List of Services

I. Processing of Disbursement Vouchers for payment of salaries, cash advances/supplies/Contractors/bills and others

To insure that every government transactions are safeguarded of complete documents with signature of every municipal officials before the issuance of payment

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Municipal Government employees, Suppliers and Contractors

Checklist of Requirements	Where to Secure
1. Cash Advances ❖ **Travel** • Disbursement Voucher • Obligation Request • Itinerary of travel • Travel order • Communication	
❖ **Training** • Disbursement Voucher • Obligation Request • Registration	
❖ **Salaries** • Disbursement Voucher • DTR	Human Resources
❖ **Other Expenses** • Disbursement Voucher • Obligation Request • Supporting Documents	
2. Supplies & IT Equipment • Disbursement Voucher • Obligation request • Purchase order • Inspection report • Abstract of canvass/bids • BAC Resolution • Request of Quotation • 2307 VAT certificate	General Services Office and Bids and Award Committee
3. Billings ❖ **Internet/Electricity/Water and other expenses** • Disbursement Voucher • Obligation Request • Billing Statement • 2307 VAT Certificate	

❖ **Billing of Contract (1st Billing)** • 3 copies Disbursement Voucher • 2 copies Obligation Request • 2 Copies Purchase Request • 2 Copies Approved letter Request from Contractor for Billing & Inspection • 2 copies Statement of Work Accomplishment • 2 copies Project Inspection Report • 2 copies Pictures • 2 copies COA Compliance • 2 copies Acknowledge of Turn-Over & Custody of completed projects • Certificate of Acceptance received by COA • 2 copies Suspension Order & Resume Order with transmittal to COA (If applicable) • 2 copies Approved Request for Time Extension (if applicable) • 2 copies Certified copy of disbursement Voucher – 15% Mobilization Fee • 2 copies Invitation to Bid • 2 copies Bid Forms • 2 copies Bid Security • 2 copies Abstract of Bids Calculated & as read • 2 copies BAC Resolution declaring winner bidder & recommending award & approved • 2 copies Contract of agreement, General Conditions of contract & special Conditions of contract • 2 copies Notice Award • 2 copies Notice to proceed, indicating the date of receipt by the contractor • 2 copies Performance Bond • 2 copies Bill of Quotation • 2 copies Individual Program of Works & Detailed Extension • 2 copies Newspaper clippings for Contracts of 5 Million & above • 2 copies Publication – Philgeps	

• 2 copies Contractors Accreditation & Certificate of Registration • 2 copies Minimum Equipment required • 2 Copies Copy of the Approved PERT/CPM Network Diagram & detailed • 2 copies Result of test Analysis by proper government Agency (for items subject to test) • 2 copies Statement of Time Elapsed (if applicable) • 2 copies Pictures of informative sign board • 2 copies Pictures Properly labelled before & during the construction • 2 copies Plans & Specification / As Built Plan • 2 copies Construction Safety & Health Program Duly approved by DOLE • 2 copies Others ❖ **Billing of Contract (2nd & 3rd Billing)** • 2 Disbursement Voucher • 2 copies Obligation Request • 2 copies Certified photocopy of Purchase Request • 2 copies Approved letter Request from Contractor for Billing & Inspection • 2 copies Project Inspection Report • Statement of Work Accomplished • 2 copies Suspension Order & Resume Order with Transmittal to COA (if applicable) • 2 copies Approved Request for Time Extension (if applicable) • 2 copies Certified photocopy of Disbursement Voucher, inspection Report and Accomplishment Report of all previous payment • Pictures Properly labelled during the construction • 2 copies Others	

❖ **Billing of Contract (Final Billing)** • 4 copies Disbursement Voucher • 4 copies Obligation Request • 2 Copies Purchase Request • 2 Copies Approved letter Request from Contractor for Billing & Inspection • 2 copies Statement of Work Accomplishment • 2 copies Project Inspection Report • 2 copies Pictures • 2 copies COA Compliance • 2 copies Suspension Order & Resume Order with transmittal to COA (If applicable) • 2 copies Approved Request for Time Extension (if applicable) • 2 copies Certified copy of disbursement Voucher – 15% Mobilization Fee • 2 copies Invitation to Bid • 2 copies Bid Forms • 2 copies Bid Security • 2 copies Abstract of Bids Calculated & as read • 2 copies BAC Resolution declaring winner bidder & recommending award & approved • 2 copies Contract of agreement, General Conditions of contract & special Conditions of contract • 2 copies Notice Award • 2 copies Notice to proceed, indicating the date of receipt by the contractor • 2 copies Performance Bond • 2 copies Bill of Quotation • 2 copies Individual Program of Works & detailed extension • 2 copies Newspaper clippings for Contracts of 5 Million & above • Contractors Affidavit • 2 copies Publication – Philgeps	

