paid, and prepares the documents or certification requested;			
		5. FOI Receiving Officer informs the requestor of the approval/denial of the request;		30 minutes	None
		6. Client/representative retrieves the approved/denied FOI form from FOI Receiving Officer			None
		7. FOI Receiving Officer releases the form to the requestor; 7.1 If approved, instructs the requestor to pay the required fees at the City Treasurer's Office		30 minutes	None
		8. Client pays the fees based on the data indicated in the 2nd page of the FOI form at the City Treasurer's Office payment window.			Photocopy: Long: ₱5/page A4/Short: ₱3/page Printing: ₱10/page Certification: 1st copy: ₱50/page Succeeding copies: ₱10/page
		9. Client returns the FOI Form to the OCA FOI Receiving Officer together with the Official Receipt and claim the requested documents.			None
		10. FOI Receiving Officer fills in the bottom portion of page 2 of the FOI form, release the requested documents to the		30 minutes	None



		requestor, record data in the FOI Registry, and keeps the FOI form copy.			
			TOTAL	15 Days, 2 Hours, 30 Minutes	<u>Photocopy</u> Long: ₱5/page A4/Short: ₱3/page
					<u>Printing</u> ₱10/page
					<u>Certification</u> 1 st copy: ₱50/page
					Succeeding copies: ₱10/page



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>PRE-AUDIT - HONORARIA</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<ul style="list-style-type: none"> • Summary List of Requirements (1) • CAFOA (6) /FURs (4) • Disbursement Voucher, <i>if single payee</i> (4) / Payroll, <i>if more than 2 payees</i> (6) <u>Training/Workshop Speaker/Facilitator/Coordinator</u> • Approved Activity Brief/Training Design with Budget Proposal/ Program of Activities (1 original, 1 copy) • Invitation and Confirmation (1 original, 1 copy) • Curriculum Vitae/Resume/Portfolio (1 original, 1 copy) • Talk/Training outline/Course Syllabus of Lecturer (1 original, 1 copy) • Program of Activity (1 original, 1 copy) • Certificate of Activity Completion (1 original, 1 	COA Circular 2012-001 (Revised Documentary Requirements for Govt. Transactions)	<i>Stage 1: Pre-Audit of Voucher or Payroll</i>			
		1. Client-Citizen/Business Entity submits required attachments (with billing statement if business entity) to the implementing office, then implementing office collates all supporting documents and submits to OCA-Receiving 1			None
	DBM Budget Circ. 2007-01 (Grant of Honoraria)	2. OCA-Receiving 1 receives the voucher/payroll and partially checks the attachments;		30 minutes	None
		3. Auditor assesses all documents for completeness, veracity, and propriety, including correctness of amount claimed;		5 days	None
		4. In case of audit findings, Receiving 1 calls procuring/implementing office and releases documents with the Return Notes;		15 minutes	None
	5. Upon receipt of the documents, procuring/implementing office complies with the Return Notes remarks and inform client of any document requiring compliance from his/her end;			None	
		Client submits compliance document(s) to the procuring office;			



copy) <ul style="list-style-type: none"> • Photos of Actual Event/Performance (2 colored copies) • Office Order/Authority to Lecture (if invitee is the gov't. office/agency) (2 certified copies) • Computation basis for the amount of honoraria, as necessary • Purchase Request (business entity) (1 original, 1 copy) • Purchase Order (business entity) (1 original, 1 copy) • BAC Resolution (business entity) (1 original, 1 copy) • Relevant BAC/Procurement Documents (business entity) (1 original, 1 copy) <u>Council Members</u> <ul style="list-style-type: none"> • Ordinance/Special Law authorizing the payment of honorarium (2 certified copies) • Order creating the composition and designating the council members (2 certified copies) • Notice of Meeting (1 original, 1 copy) • Minutes/ narrative report 		Once all remarks are complied with, procuring office resubmits all documents to OCA – Receiving 1;			
		6. Receiving 1 receives the documents, records receipt in the tracking system, and forwards to auditor;		15 minutes	
		7. Auditor re-assess resubmitted documents;		3 days	None
		8. JEVer records the transaction in the Books of Accounts of the City (prepare Journal Entry Voucher-JEV), and forwards to City Accountant for approval;		2 hours	None
		9. City Accountant reviews Disbursement Voucher and supporting documents; a. If City Accountant finds non-substantial compliance, issues return notes and forward either to auditor, JEVer, or receiving (repeat the necessary steps applicable); b. In case of changes in the CAFOA, track OUT to City Budget Office for adjustment; c. For substantial compliance, approve and sign Box B of the Disbursement Voucher (new form);		4 hours	None



