



OFFICE OF THE MUNICIPAL ACCOUNTANT

Internal Services



1. Request for Approval and Processing of Disbursement Vouchers - Financial Assistance

Disbursement Voucher is issued by the Accounting Office, after verifying the completeness of the supporting documents, and then approved by the Municipal Accountant.

OFFICE / DIVISION	Municipal Accountant			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G - Government to Government			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly signed Obligation Request			Budget Office	
Duly signed Social Case Study Report with Certificate of Eligibility			MSWD Office	
Proof of Eligibility			Public/Brgy. Captain	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Obligation Request and its supporting papers for verification	Prepare the Disbursement Voucher and corresponding Journal Entries	None	10 minutes	<i>ACCOUNTING STAFF</i> <i>RUBY M. ROBERTO</i> <i>Ramon M. Avenido</i>
2. Proceed to the Municipal Accountant for the approval of disbursement voucher	For signature	None	3 minutes	<i>MUNICIPAL ACCOUNTANT</i> <i>Christian Paul M. Malabuyoc</i>
TOTAL:		-	13 minutes	



2. Request for Accountant's Advice of Local Check Disbursement

All checks issued for disbursement are supported by an Accountant's Advice

OFFICE / DIVISION	Municipal Accountant			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G - Government to Government			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Fully processed Disbursement Voucher with supporting documents			Treasury Office	
Duly signed Disbursement Check			Treasury Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the check together with the disbursement voucher for the preparation of the Accountant's advice of local check disbursement	Receive and record approved checks for Journal Entries	None	5 minutes	ACCOUNTING STAFF RHASHIM HANES F. LIM VERMONT V. FANDIALAN
2. Proceed to the Municipal Accountant for the approval of checks for disbursement	For signature	None	5 minutes	MUNICIPAL ACCOUNTANT CHRISTIAN PAUL M. MALABUYOC
TOTAL:			10 minutes	