

**Schedule of Availability of Service:**

**Hours :** 8:00 am – 5:00 pm no noon break

## Documentary Requirements :

1. Obligation Request Slip (OBR)
2. Payroll/ Disbursement Voucher
3. Daily Time Record / Certificate of Services Rendered / Attendance Report
4. Accomplishment Report
5. Collection Lists

**Processing Period** : 1 - 2 days

### How to Avail of the Service :

Step	Applicant /Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	City Budget Department Transmittal of Payroll, DTR, Accomplishment Report and other attachments	<ul style="list-style-type: none"> <li>– Receives, records and designates accounting no. for all incoming payroll / DV</li> <li>– Forwards Payroll / DV to respective pre – audit team in – charge</li> </ul>	1 day	FMCD RECEIVING Clerk / Office Aide	N/A	N/A
2		<ul style="list-style-type: none"> <li>- Check the payroll / Disbursement Voucher if supporting documents are complete and valid</li> <li>- Write carded and close the amount involved</li> </ul>		FMCD PRE – AUDIT TEAM Eleven (11) Pre-Audit Teams (Fiscal Examiners, Audit Analyst and Office Aides)	N/A	N/A
3		<ul style="list-style-type: none"> <li>– Checks charging of Account</li> <li>– Obligates fund /Encoding</li> <li>– Initial</li> </ul>		FMCD FUNDS CONTROL SECTION (Fiscal Examiner, Audit Analyst)	N/A	N/A
4		<ul style="list-style-type: none"> <li>– Checks &amp; Reviews completeness of supporting documents and charging of account /Initial</li> </ul>	½ day	FMCD Assistant Division Head	N/A	N/A
5		Final Review / Initial		FMCD Division Head	N/A	N/A
6		Signed Box A		ASSISTANT CITY ACCOUNTANT	N/A	N/A
7	Released processed Payroll/ Disbursement Voucher	Transmit from Financial Management Unit (FMU) to the City Treasurer's Office		FMCD Releasing Clerk		
END of TRANSACTION						

**Schedule of Availability of Service:**

**Days :** Monday – Friday

**Hours :** 8:00 am – 5:00 pm no noon break

**Who May Avail of the Service** : Quezon City Officials and employees, Contractors, Suppliers and Others

## Documentary Requirements :

1. Obligation Request Slip (OBR)
2. Purchase Order / Infrastructure project – Bidding documents
3. Inspection Report / Progress Billing

**Processing Period : 1 - 2 days**

### How to Avail of the Service :

Step	Applicant / Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	City Budget Department Transmittal of Bidding Documents from BAC Goods / BAC Infrastructure	<ul style="list-style-type: none"> <li>Attached checklist, Initial evaluation of completeness of documents</li> <li>Receives, records and designates accounting no. for all incoming DVs</li> <li>Forwards DV to respective pre – audit team in – charge</li> </ul>	1 day	FMCD RECEIVING Receiving / Office Aide	N/A	QCG-CAD-16Fnn-V1
2		<ul style="list-style-type: none"> <li>Checks the Disbursement Voucher if supporting documents were complete and valid</li> <li>Checks computation of taxes</li> <li>Writes carded and close the amount involved. Initials</li> </ul>		FMCD PRE – AUDIT TEAM (Fiscal Examiners, Audit Analyst and Office Aides)	N/A	
3		<ul style="list-style-type: none"> <li>Checks charging of Account</li> <li>Obligates fund /Encodes</li> <li>Initial s</li> </ul>		FMCD FUNDS CONTROL SECTION (Fiscal Examiner, Audit Analyst)	N/A	
4		<ul style="list-style-type: none"> <li>Checks &amp; Reviews completeness of supporting documents and charging of account /Initials</li> </ul>	½ day	FMCD Assistant Division Head	N/A	
5		Final Review / Initial		FMCD Division Head	N/A	
6		Signs Box A		CITY ACCOUNTANT/ Assistant City Accountant	N/A	
7	Releases processed Payroll/ Disbursement Voucher	Transmits from Financial Management Unit (FMU) to the City Treasurer's Office		FMCD Releasing Clerk		
END of TRANSACTION						

VERIFICATION OF APPLICATION FOR REFUND OF RETENTION

Schedule of Availability of Service:

Days : Monday – Friday  
Hours : 8:00 am – 5:00 pm no noon break

Who May Avail of the Service : Contractors and Suppliers

Documentary Requirements : Disbursement Vouchers, Sales Invoice, Purchase Order, Delivery Receipt, Request Letter for release of 10% Retention and Certification of Good Condition and Quality of items delivered.

