



ACCOUNTING OFFICE



I. Vision

Envision to provide timely and authentic financial information to COA, our local legislators and other stakeholder to guide them in their decision - making process for the benefit of the general public.

II. Mission

To continuously strive to provide information and deliver accounting services with professionalism, efficiency and excellence.

III. Goals and Objectives

To submit on time the required monthly, quarterly and year-end financial and other reports.

To be able to install and maintain an effective internal audit system as mandated by R.A. 7160



Frontline Services Offered	Step by Step Procedure in availing of frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins.)	Amount of Fees. If any	Required documents	Procedure for the filing of Complaint
Obligation of transactions under Trust Fund and Trust Liabilities of General Fund.	<ol style="list-style-type: none"> The client shall submit the Obligation Request signed by the requesting officer. The personnel in charge will review the attached documents Once verified, the personnel in charge shall obligate the said request. 	Winnie D. Padilla	5-15 minutes	None	<ol style="list-style-type: none"> Properly filled Disbursement voucher. Properly filled ALOBS signed by requesting officer. Valid Proof of Billings for reimbursements and payments. Checked and verified documents. 	Approach the Head of Office and report complaints for assessment.
Obligation of vouchers (General Fund & Special Education Fund)	<ol style="list-style-type: none"> The client shall submit an Obligation Request signed by the Budget Officer and requesting officer. The personnel in charge will review the attached documents. Once verified, the personnel in charge shall obligate the said request 	Joel Gutierrez	5-15 minutes	None	<ol style="list-style-type: none"> Properly filled Disbursement voucher. Properly filled ALOBS signed by requesting officer. Valid Proof of Billings Checked and verified documents. 	Approach the Head of Office and report complaints for assessment.
Checking and Verification of Vouchers	<ol style="list-style-type: none"> The client shall submit their transaction voucher. The personnel in charge will check for the completeness and authenticity of attached documents. 	Creselyn L. Valdez Ruth S. Pamintuan Jeniffer R. Ubaldo	5 minutes to 1 hour (depending on the type of transaction)	None	<ol style="list-style-type: none"> Properly filled Disbursement voucher. Properly filled ALOBS signed by the Budget Officer and requesting officer. Valid Proof of Billings for reimbursements and payments (commercial receipts such as delivery receipts, order slips, and acknowledgement receipts.) Purchase Request Purchase Order Signed Certificate of Acceptance Signed Inspection & Acceptance Report Supporting documents for contracts completely signed by authorized signatories. 	Approach the Head of Office and report complaints for assessment.
Computation of Travel Allowance (per diem & fare)	<ol style="list-style-type: none"> The client shall provide all necessary documents. The officer will compute for the travel allowance. 	April Joie P. Lagundi	5-15 minutes	None	<ol style="list-style-type: none"> Invitation Letter from the requesting officer/department. Directive from the City Mayor. Official receipt Certificate of Appearance Travel Itinerary 	Approach the Head of Office and report complaints for assessment.
Loan application (assistance) for GSIS, PAGIBIG and Landbank	<ol style="list-style-type: none"> The employee can ask the personnel in charge to check if they can apply for a loan. After verification, the personnel shall hand over the Net Take Home Pay copy of the applicant which shall be signed by authorized signatory. Applicant must go to GSIS/PAGIBIG/Landbank office to proceed in the application. 	Jennifer B. Padilla	5-10 minutes	None	<ol style="list-style-type: none"> Duly accomplished loan form. 	Approach the Head of Office and report complaints for assessment.



Refund of Loan Deductions (GSIS, PAGIBIG and Landbank)	<ol style="list-style-type: none"> 1. Inform personnel in charge about renewal of loan. 2. After verification, the personnel in charge shall provide voucher for cash refund on salary deduction. 3. The voucher will be signed by City Accountant 4. The client is advised to proceed to the Cashier for the release of check. 	Jennifer B. Padilla	5 minutes	None	a. Identification Card	Approach the Head of Office and report complaints for assessment.
PAGIBIG Premium registration	<ol style="list-style-type: none"> 1. The employee/client shall submit accomplished form . 2. The personnel in charge will register the client to PAGIBIG website. 	Jacqueline N. De Guzman <i>(regular employees)</i> Ruth S. Pamintuan <i>(casual employees)</i>	5-10 minutes	None	a. PAGIBIG Member's Data Form	Approach the Head of Office and report complaints for assessment.
Update for GSIS and PAGIBIG accounts (assistance)	<ol style="list-style-type: none"> 1. The concerned employee shall request for the update in their GSIS or PAGIBIG account . 2. The personnel in charge will verify the validity of provided documents then send the update to GSIS (for personal data update). 	Jacqueline N. De Guzman Julius Agsalud	5 minutes		<ol style="list-style-type: none"> a. Original PSA copy of birth certificate for correction of name. b. Original PSA copy of marriage certificate for updating of Last Name. 	Approach the Head of Office and report complaints for assessment.
Receiving of Liquidation	<ol style="list-style-type: none"> 1. Report of Liquidation will be submitted to the office. 2. The personnel in charge shall verify the voucher and supporting documents. 3. The personnel will post the liquidation to the log book and journal. 	Ronnie S. Orden Jennifer Ubaldo	3-5 minutes	None	<ol style="list-style-type: none"> a. Liquidation Report b. set of transaction voucher. c. Official Receipt 	Approach the Head of Office and report complaints for assessment.
Computation for Water bill (UICS) and Electric bill of Various Departments (UICS, various streetlights and offices)	<ol style="list-style-type: none"> 1. The concerned office will send electric bill and water bill. 2. The personnel in charge will verify the computation of bill amount and tax applied. 3. The officer will accomplish the Disbursement Voucher and ALOBS, and send it to Budget Office for obligation. 4. The Voucher and ALOBS will be submitted to Accountant II for review and obligation. 5. The voucher will be handed to liason officer for the completion of signatures and check release. 	Sarah Jane M. Rosal	5-10 minutes	None	<ol style="list-style-type: none"> a. Original Copy of PANELCO bill b. Original Water bill from Urdaneta Water District 	Approach the Head of Office and report complaints for assessment.



