



**MUNICIPAL GOVERNMENT OF BANSUD  
FRONTLINE SERVICES**

**CITIZEN'S CHARTER**

**2<sup>nd</sup> Edition Series of 2023**

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Municipal Government Center, Poblacion, Bansud Oriental Mindoro 5210  
Landline (043) 738-3145

*“Ang Gusto Natin Simple lang, Malinis, Mapayapa at Maunlad Na Bayan Ng Bansud”*

## I. Mandate

The Constitution of the Philippines, states that the local governments “shall enjoy local autonomy”, and in which the Philippine president exercises “general supervision”. Congress enacted the Republic Act 7160 otherwise known as the Local Government Code of 1991 to “provide for a more responsive and accountable local government structure instituted through a system of decentralization with effective mechanisms of recall, initiative, and referendum, allocate among the different local government units their powers, responsibilities, and resources, and provide for the qualifications, election, appointment and removal, term, salaries, powers and function and duties of local officials, and all other matters relating to the organization and operation of local units.”

## II. Vision

### **BANSUD “A ROBUST AGRICULTURAL TOWN”**

A town with a well-kept, balanced environment where peace and opportunities for development abound, inhabited by God-centered, healthy, educated and empowered citizenry in a participatory governance.

The province’s leading supplier of quality banana and other agricultural products.

## III. Mission

To enhance the delivery of basic services for the entire Bansud Citizenry.

To utilize all resources that will contribute to the rapid growth of the economic through a concerted effort, capable of providing the need of an urbanizing community

## IV. Service Pledge

The Officials and Employees of the Municipal Government of Bansud do hereby pledge and commit to:

- Deliver efficient government service to the entire Bansud citizenry through the core values of Integrity with utmost Professionalism in Responsive and Client-Friendly working environment.
- Serve all applicants or department concerned prior to the end of official working hours and during lunch break shall be attended to.



**OFFICE OF THE MUNICIPAL ACCOUNTING  
Frontline Services**

## List of Services

<b>Municipal Government of Bansud Frontline Services</b>	<b>1</b>
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Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF BANSUD**

**OFFICE OF THE MUNICIPAL ACCOUNTANT**

**CITIZEN'S CHARTER**

**PRE-AUDIT OF DISBURSEMENT VOUCHER**

It is a form used to pay an obligation to employees, individual, agencies, and creditors for goods purchased, and/or services rendered. This form shall be prepared by the Requesting Office and Signed by the Municipal Accountant, Municipal Treasurer, Municipal Mayor and the Payee. Pre-audit of Disbursement voucher is being performed to check the completeness of the supporting documents needed for the transactions and to check the accuracy of the computation of taxes withheld if any.

<b>Office or Division</b>	Office of the Municipal Accountant
<b>Classification</b>	Complex
<b>Type of Transactions</b>	G2C (Government to Citizen), G2B (Government to Business), G2G (Government to Government)
<b>Who may avail</b>	Municipal Officials and Employees, Other Government Agencies, Suppliers, Other Creditors and Other Individuals

**CHECKLIST OF REQUIREMENTS**

**WHERE TO SECURE**

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>1) GRANT OF CASH ADVANCE FOR PAYROLL</b> a) 2 Copies of Disbursement Vouchers b) 2 Copies of Obligation Request c) 2 Copies of Payroll or List of Payees indicating their net payments d) Other Supporting Documents - refer to COA Circular 2012-001	Requesting Office Office of the Municipal Budget Officer  Office of the Municipal Government Human Resource Management Officer  Requesting Office
<b>2) GRANT OF CASH ADVANCE FOR PETTY CASH</b> a) 2 Copies of Disbursement Vouchers b) 2 Copies of Obligation Request c) Cash Sales Invoice d) Petty Cash Voucher e) Pictures f) Purchase Request g) Inspection Report	Requesting Office Office of the Municipal Budget Officer Service Provider Office of the Municipal Treasurer Requesting Office Requesting Office Disbursing Officer II - Ms. Iren T. Carcosia Administrative Officer IV-GSO
<b>3) GRANT OF CASH ADVANCE FOR LOCAL TRAVELS</b> a) 2 Copies of Disbursement Vouchers b) 2 Copies of Obligation Request	Prepared by Municipal Official/Employees Office of the Municipal Budget Officer