Processing Period : 1 and half day

How to Avail of the Service :

Step	Applicant / Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submits required documents to Fiscal Management and Control Division (FMCD)	Receives required documents and prepares Disbursement Voucher (DV) with notation of the supporting documents attached	Received and Released on the same day	Fiscal Management and Control Division (FMCD)	NONE	QCG-CAD-16Fnn-V1
2		Forwards to the Financial Account and Analysis Division (FAAD) the Disbursement Voucher (DV) for verification of Retention		Fiscal Management and Control Division (FMCD)		
3		Verifies if Retention was withheld and taken up in the books to indicate Journal Entry (JEV) number, Treasury Voucher (TV) number and Subsidiary Ledger (SL) number on the Disbursement Voucher.		Financial Account and Analysis Division (FAAD)		
4		The Disbursement Voucher (DV) will be initialed by the FAAD division Head		Financial Account and Analysis Division (FAAD) Head		
5		Forwards the application for refund of Retention to the FMCD receiving section for audit and processing of the refund		Financial Account and Analysis Division (FAAD) personnel		
		Disbursement Voucher undergo processing/audit		Fiscal Management and Control Division (FMCD)		
6		Application for refund signed by the City Accountant or Asst. City Accountant		City Accountant  Asst. City Accountant		
7		Releases of Disbursement Voucher, refund to CTO		FMCD Releasing Clerk		

END of TRANSACTION

**Schedule of Availability of Service:**

**Days** :Monday-Friday [even on Saturdays as the need arises]

**Hours :**8:00 a.m.– 5 p.m.[may give extension hours to accommodate clients]

<b>Who May Avail Of The Service</b>	:Taxpaying Public and other private personnel with Tax payment-related concerns and needs to be addressed with prompt.
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**What are the requirements** : For verification of documents such as if Payments previously made have been entered and/or registered in the Collection Registry Database with the correct **O.R. No.**, **Date** of payment, and in some cases, the **Name** of the taxpayer, the person with concern shall bring with him Original copy of Official Receipt as proof of payment. An **Affidavit of Loss** shall be presented together with the photocopy of the O.R. in case the original receipt is lost, misplaced or destroyed by the acts of God.

<b>Processing Period</b>	:5-10 minutes depending on the volume of documents presented for verification
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### How to Avail of the Service:

<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity</b>	<b>Person In Charge</b>	<b>Fees</b>	<b>Form</b>
1	Present Original Receipt of Paid Taxes	Check veracity of the document/s presented	1 minute	Authorized RASD personnel	none	none
2	In place of Step 1, present Affidavit of Loss and photocopy of the lost O.R.	Go to computer records to verify if payments have been recorded in the database. Check O.R No, date of Payment, Name of Taxpayer	3-4 minutes for up to 2 documents  _____5-10 minutes for more than 2	Authorized RASD personnel	none	
3	Upon verification, receive the same OR with sign and verification proof at the back	If proven true and correct, the OR presented shall be presented to RASD Chief or authorized personnel for signature.  If found not in order, for confiscation and prepare incident report.	30 seconds for up to 2 docs, 1min.for more than 2 docs	RASD Chief/ Authorized RASD personnel	none	
4	Put name & sign in the Logbook to indicate that the transaction is completed	Have the client signed in the verification transaction logbook for future references	30 seconds	Authorized RASD personnel	none	logbook
<b>END OF TRANSACTION</b>						

PREPARATION OF BARANGAY FINANCIAL STATEMENT

Schedule of Availability of Service:  
Days : Monday-Friday  
Hours : 8:00 a.m.– 5 p.m. without noon break  
Who May Avail Of The Service : The Barangay Treasurer's  
Any person who wants to get information on barangay financial records

