QUEZON CITY GOVERNMENT
Quezon City General Hospital
Accounting Division
CITIZEN'S CHARTER

Preparation and Processing of Payroll for the Salary and Benefits to Hospital Employees
(Paghanda at pagproseso ng payroll para sa sahod at benepisyo ng mga Empleyado ng Hospital

Schedule of Availability of Service (Iskedyul kung kailan pwede magamit ang serbisyo)
Days (Araw)**:** Mondays – Fridays (Lunes – Biyernes)
Hours (Oras)**:** 8:00 AM – 5:00 PM (8:00 ng Umaga – 5:00 ng Hapon)
Who May Avail of the Service (Sino ang mga pwedeng gumamit ng serbisyo)**:** Hospital personnel, concerned Department Heads, Division and Section Chiefs Different agency
Documentary Requirements (Mga kailangang dokumento)**:** Daily Time Record (DTR), Notice of Deductions (GSIS, Pag-IBIG, LandBank, Cooperative)
Processing Period (Tagal ng pagproseso)**:** 4 days (4 na araw)
How to avail of the Service (Paano makakuha ng serbisyo)

STEP (Pagkasunod sunod ng mga gawain)	**APPLICANT / CLIENT** (Aplikante / Kliyente)	**SERVICE PROVIDER** (Magbibigay ng Serbisyo)	**DURATION OF ACTIVITY** (Itatagal ng Aktibidad)	**PERSON IN CHARGE** (Taong may hawak ng proseso)	**FEES** (Mga babayaran)	**FORM** (Mga form na kailangan)
1	Personnel Division - Office Staff presents Daily Time Records of all Employees with complete supporting documents. (Iprepresenta ng tauhan ng Personnel Division ang Daily Time Record ng lahat ng empleyado kalakip ang mga pangsuportang dokumento)	Receives Daily Time Records of all Employees with complete supporting documents. (Tatanggapin ang mga Daily Time Record ng lahat ng empleyado kalakhip ang mga pangsuportang dokumento)	30 min. (30 minuto)	Office Staff	None (Wala)	None (Wala)
2		Prepares Payroll of Permanent Employees including Payroll of RATA (Ihahanda ang payroll ng mga permanenteng empleyado kasama ang payroll ng RATA)	4 days (4 na araw)	Office Staff		Payroll
		Prepares Payroll of Contractual Employees on a 15th and 30th basis	3 days (3 na araw)	Office Staff		Payroll

		(Ihahanda ang payroll ng mga kontraktwal na empleyado ayon sa kinsenas at katapusan)				
3		Prepares Financial Data Entry System (FinDES) with USB Flash Drive (Ihahanda ang Financial Data Entry System [FinDES] sa pamamagitan ng USB Flash Drive)	4 hours (4 na oras)	Office Staff		None
4		Release FinDES to Processing section for Disbursement Voucher. (Ipapasa ang FinDES sa Processing Section para magawa ang Disbursement Voucher)	1 hour (1 oras)	Office Staff		FinDES & Disbursement Voucher
5		Print Payroll and Journal Entry Voucher (JEV) and prepares obligation request (Iimprenta ang payroll at Journal Entry Voucher [JEV] at pag-prepara ng obligation request)	1 day (1 araw)	Office Staff		Payroll, Obligation Request, JEV & Disbursement Voucher
6		Review and sign Payroll and JEV (Pagsaliksik at pagpirma sa payroll at JEV)	1 day (1 araw)	Accountants		Payroll, DV & JEV
END OF TRANSACTION (Pagtatapos ng Transaksyon)						

QUEZON CITY GOVERNMENT
Quezon City General Hospital
Accounting Division
CITIZEN'S CHARTER

Preparation and Processing of Remittances to concerned Government Agency and/or other Financial Institutions
(Paghanda at pagproseso ng mga Remittance sa mga kinauukulang ahensya ng gobyerno at iba pang pinansyal na institusyon)

Schedule of Availability of Service (Iskedyul kung kailan pwede magamit ang serbisyo)
Days (Araw)**:** Mondays – Fridays (Lunes – Biyernes)
Hours (Oras)**:** 8:00 AM – 5:00 PM (8:00 ng Umaga – 5:00 ng Hapon)
Who May Avail of the Service (Sino ang mga pwedeng gumamit ng serbisyo)**:** Hospital personnel, concerned Department Heads, Division and Section Chiefs Different agency
Documentary Requirements (Mga kailangang dokumento) **:** Payroll, Electronic Billing (GSIS & Pag-IBIG) and Notice of Deductions (LandBank & Cooperative)
Processing Period (Tagal ng pagproseso)**:** Variable (Nagiiba-iba)
How to avail of the Service (Paano makakuha ng serbisyo)