<p>c) 2 Copies of Duly Approved Itinerary of Travel</p> <p>d) 2 Copies of Travel Order</p> <p>e) Letter of Invitation/ Request for Travel</p> <p>f) Other Supporting Documents - refer to COA Circular 2012-001</p>	<p>Prepared by Municipal Official/Employees</p> <p>Prepared by Municipal Official/Employees duly signed by the Department Head and Approved by the Municipal Mayor</p> <p>Training Provider</p>
<p><b>4) REIMBURSEMENT OF TRAVELLING EXPENSES</b></p> <p>a) 2 Copies of Disbursement Vouchers</p> <p>b) 2 Copies of Obligation Request</p> <p>c) Transportation Tickets, Terminal Fees and other related documents</p> <p>d) Certificate of Appearance</p> <p>e) Appropriately Filled Out Reimbursement Expense Receipt (RER) if any</p> <p>f) Official Receipt (Registration Fee)</p> <p>g) 2 Copies of Duly Approved Itinerary of Travel</p> <p>h) 2 Copies of Travel Order</p> <p>i) Letter of Invitation/ Request for Travel</p> <p>j) Other Supporting Documents- refer to COA Circular 2012-001</p>	<p>Prepared by Municipal Official/Employees Office of the Municipal Budget Officer</p> <p>Service Provider</p> <p>Training Provider</p> <p>RER Form From Accounting Office</p> <p>Training Provider</p> <p>Prepared by Municipal Official/Employees</p> <p>Prepared by Municipal Official/Employees duly signed by the Department Head and Approved by the Municipal Mayor</p> <p>Training Provider</p>
<p><b>5) Payment of Advertising Expense</b></p> <p>a) 2 Copies of Disbursement Vouchers</p> <p>b) 2 Copies of Obligation Request</p> <p>c) Bill/ Statement of Account</p> <p>d) Copy of Newspaper clippings evidencing publications</p> <p>e) Advertisement Contract</p> <p>f) Other Supporting Documents - refer to COA Circular 2012-001</p>	<p>Prepared by Requesting Office Office of the Municipal Budget Officer</p> <p>Service Provider</p> <p>Service Provider</p> <p>Service Provider</p>
<p><b>6) Payment of Electricity, Telephone and Internet Expenses</b></p> <p>a) 2 Copies of Disbursement Vouchers</p> <p>b) 2 Copies of Obligation Request</p> <p>c) Bill/ Statement of Account</p> <p>d) Certification ( for Telephone Expense)</p> <p>e) Official Receipt</p> <p>f) Purchase Request (for Electricity)</p> <p>g) Inspection Report (for Electricity)</p>	<p>Prepared by Requesting Office Office of the Municipal Budget Officer</p> <p>Service Provider</p> <p>Concerned Office</p> <p>Service Provider</p> <p>Mayor's Office / Mercy Adarlo</p> <p>GSO</p>