• 2 copies Contractors Accreditation & Certificate of Registration • 2 copies Minimum Equipment required • 2 Copies PERT/CPM Network Diagram 7 Detailed computations of contract time • 2 copies Result of test Analysis by proper government Agency (for items subject to test) • 2 copies Statement of Time Elapsed (if applicable) • 2 copies Pictures of informative sign board • 2 copies Pictures Properly labelled before & during the construction • 2 copies Plans & Specification / As Built Plan • 2 copies Construction Safety & Health Program Duly approved by DOLE • 2 copies Others	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1. Receive DV, Obligation request and other pertinent papers attached	**None**	3 minutes	***Pre-Audit Clerk*** Municipal Accounting Office
2. Comply lacking supporting documents – if any	2. check if documents are incomplete - to be returned to concerned office/person	**None**	2 minutes	***Pre-Audit Clerk*** Municipal Accounting Office
	3. For the Payees that subject for VAT by BIR, Vouchers must be Computed by VAT and attached by 2307 VAT Certificate	**None**	5 minutes	***Accounting Clerk*** Municipal Accounting Office
	4. Prepare and Obligate the	**None**	10 minutes	***Pre-Audit Clerk***

	Disbursement Voucher			Municipal Accounting Office
	5. Submit the Voucher to the Municipal Accountant for signatory and approval to be forwarded to Treasury Department	**None**	10 minutes	***Pre-Audit Clerk*** Municipal Accounting Office ***Municipal Accountant*** Municipal Accounting Office
	6. Deliver the Disbursement Voucher to the Treasury Department	**None**	3 minutes	***Pre-Audit Clerk*** Municipal Accounting Office
	TOTAL:	**Php -0-**	**33 minutes**	

II. Issuance of Certificate of Net Take Home Pay (NTHP)

This Certificate is issued upon the request of employee who is applying for loan or any other purpose that requires proof of actual net take home pay.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government Employee			
Who may avail:	Municipal Government Employees			
Checklist of Requirements		**Where to Secure**		
• **PAYROLL**		• Municipal Accounting Office		
ccounting	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request on the assigned personnel for the copy of your certificate of Net Take Home Pay (NTHP) and state what type of loan are you applying	1. The assigned personnel will gonna prepare your Certificate of Net Take Home Pay base on the details of your latest payroll	**None**	15 mins	***Accounting Clerk*** Municipal Accounting Office

2. Wait while the personnel is preparing your Request	2. Once the Certificate of Net Take Home Pay is done, the assigned personnel will gonna present it to the Municipal Accountant for signature	**None**	5 minutes	***Municipal Accountant*** Municipal Accounting Office
3. You can claim your certificate once done	3. the Personnel will gonna release the Certificate once be signed by the Mun. Accountant	**None**	30 sec	***Accounting Clerk*** Municipal Accounting Office
TOTAL:		**-0-**	**20 minutes and 30 sec**	

Note: The processing time may change based on the availability of the Municipal Accountant

III. Issuance of Accountant's Advice of Local Check Disbursement

This is to ensure that the checks in cashed by the government depository banks are for legitimate local government expenditures.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government Employees			
Who may avail:	Employees, Contractors, Suppliers and Others			
Checklist of Requirements		**Where to Secure**		
• **Approved Disbursement Voucher** • **Check prepared by municipal treasurer's office**		Municipal Treasurers Office		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present the copy of Disbursement voucher and check issued by the treasurer's office	1. Receive and check If the details that indicated in the check are exact in the approved disbursement voucher	**None**	5 minutes	***Accounting Clerk*** Municipal Accounting Office

	2. prepares Accountant's Advice of Local Check Disbursement	**None**	5 minutes	***Accounting Clerk*** Municipal Accounting Office ***Accounting Clerk*** Municipal Accounting Office
	3. Approves and signs the Accountant's Advice of Local Check Disbursement	**None**	3 minutes	***Municipal Accountant*** Municipal Accounting Office
	4. Forward the approved accountant's advice of local check disbursement to the Municipal Treasury office	**None**	2 minutes	***Accounting Clerk*** Municipal Accounting Office
	TOTAL:	**Php -0-**	**15 minutes**	

IV. Processing of Liquidation Reports

Once the Travel or Trainings has been completed or Cash Advances been Disbursed, A liquidation report must be submitted to the Accounting Office for proper evaluations and recordings of Government funds

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government Employees
Who may avail:	Municipal Government Employees
Checklist of Requirements	**Where to Secure**
1. Travel • **Photocopy of Disbursement Voucher** • **Photocopy of OBR** • **Liquidation Report Form** • **Travel Order** • **Reimbursement Expense Receipt** • **Itinerary of Travel** • **Communication Letter**	

2. Trainings & Seminars • **Photocopy of Disbursement Voucher** • **Photocopy of OBR** • **Liquidation Form** • **Certificate of Appearance** • **Attendance Sheet**	
3. Salaries • **Report of Disbursement** • **Signed Payroll**	Human Resources
4. Other Expenses • **Photocopy of Disbursement Voucher** • **Photocopy of OBR** • **Documents that Support the Liquidation report**	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Liquidation Report to the assigned personnel	1. Receive and check if the Liquidation Report is complete and attached by its supporting documents	**None**	5 minutes	***Accounting Clerk*** Municipal Accounting Office
	2. If the report is verified correct and no lacking documents, the Liquidating personnel will sign the Liquidation Report and give a copy to support that the report has been totally submitted	**None**	3 minutes	***Accounting Clerk*** Municipal Accounting Office ***Mgt. & Audit analyst I*** Municipal Accounting Office
	TOTAL:	**Php -0-**	**8 minutes**	