

CITY ACCOUNTANT'S OFFICE

VISION

The City Accountant's Office shall consistently demonstrate professional excellence and positive attitude while improving the efficiency and effectiveness of the accounting process for the best interest of the City Government and its constituents.

MISSION

1. To provide accurate and expeditious processing, recording and reporting of the financial transactions of the city in accordance with the Philippine Public Sector Accounting Standards and other existing government accounting rules and regulations.
2. To apprise the Sangguniang Panlungsod and other local government officials on the financial condition and operations of the city.
3. To certify the availability of budgetary allotments and ascertain the completeness and propriety of supporting documents in the preparation of disbursement vouchers.

FRONTLINE SERVICE	PROCESSING OF DISBURSEMENT VOUCHERS
STEP 1	Receive disbursement vouchers.
SERVICE PROVIDER/S	ZORAIDA A. YABUT
TIME FRAME	1 - 3 minutes
REQUIRED DOCUMENT/S	Disbursement Vouchers with supporting documents
STEP 2	Record and endorse vouchers to the Audit Division.
SERVICE PROVIDER/S	JAYSON M. ABAINZA
TIME FRAME	1 - 3 minutes
STEP 3	Check and audit the disbursement vouchers.
SERVICE PROVIDER/S	Disbursement Vouchers for Infrastructure Projects, Garbage Disposal Services, Security Services, Financial Assistance, and Retention – ELLEN L. GUTIERREZ
	Disbursement Vouchers for Infrastructure Projects, and city transactions as to accuracy of computation of taxes withheld including City Tax, supplies, goods and services – MA. LILIA R. BALMORES
	Disbursement Vouchers for Supplies Acquisition, Cash Advances, Reimbursements, GSIS, Philhealth and Pag-IBIG Payments – RHYAN N. SAGUM
	Petron Fleet Card/ MERALCO/ Maynilad/ Telecom Companies/ Rentals – CHONA S. J. CENIDO
TIME FRAME	Within one hour upon submission of complete supporting documents
STEP 4	Review and monitor the allotment of each transaction.
SERVICE PROVIDER/S	General Fund – ANGELICA ROSE C. ISULAT Special Education Fund – JUSMINE G. MENDADOR
TIME FRAME	2 - 3 minutes

FRONTLINE SERVICE	PROCESSING OF DISBURSEMENT VOUCHERS (cont.)
STEP 5	Review/ check the accuracy of disbursement vouchers and requirements.
SERVICE PROVIDER/S	MICHAEL B. RAMOS
TIME FRAME	2 - 20 minutes (depending on the transaction)
STEP 6	Approve and sign documents by the City Accountant.
SERVICE PROVIDER/S	ALMA DIMALANTA – BUCALEN
TIME FRAME	5 - 10 minutes
STEP 7	Release vouchers.
SERVICE PROVIDER	RODERICK H. MENDOZA
TIME FRAME	2 – 3 minutes
REQUIRED FEES	None

FRONTLINE SERVICE	PROCESSING OF PAYROLLS/ VOUCHERS FOR SALARY AND OTHER PERSONNEL BENEFITS
STEP 1	Receive payrolls.
SERVICE PROVIDER/S	ZORAIDA A. YABUT
TIME FRAME	1 – 3 minutes
REQUIRED DOCUMENT/S	Payrolls with supporting documents
STEP 2	Record and endorse to the Audit Division.
SERVICE PROVIDER/S	JAYSON M. ABAINZA
TIME FRAME	1 – 3 minutes
STEP 3	Check and audit payrolls.
SERVICE PROVIDER/S	Payrolls of permanent employees – WILHELMINA F. ALBERTO
	Payrolls of Job Orders, Consultants and Representation Allowance and Travelling Allowance (RATA) – AMELITA A. CALDERON
	Disbursement Vouchers for Terminal Leave, Overtime Pay, Monetization and other benefits of employees – ARMEL S. APOSTOL
TIME FRAME	Within one hour upon submission of complete supporting documents
STEP 4	Card salaries/ other personnel benefits.
SERVICE PROVIDER/S	- EDITHA J. ZAPANTA - ALEXANDER C. REYES - AMOR C. BARLIS
TIME FRAME	2 – 3 minutes per employee
STEP 5	Validate and record withholding taxes of employees, job orders and consultants.
SERVICE PROVIDER/S	RODELIO JAN P. GRACIANO
TIME FRAME	10 - 15 minutes
STEP 6	Review and monitor the allotment of each transaction.
SERVICE PROVIDER/S	General Fund – ANGELICA ROSE C. ISULAT
	Special Education Fund – JUSMINE G. MENDADOR
TIME FRAME	1 – 2 minutes
STEP 7	Prepare vouchers for cash advance.
SERVICE PROVIDER	JO ANN I. MENDOZA
TIME FRAME	10 – 20 minutes
REQUIRED DOCUMENT/S	Payrolls with supporting documents
REQUIRED FEES	None