<p>h) Other Supporting Documents - refer to COA Circular 2012-001</p>	
<p><b>7) Payment of Financial Assistance</b></p> <p>a) 2 Copies of Disbursement Vouchers  b) 2 Copies of Obligation Request  c) Certificate of Eligibility  d) Case Study (if Applicable only)  e) Financial Assistance Form  f) Medical Certificate  g) Medical Prescription  h) Death Certificate (if applicable only)  i) Rabies Patient Record (if Applicable only)  j) Certificate of Indigency  k) Certificate of Residency  l) Letter Request  m) Community Tax Certificate (CEDULA)  n) Report From the BFP and Barangay (if Applicable only)  o) Pictures  p) Valid ID's  q) Hospitalization Billing Statement</p>	<p>Prepared by Requesting Office  Office of the Municipal Budget Officer  MSWDO  MSWDO  MSWDO  Requesting Person  Requesting Person  Requesting Person  Requesting Person  Office of the Barangay Captain  Office of the Barangay Captain  Requesting Person  MTO  Office of the Barangay Captain and BFP  Requesting Person  Requesting Person  Requesting Person</p>
<p><b>8) Payment of Repairs</b></p> <p>a) 2 Copies of Disbursement Vouchers  b) 2 Copies of Obligation Request  c) 2 Copies of Inspection and Acceptance Report  d) 2 Copies of Post Repair Inspection Report  e) Charge Invoice / Job Order / Bills / SOA  f) 2 Copies of Waste Material Report  g) 2 Copies of Purchase Order / Contract (Received by COA)  h) 2 Copies Abstract of Bids / Summary of Canvass  i) Request of Quotations (atleast 3 quotations from different suppliers)  j) 2 copies of Pre-repair inspection Report  k) 2 copies of Purchase Request  l) Other Supporting Documents - refer to COA Circular 2012-001</p>	<p>Prepared by Requesting Office  Office of the Municipal Budget Officer  GSO, MEO  Requesting Office/Office Concerned  Service Provider  Office Concerned  GSO  GSO  GSO  Office Concerned  Office Concerned</p>
<p><b>9) PAYMENT OF FUEL, OIL, AND LUBRICANTS EXPENSES</b></p> <p>a) 2 Copies of Disbursement Vouchers</p>	<p>Prepared by Requesting Office</p>

<ul style="list-style-type: none"> <li>b) 2 Copies of Obligation Request</li> <li>c) Statement of Accounts/ Charge Invoices</li> <li>d) 2 Copies of Requisition and Issuance Voucher</li> <li>e) Driver's Trip Ticket</li> <li>f) Gas Slip</li> <li>g) Other Supporting Documents - refer to COA Circular 2012-001</li> </ul>	<p>Office of the Municipal Budget Officer Service Provider</p> <p>Mayor's Office</p> <p>Mayor's Office Mayor's Office</p>
<p><b>10) PAYMENT OF MEALS AND SNACKS FOR MEETINGS</b></p> <ul style="list-style-type: none"> <li>a) 2 Copies of Disbursement Vouchers</li> <li>b) 2 Copies of Obligation Request</li> <li>c) 2 Copies of Purchase Request</li> <li>d) 2 Copies of Inspection and Acceptance Report</li> <li>e) Attendance with Signature</li> <li>f) BAC Resolution</li> <li>g) Charge Invoice/ Bill / SOA</li> <li>h) Request for Quotation</li> <li>i) Other Supporting Documents - refer to COA Circular 2012-001</li> </ul>	<p>Prepared by Requesting Office Office of the Municipal Budget Officer Prepared by Requesting Office GSO &amp; MTO</p> <p>Requesting Office Bids and Awards Committee Service Provider GSO</p>
<p><b>11) PAYMENT OF ACCOMMODATION AND MEALS FOR TRAINING</b></p> <ul style="list-style-type: none"> <li>a) 2 Copies of Disbursement Vouchers</li> <li>b) 2 Copies of Obligation Request / Trust Utilization Slip</li> <li>c) 2 Copies of Purchase Request</li> <li>d) 2 Copies of Inspection and Acceptance Report</li> <li>e) Attendance with Signature</li> <li>f) Charge Invoice / Statement of Account</li> <li>g) 2 Copies of Purchase Order / Contract (Received by COA)</li> <li>h) Bidding Documents Transmittal Copy (if contract amount is more than 50,000)</li> <li>i) Bidding Documents (if contract amount is more than 50,000)</li> <li>j) 2 Copies of Abstract of Bids / Summary of Canvass (if contract amount is 50,000 and below)</li> <li>k) Request for Quotation (3 quotation from different suppliers) - (if contract amount is 50,000 and below)</li> <li>l) 2 Copies of Activity Design / Training Design</li> </ul>	<p>Prepared by Requesting Office Office of the Municipal Budget Officer Office of the Municipal Accountant Prepared by Requesting Office GSO &amp; MTO</p> <p>Requesting Office</p> <p>Service Provider</p> <p>GSO</p> <p>Bids and Awards Committee</p> <p>Bids and Awards Committee</p> <p>Bids and Awards Committee</p> <p>GSO</p> <p>Requesting Office</p>



