OFFICE OF THE MUNICIPAL ACCOUNTANT

SERVICE RENDERED: Take charge of both the Accounting and Internal Audit Services

Schedule of Availability of Service:
   8:00 AM – 5:00 PM with no noon break
    Monday - Friday

Who May Avail of the Service:
   Public with financial Claims/Transactions

What are the Requirements:
   1) Disbursement Voucher with complete supporting documents

Duration: 39 minutes
How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1st	**Petty Cash Transaction** Submit Disbursement voucher with complete supporting documents.	Review as validity of claim and as to completeness of supporting documents before assigning number thereof	3 minutes	Evelyn B. Sison/Virginia D.Madronio/Jonah Maturan	Complete supporting documents
2nd				Marlene M. Francsico, CPA	Complete supporting documents
3rd	Proceed to Municipal Treasury Office	For signature of the Municipal Accountant	2 minutes		
		For payment	10 minutes	Gladys B. Salazar	Complete supporting documents and signatories.
	Check Transaction				
Same 1st to 3rd steps above			5 minutes		

4th	Submit Disbursement Voucher with Check from MTO	Prepare Accountant's Advice	1 minute	Elmer M. Tugade/Elmer U. Lopez	Complete supporting documents and signatories
5th	Forward to the Municipal Accountant	For signature of the Municipal Accountant	3 minutes	Marlene M. Francisco, CPA	Complete supporting documents and signatories
6th	Proceed to Mayor's Office for Advice/Check approval.	For Signature of the Municipal Mayor	5 minutes	Municipal Mayor Nonato S. Abrenica	Complete supporting documents and signatories
7th	Payment/released of Check	For signature of the Municipal Treasurer and payment	10 minutes	Mun, Treasurer Jeanna P. Villablanca/Disbursing Officer	Complete supporting documents and signatories
		TOTAL: 39 minutes			

- - - - End of transaction - - - -