<p>of meeting and Attendance sheet as certified by the Board Secretary (2 certified copies)</p> <ul style="list-style-type: none"> • Attendance Sheet BAC Members • Order creating and designating the BAC composition and authorizing the members to collect honoraria (2 certified copies) • Minutes of BAC meeting (2 certified copies) • Notice of Award to winning bidder of procurement activity being claimed (2 certified copies) • Certification that the procurement involves competitive bidding (1 original, 1 copy) • Attendance Sheet listing names of attendees to the BAC meeting (2 certified copies) • All other requirements deemed necessary to establish reasonableness and/or validity of grant (2 sets) 		10. Assistant tracks in the system as “Approved” and passes to releasing;				
		11. Releasing tracks “OUT to CTO” in the system and forward documents to the City Treasurer’s Office;		30 minutes	None	
	Sec. 11.2.4 and 15, Rule V of RA 9184 IRR (Honoraria for BAC members, TWG & Secretariat)	<ul style="list-style-type: none"> ■ Documents are processed at the CITY TREASURER’S OFFICE & ADMINISTRATOR’S OFFICE for Disbursement Voucher Approval ■ Documents are returned to the CITY TREASURER’S OFFICE for: <ul style="list-style-type: none"> ■ Cash Advance Voucher preparation, <i>if payroll</i> (proceed to stage 2); ■ check preparation and issuance, <i>if Disbursement Voucher or Cash Advance Voucher</i> (proceed to stage 3); 			None	
	Stage 2: Pre-Audit - Cash Advance Voucher for Payrolls					
		12. OCA Receiving 1 records receipt of the CAVoucher together with the payroll bundle and pass the docs to auditor;		15 minutes	None	
		13. Auditor reviews the data in the CAVoucher against the payrolls in the bundle; <ul style="list-style-type: none"> a. If all is ok, stamp and sign “allowed in audit” on the voucher and forward documents to JEVER (proceed to step 14); b. If with lacking attachments, require 		1 hour	None	



		compliance from the City Treasurer's Office (repeat step 12 once complied);			
		14. JEVER prepares JEV entry, countersigns the voucher, and forwards all documents to the City Accountant for approval;		1 hour	None
		15. City Accountant reviews the CA Voucher and, approves and signs Box B of the CA Voucher (new form)		1 hour	None
		16. Releasing tracks "for release" in the system and forward to the City Treasurer's Office & City Administrator's Office for CA Voucher Approval;		30 minutes	None
		Stage 3: Accountant's Advice of Check Disbursements			
		<ul style="list-style-type: none"> ■ From the City Administrator's Office, the documents are re-forwarded to the City Treasurer's Office for check issuance and Accountant's Advice preparation; 			None
		17. OCA - Check Receiving reviews the check details against the Accountant's Advice in the system and the Amount allowed in audit as reflected in the voucher;		30 minutes	None
		18. Advice Reviewer re-checks the Accountant's Advice and Check;		30 minutes	None
		19. JEVER inputs the check number in the Journal Entry Voucher, prints the JEV, signs, and passes the documents to the Accountant III;		30 minutes	None
		20. Accountant III reviews the Advice and printed JEVs, adjust/disapprove if necessary (<i>repeat steps 18 &/or</i>		30 minutes	None



		19 if disapproved) or approve the JEV entry in the IPSAS system, countersign the approval portion of the JEV hardcopy, and forward to the City Accountant;			
		21. City Accountant reviews the documents and signs the Accountant's Advise and forwards to releasing;		30 minutes	None
		22. Releasing team records data in logbook and forwards check and supporting documents to City Administrator's Office;		15 minutes	None
		23. Admin Aide III collates all Accountant's Advises (ADAs) issued within 2 hours and transmit to the Bank			None
		<ul style="list-style-type: none"> ■ Check is processed for approval and signature of the City Administrator ■ All documents are forwarded to the City Treasurer's office for <i>check releasing</i>. 			None
		24. Client claims Check (Window 16) or Cash (Windows 17-22) at the City Treasurer's Office			None
TOTAL – Stage 1:			8 Days, 7 Hours, 30 Minutes	None	
TOTAL – Stage 2:			3 Hours, 45 Minutes		
TOTAL – Stage 3			2 Hours, 45 Minutes		