STEP (Pagkasunod sunod ng mga gawain)	**APPLICANT / CLIENT** (Aplikante / Kliyente)	**SERVICE PROVIDER** (Magbibigay ng Serbisyo)	**DURATION OF ACTIVITY** (Itatagal ng Aktibidad)	**PERSON IN CHARGE** (Taong may hawak ng proseso)	**FEES** (Mga babayaran)	**FORM** (Mga form na kailangan)
1	Concern Government Agency emails Electronic Billing Files (Ang mga kinauukulang ahensya ng gobyerno ay mag-eemail ng Electronic Billing Files)	Receives, prints and checks the Electronic Billing Files if applicable (Tatanggapin, ipiprint at ichecheck ang Electronic Billing Files kung naaangkop)	4 hrs (4 na oras)	Accounting Clerk II	None (Wala)	None (Wala)
2		Prepares the Monthly Notice of Deduction from the Electronic Billing Files (Ihahanda ang Monthly Notice of Deduction mula sa Electronic Billing Files)	2hrs (2 na oras)	Accounting Clerk II		Notice of Deduction
3-a	Payroll Section – Office Aide presents file copies of payrolls (Iprepresenta ng Office Aide ng Payroll Section ang mga file copy ng mga payroll)	Receives payrolls (Tatanggapin ang mga payroll)	5 min (5 minuto)	Office Staff		Payroll
3-b	Processing Section – Office Aide presents Disbursement	Receives DV and Cash Book (Tatanggapin ang DV at Cash Book)	10 min (10 minuto)	Office Staff		Disbursement Voucher

	Voucher (DV). Cashier III presents Cash Book (Iprepresenta ng Office Aide ng Processing Section ang Disbursement Voucher [DV]. Iprepresenta ng Cashier III ang Cash Book)					
4		Post all deductions to Liabilities Control Ledger (Ipopost lahat ng deduction sa Liabilities Control Ledger)	4 hrs (4 na oras)	Accounting Clerk II		Liabilities Control Ledger
5		Prepares Monthly Remittance Reports and Disbursement Vouchers (Ihahanda ang mga Monthly Remittance Report at ang mga Disbursement Voucher)	10 days (10 araw)	Accounting Clerk II		Remittance List DV & JEV
6		Release Monthly Remittance Reports to Processing Section (Ipapasa ang mga Monthly Remittance Report sa Processing Section)	2 hrs (2 oras)	Accounting Clerk II		Remittance List DV & JEV
7		Review and sign Remittance report and Disbursement Voucher (Rerebyuhin at pipirmahan ang Remittance Report at Disbursement Voucher)	1 day (1 araw)	Accountants		Remittance List DV & JEV
8		Filing of duplicate copies (Itatabi ng mga duplicate na kopya)	2 days (2 na araw)	Accounting Clerk II		Remittance List DV & JEV
9		Posting to Employees' Index Card if applicable (Ipopost sa Employees' Index Card kung possible)	5 days (5 na araw)	Accounting Clerk II		Index of Remittance
END OF TRANSACTION (Pagtatapos ng Transaksyon)						

QUEZON CITY GOVERNMENT
Quezon City General Hospital
Accounting Division
CITIZEN'S CHARTER

Provision of documentary assistance for application, processing and certification of personal transaction (loans, accreditation)
(Probisyon ng tulong dokumentaryo para sa aplikasyon, pagproseso at sertipikasyon ng mga personal na transaksyon [mga utang at akreditasyon])

Schedule of Availability of Service (Iskedyul kung kailan pwede magamit ang serbisyo)
Days (Araw)**:** Mondays – Fridays (Lunes – Biyernes)
Hours (Oras)**:** 8:00 AM – 5:00 PM (8:00 ng Umaga – 5:00 ng Hapon)
Who May Avail of the Service (Sino ang mga pwedeng gumamit ng serbisyo)**:** Hospital personnel, concerned Department Heads, Division and Section Chiefs Different agency
Documentary Requirements (Mga kailangang dokumento) **:** Request slip, Pag-IBIG Forms
Processing Period (Tagal ng pagproseso)**:** Variable (Nagiiba-iba)
How to avail of the Service (Paano makakuha ng serbisyo)