BARANGAY ACCOUNTING

<p>Obligation of Brgy. Transaction</p>	<ol style="list-style-type: none"> 1. Request for Obligation 2. Check availability of Fund 3. Prepare check 4. Release Check 5. Log Transaction 	<p>Amanda Ubaldo Nilo Jacinto Amelia Aagsalud Gleen Locquiao Genaro Sumera Mary Jane Avelida Butch T. Sison Jervic K. Allado</p>	<p>30 to 60 mins per transaction depending on the classification of the transaction</p>	<p>None</p>	<p>Honoraria of Barangay Council a. Voucher b. Payroll Registry c. Monthly Accomplishment Report</p> <p>Honoraria - General Services a. Voucher b. Payroll Registry</p> <p>Labor on Projects a. Voucher / Net Proceeds b. BAC Resolution Program of Work c. Certificate of Project Completion & Certificate of Acceptance d. Labor Payroll w/ Labor ID Xerox Copies e. Certificate of Acceptance f. Pictures of Projects (before, during, after)</p> <p>Seminars a. Voucher b. Training Designs c. Itinerary of Travel - Fare & Per Diems d. Directive e. Resolution of Approval (O.R. & Certificate of Appearance)</p> <p>Purchases a. Voucher b. Purchase Request c. Purchase Order d. Inspection Report e. Certificate of Acceptance f. Abstract of Bids g. BAC Resolution h. Canvass i. Official Receipt</p>	<p>Approach the Head of Office and report complaints for assessment</p>
--	--	--	---	-------------	--	---



OBLIGATION OF PURCHASE REQUEST

Step by Step procedure	Personnel In Charge	Required Documents
<ol style="list-style-type: none"> 1. Submit the Purchase Request. 2. The personnel in charge will review obligate the transaction. 3. The Purchase Request will be forwarded to BAC for posting and completion of signatures of resolution (BAC members). 	<p>Joel F. Gutierrez <i>(General Fund & Special Education Fund)</i></p> <p>Winnie D. Padilla <i>(Trust Fund)</i></p>	<ul style="list-style-type: none"> ✓ Purchase Request ✓ Obligation Request (must be signed by the Budget Officer for GENERAL FUND & SEF) ✓ Complete supporting documents signed by requesting officer and other signatories.

OBLIGATION OF PURCHASE ORDER AND PAYMENT

Step by Step procedure	Personnel In Charge	Required Documents
<ol style="list-style-type: none"> 1. Submit the Request to Accounting Staff for checking and verification. 2. The Personnel in charge will obligate the request. Then the Accountant II will review and counter sign. 3. The request will be forwarded to City Accountant for signature. 	<p>Creselyn L. Valdez Ruth S. Pamintuan Jeniffer R. Ubaldo</p>	<ul style="list-style-type: none"> ✓ Certificate of Acceptance ✓ Certificate of Inspection and Acceptance
	<p>Joel F. Gutierrez <i>(General Fund & Special Education Fund)</i></p> <p>Winnie D. Padilla <i>(Trust Fund)</i></p>	<ul style="list-style-type: none"> ✓ Disbursement Voucher ✓ Obligation Request (must be signed by the Budget Officer for General Fund & SEF)
	<p>Benedicto P. Sison</p>	<ul style="list-style-type: none"> ✓ Purchase Request ✓ Purchase Order ✓ Complete supporting documents signed by requesting officer and other signatories.