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>Pre-Audit – Salaries, Wages, and Personnel Benefits</u>						
SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid	
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis			
<ul style="list-style-type: none"> • Summary List (1) • CAFOA (6 copies)/FURS (4 copies) • Payroll (6 original) • Report of Undertime, Tardiness, and Leave (UTL) (2 original) • Daily Time Record(DTR) (1 original, 1 carbon copy) • Office Order/ Work Matrix of official work hours/schedule (1 original, 1 copy or 2 certified copies) <u>Add'l for Casual employees:</u> <ul style="list-style-type: none"> • Duly signed appointment (casual) (2 certified copies) • Quantified Accomplishment Report for the period (1 original, 1 copy) 	COA Circular 2012-001 (Revised Documentary Requirements for Govt. Transactions) CSC MC No. 1, s. 2017 (Govt Office Hours) Omnibus Rules on Leave	1. Individual client payee submits to the Department/Office focal person all supporting documents necessary for his/her claim. <ul style="list-style-type: none"> ▪ Corresponding Department/Office focal personnel collates the DTR and supporting documents, prepares Report of UTL, claims the payroll and CAFOA from the HRMOffice, and submits all documents to the City Budget Office; ▪ City Budget Office processes and approves the CAFOA and forwards all documents to OCA-Receiving 1 			None	
	CSC Memo Circular No. 5, s. 2021 (Guidelines on Leave during Quarantine)	2.OCA-Receiving 1 receives the documents and partially checks the attachments;			15 minutes	None
	LGU Local Finance Committee Advisory No.	3.Auditor assesses all documents for completeness, veracity and correctness of amount claimed			5 days	None
		4.Indexer verifies the data in the Index of Employee Payments System as against the payroll entries			2 hours *time repeats to run in case of returns	None



<u>Add'l for 1st Claim: New/New Transfers, Promotion, Reappointment, Step Increment, Salary Adjustment, as applicable:</u> <ul style="list-style-type: none"> • Duly signed Appointment (regular) (2 cert copies) • Assignment/Detail Order, if applicable (2 cert copies) • Oath of Office (2 cert copies) • Certificate of Assumption (1 original, 1 copy) • SALN (regular) (1 original, 1 copy) • Pre-Audited Disbursement Voucher/Payroll &/or Chief Accountant's Certification of last salary from previous office (for transfers from another government agency) (1 original, 1 copy) • NOSI (regular) (2 cert copies) • NOSA (regular) (2 cert copies) <u>Supporting Documents for absence of log time in the DTR, as applicable:</u> <ul style="list-style-type: none"> • City Mayor/Administrator's Office Order for biometrics 	2021-001 (Supporting Docs for DTR Submission)	5.Receiving 1 calls Department/Office liaison and returns the documents with the Return and/or Correction Notes		15 minutes	None
	CSC-DBM JC 02-2015 (Overtime Services with Pay)	6.Client-employee submits compliance document(s) to the office liaison, who then resubmits all documents back to OCA Receiving 1			None
	CSC-DBM JC-2004-2 (Overtime Services with Compensatory Time-Off)	7.OCA-Receiving 1 records the resubmission in the tracking system, tracks and forward the document to the auditor (step 8) or the indexer (proceed to step 9), as applicable		15 minutes	None
	National Budget Circular No. 546 (RATA)	8.Auditor re-assess the document, including compliance with Return Notes;		4 days *time repeats to run in case of returns	None
	COA Circular 2016-001 (Magna Carta Benefits for PHW)	9.Indexer reviews data a.If all data are correct, confirm the system record, stamp and sign the payroll, generate Net Due and pass documents to the auditor for signature (step 10); b.If data still has corrections, issue Correction Notes for HRMO and return documents to Receiving 1 (repeat step 5); c.From 8.a, confirm the system record, generate Net Due and pass documents to JEV section (proceed to step 11).		1 hour *time repeats to run in case of returns	None
		10. Auditor fills up the Amount Allowed in Audit on the voucher, sign the		30 minutes	None



<p>exemption (2 certified copies)</p> <ul style="list-style-type: none"> • Approved Leave Application/Certificate of Overtime Credits/Quarantine Leave/Work From Home Order (1 original, 1 copy) • Work From Home period Accomplishment Report (1 original, 1 copy) • IT Certification (bio machine out of order) (2 certified copies) • Daily Station logbook / Field Logbook / IT issued Raw Data (2 certified copies) • Travel Order/Office Order/Notice of Meeting w/ written order to attend/Pass Slip/Locator's Slip for out-of-office assignment(s) or official travel during work days (2 certified copies) • Certificate of Appearance or Participation/ Attendance (1 original, 1 copy or 2 certified copies) • Driver's Daily Trip Ticket (2 certified copies) 		<p>same, and forward to JEV section for PPSAS recording;</p>			
		<p>11. JEV records the transaction in the Books of Accounts of the City (prepare Journal Entry Voucher-JEV), and forwards to City Accountant for approval</p>		1 hour	None
		<p>12. City Accountant reviews the Payroll and supporting documents;</p> <p>a.If City Accountant finds non-substantial compliance, issues return notes and forward either to auditor, JEV, or receiving (repeat the necessary steps applicable);</p> <p>b. In case of changes in the CAFOA, track OUT to City Budget Office for adjustment prior to approval;</p> <p>c.For substantial compliance, approve document and sign Box B of the payroll (new form);</p> <p>d.Update the tracking as "Approved" and forward to releasing;</p>		4 hours	None
		<p>13. Releasing tracks "OUT to CTO" in the system and forward documents to the City Treasurer's Office</p>		30 minutes	None
		<p>Documents are further processed for Payroll Approval at the:</p>			None