FRONTLINE SERVICE	ISSUANCE of TAX CERTIFICATES AND CLEARANCES BIR FORMS 2306/ 2307/ 2316, CITY TAX AND ACCOUNTING CLEARANCE
STEP 1	Receive request from contractors, suppliers and employees.
SERVICE PROVIDER/S	ELENITA G. FALLESGON
TIME FRAME	3 minutes
REQUIRED DOCUMENT/S	For BIR Form 2306/ 2307/ City Tax – Copy of Paid Voucher with TIN For BIR Form 2316 – Employee's Copy of BIR F-2316 with BIR receipt For Accounting Clearance – Property Clearance
STEP 2	Prepare, validate and review request and supporting documents.
SERVICE PROVIDER/S	BIR Forms 2306/ 2307/ 2316: - RODELIO JAN P. GARCIANO - LYDIA F. FALLORINA Clearance: - JUSMINE G. MENDADOR - ELENITA G. FALLESGON City Tax: - GABRIEL ALFONSO M. VIRAY - JO ANN I. MENDOZA
TIME FRAME	30 minutes to one hour
STEP 3	Review/ check the accuracy of tax certificates and clearances.
SERVICE PROVIDER/S	MICHAEL B. RAMOS
TIME FRAME	2 - 20 minutes
STEP 4	Approve and sign documents by the City Accountant.
SERVICE PROVIDER/S	ALMA DIMALANTA – BUCALEN
TIME FRAME	Released within the day requested
REQUIRED FEES	None

FRONTLINE SERVICE	FILING OF BARANGAY TRANSMITTALS OF PAID VOUCHERS, CASH ADVANCES AND CHECKS ISSUED
STEP 1	Receive, check and verify transmitted documents from barangay transmittal.
SERVICE PROVIDER/S	- ANTONIA B. BAROGA - MIRA JANE H. CURITANA - CORNELIA S. VILAR - JEFFREY G. VELASCO
TIME FRAME	15 – 30 minutes per barangay
REQUIRED DOCUMENT/S	1. Barangay Transmittal Letter 3. Supporting documents 2. Disbursement Vouchers
STEP 2	Prepare Journal of Barangay Transactions, Trial Balance Income Statement, Balance Sheet, and Bank Reconciliation Statement
SERVICE PROVIDER/S	- RICHARD P. IBASCO - ATHENA A. REYES - GRACE D. GARCIA - ANALIE A. BRISENIO - MA. CRISTINA E. DALOPE
TIME FRAME	3 – 5 days per barangay
REQUIRED DOCUMENT/S	1. Barangay Transmittal 3. Supporting documents 2. Disbursement Vouchers 4. Bank Statement
STEP 3	– Review Journal of Barangay Transactions and Financial Statements. – Sign Transmittal Report for submission to the Commission on Audit (COA).
SERVICE PROVIDER/S	PERLITA L. COMIA
TIME FRAME	10 – 30 minutes per barangay
REQUIRED DOCUMENT/S	Barangay Transmittal Letter