<p>m) Other Supporting Documents - refer to COA Circular 2012-001</p>	
<p><b>12) PAYMENT OF SUPPLIES AND EQUIPMENT</b></p> <p>a) 2 Copies of Disbursement Vouchers  b) 2 Copies of Obligation Request / Trust Utilization Slip  c) 2 Copies of Purchase Request  d) 2 Copies of Inspection and Acceptance Report  e) 2 Copies of Acknowledgement Receipt for Equipment  f) Charge Invoice / Statement of Account or Delivery Receipt  g) 2 Copies of Purchase Order / Contract (Received by COA)  h) Bidding Documents Transmittal Copy (if contract amount is more than 50,000)  i) Bidding Documents (if contract amount is more than 50,000)  j) 2 Copies of Abstract of Bids / Summary of Canvass (if contract amount is 50,000 and below)  k) Request for Quotation (3 quotation from different suppliers) - (if contract amount is 50,000 and below)  l) 2 Copies of Requisition and Issuance Slip/ Inventory Custodian Slip - Supplies  m) Other Supporting Documents - refer to COA Circular 2012-001</p>	<p>Prepared by Requesting Office  Office of the Municipal Budget Officer  Office of the Municipal Accountant  Prepared by Requesting Office  GSO / MTO</p> <p>GSO / MTO</p> <p>Service Provider</p> <p>GSO</p> <p>Bids and Awards Committee (BAC) / GSO</p> <p>Bids and Awards Committee (BAC) / GSO</p> <p>Bids and Awards Committee (BAC) / GSO</p> <p>GSO</p>
<p><b>13) PAYMENT OF PUBLIC INFRASTRUCTURE PROJECT</b></p> <p>a) Original and Duplicate Copy of Program of Works/ Building Plans  b) 2 Copies of Obligation Request/ Trust Utilization Slip  c) Original and Duplicate Copy of Approved Budget of the Contract  d) Original and Duplicate Copy of Certificate of Availability of Funds  e) Original and Duplicate Copy of Abstract of Bid as Calculated  f) Original and Duplicate Copy of</p>	<p>Office of the Municipal Engineer</p> <p>MBO/Accounting Office</p> <p>Office of the Municipal Engineer</p> <p>GSO</p> <p>Bids and Awards Committee (BAC) / GSO</p> <p>Bids and Awards Committee (BAC) / GSO</p>