<ul style="list-style-type: none"> Justification explaining reason for failure to log (signed by the employee and approved by the Head) (1 original, 1 copy) 		<ul style="list-style-type: none"> CITY TREASURER'S OFFICE (CTO), and OFFICE OF THE CITY ADMINISTRATOR (OCAAd) 			
<p><u>Additional Documents for</u></p>	STAGE 2: Authority to Debit Account Processing				
<p><u>Overtime:</u></p>					
<ul style="list-style-type: none"> Overtime Office Order (1 original, 1 copy) 		<ul style="list-style-type: none"> Documents are returned from OCAAd to CTO for ADA preparation and issuance, and then forwarded to OCA- Receiving 1; 			None
<ul style="list-style-type: none"> Printed DTR (reflecting both regular work hours and overtime hours) (1 original, 1 copy) 		14. OCA Receiving 1 tracks in the system and forward to JEV section;		30 minutes	None
<ul style="list-style-type: none"> Pre-Audited copy of DTR for regular work days (2 certified copies) 		15. JEV inputs the ADA number in the corresponding payroll JEVouchers, prints & signs the JEV, and forwards the documents to reviewer.		1 hour	None
<ul style="list-style-type: none"> IT Raw Data on Overtime attendance (1 original, 1 copy) 		16. Accountant III reviews ADA and JEV details:			
<ul style="list-style-type: none"> Individual Quantified Overtime Accomplishment Report (1 original, 1 copy) 		<ul style="list-style-type: none"> Disapprove in PPSAS, if erroneous, for adjustment, or for correction and return to JEV (repeat step 14-15); If all is ok, countersign approval portion of the JEV, and forward to the City Accountant; 		30 minutes	None
<p><u>Additional Documents for Hazard, Subsistence, PHW</u></p>					
<p><u>Benefits:</u></p>					
<ul style="list-style-type: none"> Secretary of Health/LCE Certification (2 certified copies) 		17. City Accountant reviews the documents;		30 minutes	None
<p><u>Additional Documents for RATA:</u></p>					
<ul style="list-style-type: none"> Certification for non-usage 		<ul style="list-style-type: none"> If ok, approve JEV entry in the IPSAS, sign the JEV as "approved", and forward to releasing; If with corrections, disapproved JEV in the IPSAS, return documents to 			



of Gov't Vehicle (1 original, 1 copy) • All other documents necessary and qualified to establish validity of the claim (1 original, 1 copy or 2 certified copies)		JEVER (step 15) or to Receiving 1 with return notes (step 14);			
		18. Releasing personnel records release in logbook and forwards ADA and supporting documents to the Office of the City Administrator;		15 minutes	None
		<ul style="list-style-type: none"> ■ ADA is processed for approval and signature of the City Administrator ■ City Treasurer's Office personnel transmits the ADA to the corresponding bank, for the latter to complete the transfer of salaries/ benefits into the employees corresponding ATM accounts. 			None
		19. Client-employee claims salary through ATM withdrawal.			
TOTAL – Stage 1:				9 Days, 2 Hours, & 15 Minutes	None
TOTAL – Stage 2:				2 Hours & 45 Minutes	



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>PRE-AUDIT –TRAVEL/TRAINING ALLOWANCE</u>						
SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid	
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen’s Charter	Legal Basis			
<ul style="list-style-type: none"> • Summary List (1) • GF-CAFOA (6) or TF/TL - FURs (4) • Payroll/Disbursement Voucher (4) • Approved Travel Order (1 original, 1 copy) • Approved Travel Itinerary (1 original, 1 copy) • Letter Request for travel approval (1 original, 1 copy) • HOST Invitation (2 certified copies) • Certificate of Travel Completed (1 original, 1 copy) • Certificate of Appearance OR Certificate of Participation (1 original, 1 copy or 2 certified copies) • Narrative Report/Training Summary Report (1 original, 1 copy) • Flight Itinerary (1 original, 1 copy) 	COA Circular 2012-001 (Revised Documentary Requirements for Govt. Transactions)	1. Client submits DV/Payroll with required attachments to OCA-Receiving 1;			None	
			2. OCA-Receiving 1 receives the voucher/payroll and partially checks the attachments		30 minutes	None
			3. Auditor assesses all documents for completeness, veracity, and propriety, including correctness of amount claimed		5 days	None
		Presidential Executive Order No. 77 (Rates for Local & Foreign Travel)	4. Receiving 1 calls procuring/implementing office and releases documents with the Return Notes		15 minutes	None
		DILG Memorandum Circular Nos. 2019-82 & 83 (Updated Implementing Rules on Travel)	5. Upon receipt, client collates compliance document(s) resubmits all documents to OCA – Receiving 1			None
			6. Receiving 1 receives the documents, record receipt in the tracking system, and forward to auditor		15 minutes	None
		City Mayor's EO-41-A (2019 Revised Rates on Travel)	7. Auditor reviews resubmitted documents;			
		7.1 If complete and substantially compliant, stamp and sign “Allowed in Audit” on the voucher/payroll and forward to JEver (proceed to step		5 days	None	