STEP (Pagkasunod sunod ng mga gawain)	**APPLICANT / CLIENT** (Aplikante / Kliyente)	**SERVICE PROVIDER** (Magbibigay ng Serbisyo)	**DURATION OF ACTIVITY** (Itatagal ng Aktibidad)	**PERSON IN CHARGE** (Taong may hawak ng proseso)	**FEES** (Mga babayaran)	**FORM** (Mga form na kailangan)
1	Staff from Different Department presents request for pay slip (Magprepresenta ng request para sa payslip ang mga staff mula sa iba't ibang departamento)	Payroll section prepares and print pay slips (Ihahanda at ipiprint ng payroll section ang mga payslip)	1 day (1 araw)	Office Staff	None (Wala)	None (Wala)
2		Internal Control Unit distributes pay slips to different departments (Ipapamahagi ng Internal Control Unit ang mga payslip sa iba't ibang departamento)	1 day (1 araw)	Office Staff		Pay slip
3		Hospital employees who agrees to personally receive their pay slip shall proceed to Accounting Division to claim their pay slip (Ang mga empleyadong pumayag na personal na kunin ang kanilang payslip	30 min (30 minutos)	Office Staff		Pay slip

		ay magtutungo sa Accounting Division upang kunin ang kanilang payslip)				
4	Staff from Different Departments presents request for certificates (Magprepresenta ng request para sa mga certificate ang mga staff mula sa iba't ibang departamento)	Remittance section prepares and print certificates (Ihahanda at ipiprint ng Remittance Section ang mga certificate)	2 days (2 araw)	Office Staff		Certificate, HMDF Form, BIR Form
5		Reviews and signs certificates and forms (Rerebyuhin at pipirmahan ang mga certificate at form)	30 min (30 minutos)	Accountant V		Certificate, HMDF Form, BIR Form
END OF TRANSACTION (Pagtatapos ng Transaksyon)						

QUEZON CITY GOVERNMENT
Quezon City General Hospital
Accounting Division
CITIZEN'S CHARTER

Preparation and Processing of Payments for Utility Bills
(Paghahanda at pagproseso ng kabayaran para sa mga bayaran sa utility)

Schedule of Availability of Service (Iskedyul kung kailan pwede magamit ang serbisyo)
Days (Araw)**:** Mondays – Fridays (Lunes – Biyernes)
Hours (Oras)**:** 8:00 AM – 5:00 PM (8:00 ng Umaga – 5:00 ng Hapon)
Who May Avail of the Service (Sino ang mga pwedeng gumamit ng serbisyo)**:** Hospital personnel, concerned Department Heads, Division and Section Chiefs Different agency
Documentary Requirements (Mga kailangang dokumento) **:** Disbursement Voucher (DV) and other supporting documents
Processing Period (Tagal ng pagproseso)**:** Variable (Nagiiba-iba)
How to avail of the Service (Paano makakuha ng serbisyo)

STEP (Pagkasunod sunod ng mga gawain)	**APPLICANT / CLIENT** (Aplikante / Kliyente)	**SERVICE PROVIDER** (Magbibigay ng Serbisyo)	**DURATION OF ACTIVITY** (Itatagal ng Aktibidad)	**PERSON IN CHARGE** (Taong may hawak ng proseso)	**FEES** (Mga babayaran)	**FORM** (Mga form na kailangan)
1	MERALCO, PLDT and Converge Supplier	Receives billing statement and prepares supporting documents for OBR (Tatanggapin ang billing statement at ihahanda ang mga pangsuportang dokumento para sa paggawa ng Obligation Request)	25 min. (25 minuto)	Office Staff	None	Logbook
2		Checks supporting documents and initials. (Tignan kung tama ang mga pangsuportang dokumento at ang mag-inisyal)	20 min. (20 minuto)	Accountant II		Obligation Request, and other computations
3		Review supporting document and signs (Busisiin ang mga pangsuportang document at pirmahan)	30 min. (30 minuto)	Accountant V		Obligation Request, and other computations
4		Upon approval of OBR, prepares Journal Entry Voucher, Disbursement Voucher, BIR 2306-2307. (Kapag naaprubahan ang OBR, ihahanda ang Journal Entry Voucher, Disbursement Voucher, BIR 2306-2307)	30 min. (30 minuto)	Office Staff		Journal Entry Voucher, Obligation Request and other computation