<p>Summary Results of Evaluation of Bid Proposal</p> <p>g) Original and Duplicate Copy of Post-Qualification Evaluation Report</p> <p>h) Original and Duplicate Copy of Eligibility Evaluation Report</p> <p>i) Original and Duplicate Copy of BAC Resolution</p> <p>j) Original and Duplicate Copy of Notice of Award</p> <p>k) Original and Duplicate Copy of Performance Bond</p> <p>l) Original and Duplicate Copy of Affidavit of Undertaking</p> <p>m) Original and Duplicate Copy of Contract of Agreement</p> <p>n) Original and Duplicate Copy of Notice to Proceed</p> <p>o) Original and Duplicate Copy of Transmittal Letter to COA</p> <p>p) Original and Duplicate Copy of Notice of Resumption of Work/ Notice of Suspension of Work</p> <p>q) Original and Duplicate Copy of Project Inspection Report</p> <p>r) Original and Duplicate Copy of Certificate of Completion</p> <p>s) Original and Duplicate Copy of Accomplished Statement of Work</p> <p>t) 2 Copies of Disbursement Voucher</p> <p>u) Other Supporting Documents - refer to COA Circular 2012-001</p>	<p>Bids and Awards Committee (BAC) / GSO</p> <p>Bids and Awards Committee (BAC) / GSO</p> <p>Bids and Awards Committee (BAC) / GSO</p> <p>Bids and Awards Committee (BAC) / GSO</p> <p>Service Provider</p> <p>Service Provider</p> <p>Office of the Municipal Engineer / GSO</p> <p>Bids and Awards Committee (BAC) / GSO</p> <p>Bids and Awards Committee (BAC) / GSO</p> <p>Office of the Municipal Engineer</p> <p>Office of the Municipal Engineer / GSO</p> <p>Office of the Municipal Engineer / GSO</p> <p>Office of the Municipal Engineer / GSO</p> <p>Office of the Municipal Engineer / Accounting Office</p>
<p><b>14) ADVANCE PAYMENT/ MOBILIZATION FEE FOR PUBLIC INFRASTRUCTURE PROJECT</b></p> <p>a) 2 Copies of Disbursement Vouchers</p> <p>b) Original and Duplicate Copy of Request Letter</p> <p>c) Original and Duplicate Copy of Surety Bond</p> <p>d) Same as A-N of no. 14 (Payment of Public Infrastructure Project)</p> <p>e) Other Supporting Documents - refer to COA Circular 2012-001</p>	<p>Office of the Municipal Engineer / Accounting Office</p> <p>Service Provider</p> <p>Service Provider</p>
<p><b>15) REFUND OF RETENTION FEE</b></p> <p>a) 2 Copies of Disbursement Vouchers</p> <p>b) Original and Duplicate Copy of Letter of Acceptance</p> <p>c) Original and Duplicate Copy of Certification</p>	<p>Office of the Municipal Engineer / Accounting Office</p> <p>Office of the Municipal Mayor / GSO</p> <p>Office of the Municipal Engineer</p>

	d) Original and Duplicate Copy of Warranty e) Original and Duplicate Copy of Surety Bond f) Other Supporting Documents - refer COA Circular 2012-001	Service Provider  Service Provider		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1) Submit disbursement voucher and other requirements for Pre-Audit	1.1) Received the Documents for Pre-Audit	NONE	2 minute per Disbursement Voucher	Administrative Aide (Job Order)
	1.2) Check computation of taxes withheld if any and verify completeness of supporting documents of disbursement voucher	NONE	30 minutes per Disbursement Voucher	Administrative Aide II Maricel B. Mamador Administrative Assistant II Mariane M. Lope
	1.3) Return the Disbursement Voucher to concerned office if it lacks supporting documents	NONE	3 minutes per Disbursement Voucher	Administrative Aide (Job Order)
	1.4) Record/ Log Disbursement Voucher to Log Book upon completion of supporting documents	NONE	2 minutes per Disbursement Voucher	Administrative Aide (Job Order)
	1.5) Approval and Signature of Municipal Accountant	NONE	*20 minutes per Disbursement Voucher	Municipal Accountant  Mr. Criseldo A. Nuestro, CPA, MPA
	1.6) Forward to Municipal Treasury Office	NONE	3 minutes per Disbursement Voucher	Administrative Aide (Job Order)
<b>TOTAL</b>		<b>NONE</b>	<b>*1 Hour</b>	

\* Depends on the availability of the signatory

Notes: The 1 hour total processing time is for one client being served at one time. The time is extended when there are two or more clients.