<ul style="list-style-type: none"> • Driver's Trip Ticket (1 original, 1 copy) • Registration Receipt (1 original, 1 copy) • Paper/electronic plane tickets, boarding passes, boat and/or bus tickets (1 original, 1 copy) • Certification from inviting/sponsoring Government Agency as to the provision of meals and accommodation (1 original, 1 copy) • Regional Accountant Certification of No Claim(NGAs) (1 original, 1 copy) • LCE Certification to claim Actual Accommodation Expense (1 original, 1 copy) • Accommodation/Hotel Bill/Receipt (<i>as applicable</i>) (1 original, 1 copy) <p><u>For Foreign Travel:</u></p> <ul style="list-style-type: none"> • Copy of UNDP rate for DSA (2 copies) • Document to show dollar peso exchange rate (2 copies) • DILG Secretary's Travel Approval (1 original, 1 copy) • City Mayor's Endorsement Letter for DILG Approval 	City Administrator's Office Order No. 2020-034 (Doc Reqs fro Foreign Travel)	8);			
		7.2If documents remain non-compliant/non-substantial, re-issue Return Notes and forward documents to Receiving 1 (repeat steps 4-7);			
		8. JEver records the transaction in the Books of Accounts of the City (prepare Journal Entry Voucher-JEV), and forward to City Accountant for approval		2 hours	None
		9. City Accountant reviews Disbursement Voucher and supporting documents; 9.1 If City Accountant finds non-substantial compliance, issues return notes and forward either to auditor, JEver, or receiving (repeat the necessary steps applicable); 9.2 In case of changes in the CAFOA, track OUT to City Budget Office for adjustment; 9.3 For substantial compliance, approve and sign Box B of the Disbursement Voucher (new form); 10. Assistant tracks in the system as "Approved" and passes to releasing		4 hours	None
	11. Releasing tracks "OUT to CTO" in the system and forward documents to the City Treasurer's Office		30 minutes	None	



<p>(2 certified copies)</p> <ul style="list-style-type: none"> Office of the President's Authority to claim representation expense (1 original, 1 copy) Duly notarized Sworn Statement attesting that no administrative charges or criminal case has been filed or is pending against the applicant or Oath of Undertaking if applicant has a pending case (1 original, 1 copy) Clearance from Money and Property Accountability (1 original, 1 copy) Report with appropriate recommendation, if any, on the conference/seminar attended which was duly submitted to the <ul style="list-style-type: none"> City Mayor's Office Office of the President through the Secretary of Foreign Affairs (if delegate of the country) Within 30 days after closing of the conference/forum and return to official station (1 original, 1 copy) Medical Certificate Declaration relating to 	<ul style="list-style-type: none"> Documents are processed at the CITY TREASURER'S OFFICE & ADMINISTRATOR'S OFFICE for Disbursement Voucher Approval Documents are returned to the CITY TREASURER'S OFFICE for: Cash Advance Voucher preparation, <i>if payroll</i> (proceed to step 12); check preparation and issuance, <i>if Disbursement Voucher or Cash Advance Voucher</i> (proceed to step 16) 			None	
	Stage 2: Pre-Audit - Cash Advance Voucher for Payrolls				
		12. OCA Receiving 1 records receipt of the CAVoucher together with the payroll bundle and pass the docs to auditor;		15 minutes	None
		<p>13. Auditor reviews the data in the CAVoucher against the payrolls in the bundle;</p> <p>13.1 If all is ok, stamp and sign "allowed in audit" on the voucher and forward documents to JEVER (proceed to step 14);</p> <p>13.2 If with lacking attachments, require compliance from the City Treasurer's Office (repeat step 12 once complied);</p>		1 hour	None
		14. JEVER prepares JEV entry, countersigns the voucher, and forwards all documents to the City		1 hour	None



COVID-19 health risk • All other documents necessary to support the claim for expenses other than per diem (1 original, 1 copy)		Accountant for approval				
		15. City Accountant reviews the CA Voucher and, approves and signs Box B of the CA Voucher (new form)		1 hour	None	
		16. Releasing tracks "for release" in the system and forward to the City Treasurer's Office & City Administrator's Office for CA Voucher Approval		30 minutes	None	
	Stage 3: Accountant's Advice of Check Disbursements					
		<ul style="list-style-type: none"> ▪ From the City Administrator's Office, the documents are re-forwarded to the City Treasurer's Office for check issuance and Accountant's Advice preparation. 				None
		17. OCA - Check Receiving reviews the check details against the Accountant's Advice in the system and the Amount allowed in audit as reflected in the voucher;		30 minutes	None	
		18. Advice Reviewer re-checks the Accountant's Advice and Check; <ul style="list-style-type: none"> a. If with corrections, return to check receiving to repeat step 17; b. If no corrections, forward the Check and Disbursement Vouchers to the respective JEVers, countersign the Advice and forward to Accountant III; 		30 minutes	None	
		19. JEVER inputs the check number in the Journal Entry Voucher, prints the		30 minutes	None	