What are the requirements :  
A. Submission of Daily Statement & Collection & Accountable Forms  
1. Accountable form  
2. Deposit Slip  
3. Form #51  
B. Monthly Submission of Paid Disbursement  
1. Reportorial Requirements  
2. Paid Disbursement Vouchers  
3. Supporting Documents  
4. Punong Barangay Certificate  
C. Submission of Proposed Annual/Supplemental Budget  
1. Propose Annual/Supplemental Budget  
D. Information on Barangay Financial Transactions  
1. Letter request

Vouchers

Budget

Processing Period : 30 minutes to one hour  
How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	A. DSCAF (Daily Statement of Collections & Accountable Forms) Present DSCAF with Deposit Slip	1. Bookkeepers receives and check the accuracy of the reports submitted.  1. Abstract DSCAF 2. Prepares Journal Voucher (JV) Reviews and Initial JV's Initial JV's Approves and signs JV's	Depends on the volume of documents submitted  Upon approval  Same day upon approval	Bookkeeper  Bookkeeper Asst. and Chief of BASD  City Accountant	n/a  n/a  n/a	n/a  n/a  n/a
2	B. Submission of PAID DISBURSEMENT VOUCHERS  Present Reportorials, with PBC (PunongBgy. Cert.) and complete documentations	1.The receiving clerk receives and check the accuracy of the reports submitted then have it receive by the bookkeeper  1. Journalize Bgy. Transactions 2. Prepares transmittal of vouchers to Commission on Audit (COA)	Depends on the volume of submitted  One day one week	Receiving clerk  Bookkeeper Encoder	n/a  n/a  n/a	n/a  n/a  n/a
	C. PREPARATION OF FINANCIAL STATEMENTS	1. Prepares Journal Vouchers (JV's) for IRA, RPT's, CTC and other adjustments 2. Prepares Bank Reconciliation Statement 3. Print and checks financial statement 4. Reviews and Initials F/I Statements 5. Approves and signs financial statements	Depends on completeness of Bank Statement  Upon approval	Bookkeeper  Division Head City Accountant  Staff of Division	n/a  n/a  n/a	n/a  n/a  n/a

		Transmit Financial Statements to COA, Bgy. Or other requesting local offices				
3	<b>D. ANNUAL BUDGET</b>  For Approval	Receives said proposed Annual Budget  1. Checks and verify the actual RPTS realized for next preceding years 2. Approves and sign Annual Budget	Same day  Same day  Same day	Receiving Clerk  Person in charge  City Accountant	n/a  n/a  n/a	n/a  n/a  n/a
4	<b>E. SUPPLEMENTAL BUDGET</b>  a. Submit Income and Expenditures as of Dec. 31, 2013.    b. Submission of Propose S/Budget	1. Prepares Statement of Surplus 2. Initials Statement of Surplus  1. Reviews and Certifies Surplus 2. Release Statement of Surplus  Receives said proposed Supplemental Budget  1. Checks and verifies the figures in the Statement of Surplus 2. Initial Proposed Supplemental Budget  Review and Initial Supplemental Budget  Approves and signs Proposed Supplemental Budget  Releases Proposed Supplemental Budget	Two to three days  Same day  Same day  Same day  Upon approval  Same day	Person in – charge  Division Head Releasing Clerk  Receiving Clerk  Person in – charge  Division Head  City Accountant  Person in - charge	n/a  n/a  n/a  n/a  n/a  n/a  n/a  n/a	n/a  n/a  n/a  n/a  n/a  n/a  n/a  n/a
5	<b>F. LETTER REQUEST</b>	Receives letter request Draft answer to the request   Approves letter request	10 minutes Two to three days	Receiving Clerk Asst. Division Chief  City Accountant	n/a  n/a  n/a	n/a  n/a  n/a
END OF TRANSACTION						

**Schedule of Availability of Service:**

Days : (Monday – Friday )

Hours : (8:00 a.m. – 5:00 p.m. without noon break )