5		Reviews computations, records Disbursement Vouchers in Control Ledger and initials. (Busisiin ang mga kompyutasyon, at itatala ang mga Disbursement Vouchers sa Control Ledger at mag-inisyal)	30 min. (30 minuto)	Accountant III		Disbursement Voucher, Obligation Request, Journal Entry Voucher, BIR 2306 & 2307, other computations and Control Ledger
6		Review all documents and initials (Busisiin lahat ng dokumento at mag-inisyal)	30 min. (30 minuto)	Accountant IV		Disbursement Voucher, Obligation Request, Journal Entry Voucher, BIR 2306 & 2307 and other computations
7		Reviews, certifies and signs Disbursement Vouchers, Journal Entry Voucher and BIR Forms (Busisiin, isertipika at pirmahan ang mga Disbursement Voucher, Journal Entry Voucher at mga BIR Forms)	20 min (20 minuto)	Accountant V		Disbursement Voucher, Obligation Request, Journal Entry Voucher, BIR 2306 & 2307 and other computations
8		Files and release Disbursement Vouchers with complete documents to the cashier. (Ihahain at ipapasa ang mga Disbursement Voucher na may kompletong dokumento sa cashier.	20 min. (20 minuto)	Office Staff.		Logbook
END OF TRANSACTION **(Pagtatapos ng Transaksyon)**						

QUEZON CITY GOVERNMENT
Quezon City General Hospital
Accounting Division
CITIZEN'S CHARTER

Preparation and Issuance of Statement of Accounts (Patient's Billing Statement)
(Paghahanda at pag-isyu ng Talautangan [Resibo para sa Pasyente].)

Schedule of Availability of Service (Iskedyul kung kailan pwede magamit ang serbisyo)
Days (Araw)**:** Mondays – Sunday, Holidays (Lunes – Linggo, mga Holiday)
Hours (Oras)**:** 8:00 AM – 10:00 PM (8:00 ng Umaga – 10:00 ng Gabi)
Who May Avail of the Service (Sino ang mga pwedeng gumamit ng serbisyo)**:** Patients for Discharge (Mga pasyenteng lalabas na ng hospital)
Documentary Requirements (Mga kailangang dokumento) **:** Fully Accomplished PMRF - Philhealth Member Registration Form (if applicable) and attachments

- Children - Birth Certificate, Member Data Record (MDR/PBEF)
- Spouse – Marriage Contract, Member Data Record (MDR/PBEF)
- Senior Citizen -ID Senior
- Citizen/PMRF/Certification
- Government Employees –ID, MDR/PBEF
- Indigent – Philhealth Certification (Sponsored)
- Individual Paying Member- O.R. of Monthly/Quarterly Contribution
- MDR/PBEF
- Private Employee/ OFW- Certificate of Contribution from Employer
- MDR/PBEF
- 4 P's –ID, Philhealth Certification (Sponsored)

Processing Period (Tagal ng pagproseso)**:** Variable (Nagiiba-iba)
How to avail of the Service (Paano makakuha ng serbisyo)

STEP (Pagkasunod sunod ng mga gawain)	**APPLICANT / CLIENT** (Aplikante / Kliyente)	**SERVICE PROVIDER** (Magbibigay ng Serbisyo)	**DURATION OF ACTIVITY** (Itatagal ng Aktibidad)	**PERSON IN CHARGE** (Taong may hawak ng proseso)	**FEES** (Mga babayaran)	**FORM** (Mga form na kailangan)
1	Verify Doctor's Order for Discharge (Beripikahin ang utos ng doctor para sa paglabas ng pasyente)	Notifies patients of Doctor's Order , May Go Home Instructions (Ipaalam sa pasyente ang Doctor's Order at May Go Home Instructions)	15 minutes (15 minuto)	Nurse on Duty	None (Wala)	None (Wala)