		JEV, signs, and passes the documents to the Accountant III			
		20. Accountant III reviews the Advice and printed JEVs		30 minutes	None
		21. City Accountant signs the Accountant's Advice and forwards to releasing		30 minutes	None
		22. Releasing team records data in logbook and forwards check and supporting documents to City Administrator's Office		15 minutes	None
		23. Admin Aide III collates all Accountant's Advises (ADAs) issued within 2 hours and transmit to the Bank			None
		<ul style="list-style-type: none"> ■ Check is processed for approval and signature of the City Administrator ■ All documents are forwarded to the City Treasurer's office for <i>check releasing</i> 			None
		24. Claim Check or Cash at the City Treasurer's Office Window 16			None
			TOTAL – Stage 1:	8 Days, 7 Hours, 30 Minutes	
			TOTAL – Stage 2:	3 Hours, 45 Minutes	None
			TOTAL – Stage 3:	2 Hours, 45 Minutes	




SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: PRE-AUDIT – CASH ADVANCE FOR SPECIAL PPAS/OPERATING/PETTY CASH EXPENSE

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen’s Charter	Legal Basis		
<ul style="list-style-type: none"> ▪ Summary List (1) ▪ CAFOA (6) or FURs (4) ▪ Payroll/DV (6) ▪ Accountable Officer’s Authority/Designation (1 original, 3 copies or 4 certified copies) ▪ Accountant’s Certification (4 certified copies) ▪ Approved Fidelity Bond (4 certified copies) ▪ <u>Cash Advance for Special Project, Program, or Activity (PPA) / Petty Cash / Operating Expense:</u> ▪ Activity Brief & Budget Proposal (1 original, 3 copies) ▪ Certificate of Activity Completion (1 original, 1 copy) ▪ Program of Activity (4 copies) ▪ List of Prospected Participants/Competitors (1 original, 3 copies) ▪ All other necessary 	COA Circular 2012-001 (Revised Documentary Requirements for Govt. Transactions)	1. Client-SDO or Petty Cash Custodian submits DV with required attachments to OCA-Receiving 1			None
		2. OCA-Receiving 1 receives the voucher and partially checks the attachments		30 minutes	None
	3. Auditor assesses all documents for completeness, veracity, and propriety, including correctness of amount claimed		5 days	None	
	COA Circular 2004-006; COA Circular 2017-001; COA Circular 2021-001 (RER & ORs)	4. Receiving 1 calls procuring/implementing office and releases documents with the Return Notes		15 minutes	None
		5. Upon receipt, client collates compliance document(s) resubmits all documents to OCA – Receiving 1.			None
		6. Receiving 1 receives the documents, record receipt in the tracking system, and forward to auditor		15 minutes	None
		7. Auditor reviews resubmitted documents;		3 Days	None
	7.1 If complete and substantially compliant, stamp and sign “Allowed in Audit” on the voucher/payroll and		*time repeats to run in case of returns.		



<p>documents to establish basis for claims (1 original, 3 copies)</p> <p><u>Petty Cash or Current Operating Expense (OE) Replenishment</u></p> <ul style="list-style-type: none"> ▪ Summary of Expenses (1 original, 1 copy) ▪ Receipts/RER/Cert Not Requiring Receipts (1 original, 1 copy) ▪ Receipts/RER/Cert Not Requiring Receipts (1 original, 1 copy) ▪ Supplies Availability Inquiry (1 original, 1 copy) ▪ Waste Material Report (1 original, 1 copy) ▪ ICS (1 original, 1 copy) ▪ Other necessary documents (1 orig, 1 copy) 		<p>forward to JEver (proceed to step 8);</p> <p>7.2 If documents remain non-compliant/non-substantial, re-issue Return Notes and forward documents to Receiving 1 (repeat steps 4-7);</p>			
		<p>8. JEver checks the e-PPSAS if SDO or PCC's previous cash advance has been liquidated;</p> <p>8.1 If liquidated, proceed to step 9;</p> <p>8.2 If previous cash advance is not yet liquidated, issue return notes requiring the submission of liquidation report for the previous CA and forward docs to receiving 1 (go back to step 4);</p> <p>9. JEver records the transaction in the Books of Accounts of the City (prepare Journal Entry Voucher-JEV), and forward to the City Accountant for approval;</p>		2 hours	None
		<p>10. City Accountant reviews Disbursement Voucher and supporting documents;</p> <p>10.1 If City Accountant finds non-substantial compliance, issues return notes and forward either to auditor, JEver, or receiving (repeat the necessary steps applicable);</p>		4 hours	None