<b>PRE-AUDIT OF PAYROLLS</b>	
Pre-audit of Payrolls is being performed to check the accuracy of the computation of salaries, wages, allowances, honoraria and other benefits and to verify the completeness of supporting documents needed for the transactions.	
<b>Office or Division</b>	Office of the Municipal Accountant
<b>Classification</b>	Complex
<b>Type of Transactions</b>	G2C (Government to Citizen), G2G (Government to Government)
<b>Who may avail</b>	Municipal Officials and Employees and Citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>1) PAYMENT OF SALARY AND HAZARD PAY</b> <ul style="list-style-type: none"> <li>a) 2 Original Copies of Salary Payroll -Regular Employee</li> <li>b) 2 Copies of Obligation Request/ Trust Utilization Slip</li> <li>c) Hard and Soft Copy of Payroll Register - Regular Employees</li> <li>d) Letter to the Bank to Credit Employees' Account of their Salaries -Regular Employees</li> <li>e) 2 Copies of Certified True Copy of Duly Approved Appointment - First Salary of Regular Employee</li> <li>f) 2 Copies of Certified True Copy of Oath of Office - First Salary of Regular Employee</li> <li>g) 2 Copies of Certificate of Assumption - First Salary of Regular Employee</li> <li>h) Statement of Assets, Liabilities and Net Worth - First Salary of Regular Employee</li> <li>i) 2 Copies of Daily Time Record (DTR)</li> <li>j) Certified True Copy of Appointment -For Casual/ Contractual/ Job Order</li> <li>k) 2 Copies of Accomplishment Report</li> <li>l) 2 Copies of Disbursement Voucher</li> <li>m) Other Supporting Documents - refer to COA Circular 2012-001</li> </ul>	<ul style="list-style-type: none"> <li>Office of the Municipal Government Human Resource Management Officer</li> <li>Municipal Budget Office</li> <li>Office of the Municipal Accountant</li> <li>Office of the Municipal Government Human Resource Management Officer</li> <li>Mayor's Office / Office of the Municipal Government Human Resource Management Officer</li> <li>Mayor's Office / Office of the Municipal Government Human Resource Management Officer</li> <li>Mayor's Office / Office of the Municipal Government Human Resource Management Officer</li> <li>Prepared by Municipal Official and Employees</li> <li>Mayor's Office / Office of the MHRMO</li> <li>Prepared by Municipal Official and Employees</li> <li>Prepared by Concerned Office</li> </ul>
<b>2) PAYMENT OF REPRESENTATION AND TRANSPORTATION ALLOWANCE (RATA)</b> <ul style="list-style-type: none"> <li>a) 2 Copies of RATA Payroll</li> <li>b) Certification that the Official/ Employee did not use Government Vehicle and is not assigned any Government Vehicle</li> <li>c) Certificate of Evidence of Service rendered or approved DTR</li> <li>d) 2 Copies of Obligation Request</li> <li>e) 2 Copies of Disbursement Voucher -if Applicable Only</li> </ul>	<ul style="list-style-type: none"> <li>MHRMO</li> <li>Mayor's Office / Office of the MHRMO</li> <li>Mayor's Office / Office of the MHRMO</li> <li>MBO</li> <li>Prepared by Concerned Office</li> </ul>



