



## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

NAME OF DEPARTMENT/AGENCY/LGU: CITY ADMINISTRATOR'S OFFICE / 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
To exercise and perform the duties and functions inherent to the City Administrator; To sign and approve the following: A. Disbursement Voucher B. Obligation Request C. Checks D. Others E. All other functions that may be assigned by the City Mayor	City Government of Ormoc Executive Order No. 26 series of 2019 (An order granting authority to Ormoc City Administrator Vincent L. Emnas to approve, sign documents, perform acts inherent to his daily office and other duties as may be delegated by the City Mayor)	All sections	July 3, 2019	July 3, 2019	-
Development of plans and strategies which have to do with the management and administration-related programs and projects, and implementation of the same.	Local Government Code of the Philippines R.A. 7160	Article X, Section 480, paragraph b, subparagraph 1	October 10, 1991	January 1, 1992	-
Assistance in the coordination of the work of all the officials of the local government unit, under the	Local Government Code of the Philippines R.A. 7160	Article X, Section 480, paragraph b, subparagraph 2 (i)	October 10, 1991	January 1, 1992	-



supervision, direction, and control of the mayor, and cause the convention of all the chiefs of offices and other officials of the local government unit.					
The conduct of a continuing organizational development of the local government unit with the end in view of instituting effective administrative reforms.	Local Government Code of the Philippines R.A. 7160	Article X, Section 480, paragraph b, subparagraph 2 (iii)	October 10, 1991	January 1, 1992	-
Be in the frontline of the delivery of administrative support services, particularly those related to the situations during and in the aftermath of man-made and natural disasters and calamities.	Local Government Code of the Philippines R.A. 7160	Section 480, paragraph b, subparagraph 3	October 10, 1991	January 1, 1992	-
Recommend to the Sanggunian and advise the mayor, on all other matters relative to the management and administration of the local government unit.	Local Government Code of the Philippines R.A. 7160	Section 480, paragraph b, subparagraph 4	October 10, 1991	January 1, 1992	-



## SERVICE INFORMATION PER GOVERNMENT SERVICE

### GOVERNMENT SERVICE: APPROVAL AND PROCESSING OF SALARIES, WAGES, HONORARIA, TRAVEL EXPENSES, OVERTIME PAYMENTS, MONETIZATION AND, TERNIMAL LEAVE AND OTHER CLAIMS/ PAYMENTS OF LGU EMPLOYEES

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		
Payroll, DTR (Daily Time Record), Accomplishment Report, Summary of Payrolls, Obligation Request (OBR), Appointment, Request of Overtime (for Overtime pay), Travel Order (for Travelling expenses), Invitation Letter (for Travelling expenses), Request to Travel (for Travelling expenses), Proof/Document of Extra Services (Honoraria), Notice of Retirement (Terminal Leave claim), Clearance (Terminal Leave Claim), Request to avail monetization (Monetization Claim), Approved Leave Form for monetization (Monetization Claim)	COA circular 2021-001 and Local Finance Advisory 2021-001	Client: 1. Submits required documents to the City Administrator's Office	City Government of Ormoc Executive Order No. 26 series of 2019	10 minutes	None
		Office In-charge: 1. Receive the required documents and check for completeness 1.1 Endorse to the City Administrator for approval of OBR, Summary and Payroll 1.2 Approval 1.3 After approval, the personnel in-charge record the payroll 1.4 Forward the documents to City Budget Office or City Treasurer's Office		2. City Administrator's Office receive and validate cheques and ADAs 2.1 Endorse to City Administrator for signature 2.2 Approval 2.3 Submit the cheques and ADAs to City Treasurer's Office	3 minutes
<b>TOTAL</b>				<b>13 minutes</b>	<b>None</b>



**GOVERNMENT SERVICE: : PROCESSING AND APPROVAL OF PAYMENTS TO SUPPLIERS AND CONTRACTORS**

**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		
Purchase Request, Purchase Order, Notice of Award, Inspection Report, Obligation Request (OBR), Audited Disbursement Voucher	COA Circular 2012-001 and RA 9184 (Government Procurement Reform Act)	Client: 1. Submit required documents to the City Administrator's Office Office In-charge: 1. Receive the required documents, check for completeness and record 1.1 Endorse to the City Administrator for approval 1.2 Approval For approval, the personnel in-charge endorsed the signed documents to the City Treasurer's Office for the issuance of check	City Government of Ormoc Executive Order No. 26 series of 2019	3 minutes	None
		Client: 2. The City Accountant's Office forwards the check to the City Administrator Office In-charge: 2. Receive the required documents, check for completeness and record 2.1 Endorse to the City Administrator for signature 2.2. Final approval of the check Submit the checks to the City Treasurer's Office		3 minutes	None
<b>TOTAL</b>				<b>13 minutes</b>	<b>None</b>