		<p>10.2 In case of changes in the CAFOA, track OUT to City Budget Office for adjustment;</p> <p>10.3 For substantial compliance, approve and sign Box B of the Disbursement Voucher (new form);</p> <p>11. Assistant tracks in the system as "Approved" and passes to releasing;</p>			
		<p>12. Releasing tracks "OUT to CTO" in the system and forward documents to the City Treasurer's Office;</p>		30 minutes	None
		<ul style="list-style-type: none"> ■ Documents are processed at the CITY TREASURER'S OFFICE & ADMINISTRATOR'S OFFICE for Disbursement Voucher Approval ■ Documents are returned to the CITY TREASURER'S OFFICE for: ■ Cash Advance Voucher preparation, <i>if payroll</i> (stage 2); <p>check preparation and issuance, <i>if Disbursement Voucher or Cash Advance Voucher</i> (stage 3);</p>			None
		Stage 2: Accountant's Advice of Check Disbursements			
		<ul style="list-style-type: none"> ▪ From the City Administrator's Office, the documents are re-forwarded to the City Treasurer's Office for check issuance and Accountant's Advice preparation; 			None



		<p>13. OCA - Check Receiving reviews the check details against the Accountant's Advice in the system and the Amount allowed in audit as reflected in the voucher;</p> <p>13.1 If with corrections, return to City Treasurer's Office;</p> <p>13.2 If ok, print the Advice and forward to review section;</p>		30 minutes	None
		<p>14. Advice Reviewer re-checks the Accountant's Advice and Check;</p> <p>14.1 If with corrections, return to check receiving to repeat step 13;</p> <p>14.2 If no corrections, forward the Check and Disbursement Vouchers to the respective JEVers, countersign the Advice and forward to Accountant III</p>		30 minutes	None
		<p>15. JEVER inputs the check number in the Journal Entry Voucher, prints the JEV, signs, and passes the documents to the Accountant III;</p>		30 minutes	None
		<p>16. Accountant III reviews the Advice and printed JEVs, adjust/disapprove the system entry (repeat steps 13 &/or 14 if disapproved) or countersign the approval portion of the JEV hardcopy, and forward to the City Accountant;</p>		30 minutes	None



		<p>17. City Accountant reviews the entries, approve the JEV entry in the IPSAS system, signs the Accountant's Advise and forwards to releasing;</p> <p>17.1 If with correction, forward documents either to check receiving, advice reviewer, jever, or Accountant III, as may be necessary;</p>		30 minutes	None
		18. Releasing team records data in logbook and forwards check and supporting documents to City Administrator's Office;		30 minutes	None
		19. Admin Aide III collates all Accountant's Advises (ADAs) issued within 2 hours and transmit to the Bank			None
		<ul style="list-style-type: none"> ■ Check is processed for approval and signature of the City Administrator ■ All documents are forwarded to the City Treasurer's office for <i>check releasing</i>. 			None
		20. Client claims Check at the City Treasurer's Office Window 16			None
TOTAL – Stage 1:				8 Days, 7 Hours, 30 Minutes	None
TOTAL – Stage 2				2 Hours, 45 Minutes	



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>PRE-AUDIT – TERMINAL LEAVE CREDITS CLAIM</u>						
SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid	
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis			
<ul style="list-style-type: none"> • Summary List (2 copies) • CAFOA (6 original) /FURs (4 original) • Disbursement Voucher (4 original) • Approved Application for leave (1 original, 1 copy) • Record of Leave (2 certified copies) • Service Record (1 original, 1 copy) • HRM Clearance (1 original, 1 copy) • GSIS Clearance (1 original, 1 copy) • Clearance as to Money and Property Accountability (1 original, 1 copy) • Barangay Clearance (1 original, 1 copy) • Police Clearance (1 original, 1 copy) • Fiscal Clearance (1 original, 1 copy) 	<p>Rule XVI of the Omnibus Rules Implementing Book V of EO No. 292, as amended by Civil Service Commission (CSC) MC No. 41 s.1998,6 and 14 s.1999</p>	<p>1. Client submits to the Human Resource Management Office (HRMO) the following documents:</p> <ul style="list-style-type: none"> ➤ GSIS Clearance ➤ Clearance as to Money and Property Accountability ➤ Barangay Clearance ➤ Police Clearance ➤ Fiscal Clearance ➤ Sworn Statement of Assets, Liabilities and Net Worth <p>Declaration of Pendency/Non-Pendency of Case.</p> <p>1.1 HRMO collates all supporting documents, prepares the Disbursement Voucher and CAFOA, and submits to OCA-Receiving 2;</p>			None	
		<p>CSC MC#2, s.2016 effective January 12, 2016</p>	<p>2. OCA-Receiving 2 receives the documents and partially checks the attachments;</p>		30 minutes	None
		<p>Budget Circular No. 2016-2 (Computation and Funding of Terminal Leave Benefits and Monetization of Leave Credits)</p>	<p>3. Auditor assesses all documents for completeness, veracity and correctness of amount claimed;</p>		5 days	None
			<p>4. Receiving 2 calls HRMO and return documents to HRMO with the Return Notes;</p>		15 minutes	None



