



Office of the Municipal Accountant

INTERNAL SERVICES



76. PROCESSING OF CLAIMS

Office or Division:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government Employee			
Who may avail:	Employees of the Municipality and other clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Disbursement Vouchers/Payrolls and its complete supporting documents		Employees		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the receiving clerk	Receive DV/Payroll and encode to the computer or assessing control number on routine slip Pre-audit of claims per DV/Payroll	N/A	5 minutes	Pre-audit Division
2. Release the documents and proceed to Budget Office	Record audited DV/Payroll to the logbook	None	5 Minutes	Pre-audit Division
3. Submit the documents from the Budget Office	Record DV/Payroll for obligation of fund Verification/Control of obligation for Gen. Fund (GF) and Special Fund (SEF) Verification/Control of obligation for Trust Fund (Philhealth refund Voucher from Pre-audit Division)	None	3 Minutes 5 Minutes 5 Minutes	Control Division Control Division Bookkeeping Division



	Review as to completeness of signatures and documentary requirements	None	a. Average of 5mins. For simple transaction b. Average of 15 mins. for complex transaction	Pre-audit Division
	Final review and signature of Municipal Accountant		a. Average of 3mins. For simple transaction b. Average of 15 mins. for complex transaction	Administrative Division
4. Release the documents and proceed to Treasurer's Office	Record certified DV/Payroll in logbook	None	3 minutes	Administrative Division

82. Issuance of Various Certifications

-Upon the request of the employee, Office of the Municipal Accountant issues a certification to the employee for the Premium Contributions and/or Loan Payment for reconciliation purposes.

Office or Division:	Office of the Municipal Accountant
Classification:	Simple
Type of Transaction:	G2G- Government to Government Employee
Who may avail:	Employees/Transferees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Official Receipt from Treasurer's Office Request letter and Travel order for no Travelling/Fuel Expenses Claimed Certification of No Property Accountability from Office/PCSO for Clearance	Employee



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Request the documents	Record in the logbook the purpose of requested certification for assigning certification number on routine slip.	None	10 minutes	Pre-Audit Division
	Prepare the certification and advise the client on the date of issuance.		10 minutes	Pre-audit Division Administrative Division
	Process the requested certification		a. working days	Pre-audit Division
	a. No travelling/fuel Expenses claimed		b. 1 working day	Bookkeeping Division
	b. Net take Home pay		c. 3 working days	Administrative Division
	c. Last Salary Received		d. 1 working day	Billing & Remittance Division
	d. Philhealth Remittance		e. 5 working days	Administrative Division
	e. Clearance			
2. Release the documents	Issue the requested certification	None	3 Minutes	