<p>f) Other Supporting Documents - refer to COA Circular 2012-001</p>	
<p><b>3) PAYMENT OF CLOTHING OR UNIFORM ALLOWANCE</b></p> <p>a) 2 Copies of Clothing / Uniform Allowance Payroll  b) 2 Copies of Obligation Request  c) 2 Copies of Disbursement Voucher  d) Other Supporting Documents - refer to COA Circular 2012-001</p>	<p>Office of the MHRMO   MBO  Prepared by Concerned Office</p>
<p><b>4) PAYMENT OF HONORARIA</b></p> <p>a) 2 Copies of Disbursement Vouchers  b) 2 Copies of Obligation Request  c) 2 Copies of Honoraria Payroll  d) 2 Copies of Accomplishment Report  e) Other Supporting Documents - refer to COA Circular 2012-001</p>	<p>Prepared by Concerned Office  Office of the Municipal Budget Officer  Office of the MHRMO</p>
<p><b>5) PAYMENT OF OVERTIME PAY</b></p> <p>a) 2 Copies of Overtime Pay Payroll  b) 2 Copies of Disbursement Voucher  c) 2 Copies of Obligation Request  d) Overtime Authority stating the necessity and urgency of the work to be done and the duration of overtime work  e) Overtime Accomplishment duly signed by the employee and supervisor (2 Copies)  f) 2 Copies of Duly Approved DTR  g) Other Supporting Documents - refer to COA Circular 2012-001</p>	<p>Office of the MHRMO  Prepared by Concerned Office  Office of the Municipal Budget Officer</p> <p>Prepared by employee rendering overtime</p> <p>Prepared by employee rendering overtime</p>
<p><b>6) PAYMENT OF YEAR-END BONUS AND CASH GIFT</b></p> <p>a) 2 Copies of Disbursement Vouchers  b) 2 Copies of Year-end Bonus and Cash Gift Payroll  c) Payroll Register (hard and soft copy)  d) Letter to the Bank to Credit employees account of their Year-end Bonus and Cash Gifts claim  e) 2 Copies of Obligation Request  f) Other Supporting Documents - refer to COA Circular 2012-001</p>	<p>Prepared by Concerned Office  Office of the MHRMO</p> <p>Office of the MHRMO</p>
<p><b>7) PAYMENT OF TERMINAL LEAVE BENEFITS</b></p> <p>a) 2 Copies of Disbursement Vouchers  b) 2 Copies of Obligation Request  c) 2 Copies of Terminal Leave Benefits Payroll  d) 2 Copies of Clearance from Money, Property, and Legal Accountability  e) 2 Copies of Certificate of Leave Credits  f) 2 Copies of Approved Leave Application  g) 2 Copies of Complete Service</p>	<p>Office of the MHRMO</p> <p>Office of the MHRMO</p> <p>Office of the MHRMO</p> <p>Office of the MHRMO</p>

Record	
h) SALN	Prepared by employee Office of the MHRMO
i) Certified True Copy of Appointment/ Notice of Salary Adjustment (NOSA) Showing the highest salary under the last appointment is not the highest	
j) Completion of Terminal Leave Benefits duly signed/certified by the Municipal Accountant	Office of the MHRMO
k) Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer/agency/LGU	Prepared by employee
l) Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA No. 3010)	Prepared by employee
m) In case of Resignation, employee's letter of resignation duly accepted by the Head of the Agency	Prepared by employee
n) Other Supporting Documents - refer to COA Circular 2012-001	

<b>8) PAYMENT OF MONETIZATION</b>	
a) 2 Copies of Disbursement Vouchers	Prepared by Concerned Office
b) 2 Copies of Obligation Request	
c) 2 Copies of Monetization Payroll	
d) Approved leave application (10 days) with leave credit balance certified by the HRMO	
e) Other Supporting Documents - refer to COA Circular 2012-001	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1) Submit Payrolls and other supporting documents for Pre-Audit	1.1) Received Payrolls and other supporting documents for Pre-Audit	NONE	1 Minute per payroll	Administrative Aide (Job Order)
	1.2) Check accuracy of computation of Salaries/Wages, Allowances, Honoraria and Other Benefits. Verify completeness of Supporting Documents	NONE	30 Minutes per payroll	Administrative Aide II ( Maricel B. Mamador)
	1.3) Record/Log to Registry upon completion of supporting Documents	NONE	1 Minute per payroll	Administrative Aide (Job Order)

	1.4) Approval and Signature of Municipal Accountant	NONE	*20 Minutes per payroll	Municipal Accountant (Mr. Criseldo A. Nuestro, CPA, MPA)
	1.5) Log-out and Forward to Office of the Municipal Treasurer	NONE	3 Minutes per payroll	Administrative Aide (Job Order)
<b>TOTAL</b>		<b>NONE</b>	<b>*55 minutes per payroll</b>	

\* Depends on the availability of the signatory

Notes: The 55 - minutes total processing time is for one client being served at one time. The time is extended when there are two or more clients.