**Who May Avail of the Service :**

Quezon City officials and employees & Contractor's

### What are the Requirements :

Tax Payers Identification Number ( T.I.N.) , Contractor's & Business Name

**Duration:** 8:00 a.m. – 5:00 p.m. without noon break , Monday to Friday

### How to Avail of the Service:

Step	Applicant / Client	Service Provider	Duration of Activity	Person in charge	Fees	Form
1	Fill up request slip	Receive request slip and log in record book	Received and released on the same day	Receiving Clerk	NONE	QCG-CAD-20Fnn-V1
2		Verify Withholding taxes and TIN.		Assigned Personnel		
3		Prepare BIR Form No. 2306, 2307 and City Tax				
4		Print BIR & City Tax Certification				
5		Signature			PBRD Head  City Accounting Department Head	
6	Receive BIR with Tax & City Certification	Release / Log out in record book of City Tax Certificate		Depends on personnel assigned		QCG-CAD-16Fnn-V1
END OF TRANSACTION						

**PROCESSING OF ACCOUNTANT’S ADVICE FOR LOCAL CHECK  
DISBURSEMENT TRANSMITTED BY CASH DIVISION, CTO**

**Schedule of Availability of Service:**

Days : ( Monday – Friday )  
Hours : (8:00 a.m. – 5:00 p.m. without noon break )

**Who May Avail of the Service:**

Quezon City – City Treasurer’s (for disbursement officers, employees, taxpayers claiming refunds, contractors and suppliers.)

**What are the Requirements:**

- 1. Official Transmittal from Cash Division, City Treasurer’s Office, Quezon City
- 2. Fully processed disbursement voucher or payroll.
- 3. Corresponding accomplished and signed disbursement check.

**Duration:** Received and released before the closing of banking hours (3:30 p.m.) of the same day.

Step	Applicant / Client	Service Provider	Duration of Activity	Person in charge	Fees	Form
1	Cash Division, City Treasurer's Office transmit fully processed Disbursement Voucher/payroll with corresponding accomplished & signed disbursement checks	Received transmitted transactions from Cash Division, City Treasurer's Office, Quezon City.	Received and released before the closing of banking hours (3:30 p.m.) of the same day.	Administrative Officer IV  Administrative Assistant I	none	QCG-CAD-12Fnn-V1
2		Sort transactions according to fund account (General Fund, Special Education Fund and Trust Fund (13ACCTS.) If discrepancies are noted, transactions are officially returned to the Cash Division, City treasurer's Office Quezon City for rectification/ cancellation/ replacement		Administrative Officer IV  Administrative Assistant I		
3		Verify transactions from the systems file, assign accountant's advice no. and encode the necessary details (check no. and date)		Administrative Officer IV  Administrative Assistant I		
4		Prepare Accountant's Advice in four (4) copies on the form specified by the Commission on Audit and the corresponding transmittal, also in four (4) copies, both addressed to the Manager, Land Bank of the Philippines, Quezon City Hall Branch, for signature of the officially designated Bookkeeper.  Accountant's Representative to the Land Bank of the Philippines Quezon City Hall Branch and; the City Accountant.		Administrative Officer IV  Administrative Assistant I		



5		Record transactions on respective logbooks. Each fund account has separate logbook. Note the Accountant's Advice no. At the back of check and at the foot of the original copy of disbursement voucher.		Accountant's Representative		
6		After the advice and transmittal are signed, segregate copies for the following:  Original copy for the Land Bank of the Philippines, Quezon City Hall Branch; Duplicate copy for the City Auditor, Quezon City and 4 <sup>th</sup> copy for Accounting file.		Accountant's Representative		
7		Deliver the transmitted transactions with Accountant's Advice issued to Cash Division, City Treasurer's Office, Quezon City and the original copy of Accountant's Advice with transmittal to the Land Bank of the Philippines. Copy for the City Auditor is attached to the original copy of the disbursement voucher. A summary of Accountant's Advice issued is submitted as monthly report also to the Office of the City Auditor, Quezon City.		Accountant's Representative		
8	Receive transactions with Accountant's Advice No.			Accountant's Representative		
<b>END OF TRANSACTIONS</b>						