<ul style="list-style-type: none"> • Sworn Statement of Assets, Liabilities and Net Worth (1 original, 1 copy) • Declaration of Pendency/Non-Pendency of Case (1 original, 1 copy) 	HRMO complies with the Return Notes remarks and informs client of any document requiring compliance from his/her end;			None
	5. Client submits compliance document(s) to HRMO;			None
	6. OCA-Receiving 2 records the resubmission in the tracking system and forwards all documents to the auditor;		15 minutes	None
	7. Auditor reviews resubmitted documents; 7.1 If complete and substantially compliant, stamp and sign "Allowed in Audit" on the voucher and forward to Indexing (step 8); 7.2 If documents remain non-compliant/non-substantial, re-issue Return Notes and forward documents to Receiving 1 (repeat steps 4-7);		3 days *time repeats to run in case of returns.	None
	8. Indexer records the Terminal Leave data in the system for Index of Employee Payments, and forwards the documents to JEV section		2 hours	None
	9. JEV records the transaction in the Books of Accounts of the City (prepare Journal Entry Voucher-JEV), and forwards to City Accountant for approval		1 hour	None
	10. City Accountant reviews Disbursement Voucher and supporting documents;		4 hours	None



		<p>10.1 If City Accountant finds non-substantial compliance, issues return notes and forward either to auditor, JEver, or receiving (repeat the necessary steps applicable);</p> <p>10.2 In case of changes in the CAFOA, track OUT to City Budget Office for adjustment prior to approval;</p> <p>10.3 For substantial compliance, approve and sign Box B of the Disbursement Voucher (new form);</p> <p>10.4 Update the tracking as "Approved" and forward to releasing</p>			
		11. Releasing tracks "OUT to CTO" in the system and forward documents to the City Treasurer's Office		30 minutes	None
		<p>Documents are further processed for Disbursement Voucher Approval at the:</p> <ul style="list-style-type: none"> ■ CITY TREASURER'S OFFICE (CTO), and ■ CITY ADMINISTRATOR'S OFFICE (OCad) 			None
		STAGE 2: Accountant's Advice of Check Disbursements			
		<ul style="list-style-type: none"> ▪ From the City Administrator's Office, the documents are re-forwarded to the City Treasurer's Office for check issuance and Accountant's Advice preparation; 			None



		<p>12. OCA - Check Receiving reviews the check details against the Accountant's Advice in the system and the Amount allowed in audit as reflected in the voucher;</p> <p>12.1 If with corrections, return to City Treasurer's Office;</p> <p>12.2 If ok, print the Advice and forward to review section;</p>		30 minutes	None
		<p>13. Advice Reviewer re-checks the Accountant's Advice and Check;</p> <p>13.1 If with corrections, return to check receiving (repeat start of stage 2);</p> <p>13.2 If no corrections, forward the Check and Disbursement Vouchers to the respective JEVers, countersign the Advice and forward</p>		30 minutes	None
		<p>14. JEVER inputs the check number in the Journal Entry Voucher, prints the JEV, signs, and passes the documents to the Accountant III;</p>		30 minutes	None
		<p>15. Accountant III reviews the Advice and printed JEVs, adjust/disapprove if necessary (repeat steps 12 &/or 13 if disapproved) or countersign the approval portion of the JEV hardcopy, and forward to the City Accountant;</p>		30 minutes	None
		<p>16. City Accountant reviews the documents, approves the JEV entry in the IPSAS system and signs the</p>		30 minutes	None



		Accountant's Advise and forwards to releasing;			
		16.1 If with correction, forward documents either to check receiving, advice reviewer, jever, or Accountant III, as may be necessary			
		17. Releasing team records data in logbook and forwards check and supporting documents to City Administrator's Office;		15 minutes	None
		18. Admin Aide III collates all Accountant's Advises (ADAs) issued within 2 hours and transmit to the Bank			None
		<ul style="list-style-type: none"> ■ Check is processed for approval and signature of the City Administrator ■ All documents are forwarded to the City Treasurer's office for <i>check releasing</i>. 			
		19. Claim Check at the City Treasurer's Office Window 16			
TOTAL – Stage 1:				8 Days, 7 Hours, 30 Minutes	None
TOTAL – Stage 2:				2 Hours, 45 Minutes	