**ACCOUNTANT'S ADVICE OF LOCAL CHECK DISBURSEMENT AND TRANSMITTAL**

Accountant's advice of local check disbursement is being issued for every check before it is release for payment to suppliers, contractors, other creditors, municipal officials and employees and to individual to ensure that checks encashed are legitimate expenditures and covered by duly approved disbursement vouchers.

<b>Office or Division</b>	Office of the Municipal Accountant
<b>Classification</b>	Simple
<b>Type of Transactions</b>	G2C (Government to Citizen), G2B (Government to Business), G2G (Government to Government)
<b>Who may avail</b>	Municipal Officials and Employees, Other Government Agencies, Suppliers, Other Creditors and Other Individuals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Check 2) Approved Disbursement Voucher and Other Supporting Documents (Please refer to Pre-Audit of Disbursement Voucher)	Issued by MTO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1) Submit the Check together with the Approved Disbursement Voucher and Other Supporting Documents	1.1) Received the Documents	NONE	1 Minute	Administrative Aide (Job Order)
	1.2) Prepare Accountant's Advice/ Transmittal	NONE	5 Minutes per Advice	Administrative Aide II ( Maricel B. Mamador)
	1.3) Record/Log to Registry	NONE	1 Minute	Administrative Aide (Job Order)



	1.4) Approval and Signature of Municipal Accountant	NONE	* 20 Minutes	Municipal Accountant (Mr. Criseldo A. Nuestro, CPA, MPA)
	1.5) Forward to Municipal Treasury Office	NONE	3 Minutes per payroll	Administrative Aide (Job Order)
<b>TOTAL</b>		<b>NONE</b>	<b>*30 Minutes</b>	

\* Depends on the availability of the signatory

**CERTIFICATE OF NO CASH ADVANCE FOR TRAVEL OR PREVIOUS CASH ADVANCE LIQUIDATED**

Certificate of no cash advance for travel is issued to any official or employee if the previous cash advance given to him/her is first liquidated and accounted for in the books.

<b>Office or Division</b>	Office of the Municipal Accountant
<b>Classification</b>	Simple
<b>Type of Transactions</b>	G2G
<b>Who may avail</b>	Municipal Officials and Employees

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1) 2 Copies of Liquidation Report	Liquidation Report Form - Accounting Office to be filled-out by Municipal Official/Employee Issued by MTO
2) Official Receipt (refund of excess to cash advance)	
3) Transportation Ticket and Other related tickets	Service Provider
4) Certificate of Appearance	Training Provider
5) Official Receipt of Registration Fee	Training Provider
6) Approved Travel Order	
7) Duly Approved Itinerary of Travel	Prepared by Municipal Official/Employee
8) After Activity Report	Prepared by Municipal Official/Employee
9) Other Supporting Documents - refer to COA Circular 2012-001	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1) Submit Requirements for Pre-audit	1.1) Received the Documents	NONE	1 Minute	Administrative Aide (Job Order)
	1.2) Check the computations and verify the completeness of the submitted requirements. Preparation of	NONE	5 minutes	Administrative Aide IV (Mary Grace L. Manato)



	Certificate of No Cash Advance			
	1.3) Record/Log to Registry	NONE	1 Minute	Administrative Aide (Job Order)
	1.4) Approval and Signature of Municipal Accountant	NONE	* 20 Minutes	Municipal Accountant (Mr. Criseldo A. Nuestro, CPA, MPA)
	1.5) Issue to Municipal Official / Employee	NONE	3 minutes	Administrative Aide (Job Order)
<b>TOTAL</b>		<b>NONE</b>	<b>*30 Minutes</b>	

\* Depends on the availability of the signatory

Notes: The 30-minutes total processing time is for one client being served at one time. The time is extended when there are two or more clients.