COMPUTATION OF TRAVEL ALLOWANCE (PER DIEM & FARE)

Step by Step procedure	Personnel In Charge	Required Documents
<ol style="list-style-type: none"> 1. Submit complete required documents. 2. The officer will compute for travel allowance. 	<p>Aprel Joie P. Lagundi</p>	<ul style="list-style-type: none"> ✓ Invitation Letter ✓ Directive from the City Mayor ✓ Official Receipt ✓ Certificate of Appearance ✓ Travel Itinerary

ASSISTANCE FOR LOAN APPLICATION (GSIS, PAGIBIG AND LANDBANK)

Step by Step procedure	Personnel In Charge	Required Documents
<ol style="list-style-type: none"> 1. The employee can ask the personnel in charge to check if they can apply for a loan. 2. After verification, the personnel shall hand over the Net Take Home Pay copy of the applicant which shall be signed by authorized signatory. 3. Applicant must go to GSIS/PAGIBIG/Landbank office to proceed in the application. 	<p>Jennifer B. Padilla</p>	<ul style="list-style-type: none"> ✓ Duly accomplished loan Form

REFUND OF LOAN DEDUCTIONS (GSIS, PAGIBIG AND LANDBANK)

Step by Step procedure	Personnel In Charge	Required Documents
<ol style="list-style-type: none"> 1. Inform personnel in charge about renewal of loan. 2. After verification, the personnel in charge shall provide voucher for cash refund on salary deduction. 3. The voucher will be signed by City Accountant. 4. The client is advised to proceed to the Cashier for the release of check. 	<p>Jennifer B. Padilla</p>	<ul style="list-style-type: none"> ✓ Identification Card



PAGIBIG PREMIUM REGISTRATION

Step by Step procedure	Personnel In Charge	Required Documents
1. Submit Accomplished Form	Jacqueline N. De Guzman <i>(regular employees)</i>	✓ PAGIBIG Member's Data Form
2. The personnel in charge will register the client to PAGIBIG website.	Ruth S. Pamintuan <i>(casual employees)</i> Julius Agsalud	

ASSISTANCE FOR UPDATING GSIS AND PAGIBIG ACCOUNT

Step by Step procedure	Personnel In Charge	Required Documents
1. Request for the update on GSIS or PAGIBIG account .	Jacqueline N. De Guzman	✓ Original PSA copy of birth certificate for correction of name.
2. The personnel in charge will verify the validity of provided documents then send the update to GSIS (for personal data update).		✓ Original PSA copy of marriage certificate for updating of Last Name.

COMPUTATION FOR ELECTRIC AND WATER BILL (UICS, Various Departments and Offices)

Step by Step procedure	Personnel In Charge	Required Documents
1. The concerned office will send electric bill and water bill.		✓ Original Copy of PANELCO bill
2. The personnel in charge will verify the computation of bill amount and tax applied.	Sarah Jane M. Rosal	✓ Original Water bill from Urdaneta Water District
3. The officer will accomplish the Disbursement Voucher and ALOBS, and send it to Budget Office for obligation.		
4. The Voucher and ALOBS will be submitted to Accountant II for review and obligation.		
5. The voucher will be handed to liason officer for the completion of signatures and check release.		



Receiving of Liquidation		
Step by Step procedure	Personnel In Charge	Required Documents
<ol style="list-style-type: none"> 1. Submit Report of Liquidation. 2. The personnel in charge shall verify the voucher and supporting documents. 3. The personnel will post the liquidation to the log book and journal. 	<p>Ronnie S. Ordin Jeniffer R. Ubaldo</p>	<ul style="list-style-type: none"> ✓ Liquidation Report ✓ set of transaction voucher. ✓ Official Receipt



BARANGAY ACCOUNTING

Obligation of Barangay Transaction		
1. Request for Obligation	Amanda R. Ubaldo	Honoraria of Barangay Council
2. Check the availability of fund.		a. Voucher b. Payroll Registry c. Monthly Accomplishment Report
3. Prepare check	Butch T. Sison Jervic K. Allado	Honoraria - General Services
4. Release check		a. Voucher b. Payroll Registry
5. Log Transaction	Gleen Locquiao	Labor on Projects
		a. Voucher / Net Proceeds
		b. BAC Resolution
		Program of Work
		c. Certificate of Project Completion & Certificate of Acceptance
		d. Labor Payroll w/ Labor ID Xerox Copies
		e. Certificate of Acceptance
		f. Pictures of Projects (before, during, after)
		Seminars
		a. Voucher
	b. Training Designs	
	c. Itinerary of Travel - Fare & Per Diems	
	d. Directive	
	e. Resolution of Approval (O.R. & Certificate of Appearance)	
	Purchases	
	a. Voucher	
	b. Purchase Request	
	c. Purchase Order	
	d. Inspection Report	
	e. Certificate of Acceptance	
	f. Abstract of Bids	
	g. BAC Resolution	
	h. Canvass	
	i. Official Receipt	