GOVERNMENT SERVICE: <u>ISSUANCE OF TRAVEL ORDER</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		
Letter Request, Invitation Letter	Local Government Code of the Philippines R.A. 7160	CLIENT: 1. Submit documents to the City Administrator's Office OFFICE IN-CHARGE: 1. Review the completeness of the documents 2. Endorse to the City Admin for approval of the request 3. Approval of the request 4. Issuance and approval of the Travel Order 5. Releasing of the order	City Government of Ormoc Executive Order No. 26 series of 2019	10 minutes	None
<b>TOTAL</b>				<b>10 minutes</b>	<b>None</b>



**GOVERNMENT SERVICE: RECEIVING AND APPROVAL OF LETTERS, NOTICE OF MEETINGS, ORDERS AND OTHER COMMUNICATIONS**

**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		
Letter, Notice, Order or Communication	Local Government Code of the Philippines R.A. 7160	Client: 1. Transmit the document to the City Administrator's Office Office In-charge: 1. Receive the document 1.1 The secretary records the communication for tracking purposes 1.2 The secretary will endorse it to the City Administrator for appropriate action 1.3 City Admin reviews, approves or transmit documents to the concerned office *for notice of meetings: a. Secretary logs the meeting schedules b. City Administrator attends meeting together with his technical staff *for communication that needs to be transmitted to other offices/depts.: a. Secretary transmits the document to the concerned office or department *for documents that needs appropriate action or reply a. Secretary forwards the document to the Technical Staff of the City Administrator's Office b. Technical Staff will draft a reply or facilitate the request c. City Administrator checks and approves the letter	R.A. 7160	1 day	None
<b>TOTAL</b>				1 day	None



**GOVERNMENT SERVICE: APPROVAL OF MAYOR'S CLEARANCE**

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		
Mayor's Clearance	City Government of Ormoc Executive Order No. 26 series of 2019 (An order granting authority to Ormoc City Administrator Vincent L. Emnas to approve, sign documents, perform acts inherent to his daily office and other duties as may be delegated by the City Mayor	Client: 1. Submit the Mayor's Clearance to the City Administrator Office In-charge 1. Receive and record the Mayor's Clearance 2. Endorse to the City Admin for signature 3. Approval	City Government of Ormoc Executive Order No. 26 series of 2019	3 minutes	None
<b>TOTAL</b>				<b>3 minutes</b>	<b>None</b>

**GOVERNMENT SERVICE: FACILITATING AND ENDORSING OF JOB ORDER POSTING FOR APPROVAL**

SERVICE INFORMATION			
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES	



Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
Biodata/ Resume	COA-DBM JOINT CIRCULAR 2-2020 (Updated Rules and Regulations Governing Contract of Service (COS) and Job Order (JO) Workers in the Government)	Office In-charge 1. Prepare and encode Job Order posting.  1.1 The City Admin recommends the Job Order Posting  1.2 Endorse the Job Order Posting to the City Mayor's Office		10 days	None
		Client: 1. HRMO personnel submit signed Job Order appointments to the City Administrator's office for counter sign.  Office in-charge: 1. Reviews and validates Job Order appointments. 1.1 Endorse City Administrator for counter sign 1.2 City Adminrator countersigns the document 1.3 Transmits the approved Job Order appointments to the City Budget Office for budget allocation.		1 day	None
		2 days		None	
<b>TOTAL</b>				13 days	None





GOVERNMENT SERVICE: ACCOMMODATE JOB ORDER PERSONNEL CONCERNS					
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		
Letter request	COA-DBM JOINT CIRCULAR 2-2020 (Updated Rules and Regulations Governing Contract of Service (COS) and Job Order (JO) Workers in the Government)	Client: 1. Transmits letter request to the City Administrator Office In-charge 1. Receives letter request 2. Records the request 3. Endorse the request to the City Administrator 4. Approves the request 5. Forwards to the personnel in-charge 6. Transmit it to the HRMO Office		2 days	None
<b>TOTAL</b>				<b>2 days</b>	<b>None</b>