2	Receives the Notice of Discharge/Chart from NOD (Tanggapin ang Notice of Discharge mula sa NOD)		1 minute (1 minuto)	Billing Clerk on Duty	None (Wala)	None (Wala)
3	For Philhealth Patients: Submits Necessary Philhealth Documents (Para sa mga pasyente na may Philhealth: Magpasa ng mga naaayong dokumento)	Screens the Completeness of Philhealth Documents and verify at the HIS (Hospital Information System) (Susuriin ang pagka kumpleto ng mga dokumento para sa Philhealth at ibeberipika ito sa HIS [Hospital Information System])	10 minutes (10 minuto)	Billing Clerk on Duty	None (Wala)	CSF, CF2, CF3, MDR or PBEF, and CF4
4	Review Billing Statement (Rebyuhin ang resibo)	Prepares and Issues Statement of Service Rendered (Ihahanda at iiisyu ang pahayag ng mga serbisyong ibinigay)	10 - 15 minutes (10-15 minuto)	Billing Clerk on Duty	None (Wala)	Statement of Account
5	For Non Philhealth Patients: Presents Necessary Documents (Para sa mga pasyenteng walang Philhealth: Magpasa ng mga kinakailangang dokumento)	Checks the accurate name of Patient at the Hospital Information System and Prints the Statement of Account (Titignan kung tama ang pangalan ng pasyente sa Hospital Information System at ipiprint ang Talautangan)	1 minute (1 minuto)	Billing Clerk on Duty	None (Wala)	Patient ID Card, Valid ID of Patient
6	Instructs Patient/ Watcher to proceed to Public Relations desk to fill up the Client Satisfactory Survey		1 minute (1 minuto)	Billing Clerk on Duty	None (Wala)	Client Satisfactory Survey

	(Turuan ang mga pasyente o bantay na magpunta sa Public Relations desk para magfill-up ng Survey para sa satispaksyon ng mga Kliyente)					
7	Pay applicable fees (Bayaran ang mga dapat bayarin)	Receives payment, and issues official receipt and Hospital Clearance (Tatanggapin ang bayad at mag-iisyu ng opisyal na resibo at Hospital Clearance)	10 minutes (10 minuto)	Cashier	Applicable fees	Statement of Account, OR, Hospital Clearance
8	Presents Hospital Clearance to Nurse on Duty and the Duplicate copy to Security Guard on duty and leaves Hospital premises. (Iprisinta ang Hospital Clearance sa Nurse on Duty at mga ibang kopya sa Security Guard na naka-duty upang makalabas sa Hospital)		10 minutes (10 minuto)	Watcher/ Patient	None (Wala)	Hospital Clearance

END OF TRANSACTION
(Pagtatapos ng Transaksyon)

QUEZON CITY GOVERNMENT
Quezon City General Hospital
Accounting Division
CITIZEN'S CHARTER

Processing of Philhealth Claims
(Pagproseso ng mga Philhealth Claims)

Schedule of Availability of Service (Iskedyul kung kailan pwede magamit ang serbisyo)
Days (Araw) **:** Mondays – Fridays (Lunes – Biyernes)
Hours (Oras) **:** 8:00 AM – 5:00 PM (8:00 ng Umaga – 5:00 ng Hapon)
Who May Avail of the Service (Sino ang mga pwedeng gumamit ng serbisyo) **:** Inpatient and Outpatient with Philhealth (Mga Inpatient at Outpatient na may Philhealth)
Documentary Requirements (Mga kailangang dokumento) **:** Claim Forms, Statement of Accounts, Medical Forms, Legal Documents (Birth Certificates, Marriage Certificates, etc.)
Processing Period (Tagal ng pagproseso) **:** 20 minutes (per claim) - (20 minutos kada claim)
How to avail of the Service (Paano makakuha ng serbisyo)

STEP (Pagkasunod sunod ng mga gawain)	**APPLICANT / CLIENT** (Aplikante / Kliyente)	**SERVICE PROVIDER** (Magbibigay ng Serbisyo)	**DURATION OF ACTIVITY** (Itatagal ng Aktibidad)	**PERSON IN CHARGE** (Taong may hawak ng proseso)	**FEES** (Mga babayaran)	**FORMS** (Mga form na kailangan)
1	None (Wala)	Receive claims from Billing Section and verify discharge date and diagnosis in the Hospital Information System (HIS) (Pagtanggap ng mga claims mula sa Billing Section at pag-beripika ng petsa ng paglabas sa hospital at ng diagnosis sa Hospital Information System [HIS])	3 minutes per claim (3 minuto kada claim)	Philhealth Section Staff	None (Wala)	Philhealth Forms and Claim Forms, Statement of Accounts, Medical Forms, Legal Documents (Birth Certificates, Marriage Certificates, etc.)
2		Verify all the supporting documents and input all the required information to the Philhealth Information System (PIS) (Pag-beripika ng mga pangsuporta na dokumento at pagtala ng mga	5 minutes per claim (5 minuto kada claim)	Philhealth Section Staff		

		kailangang impormasyon sa Philhealth Information System [PIS])			None (Wala)	
3		The Section head verifies all the information in the CSF and other supporting documents and then signs it. (Ibeberipika ng puno ng seksyon lahat ng impormasyon sa CSF at ibang dokumento bago ito pirmahan)	2 minutes per claim (2 minuto kada claim)	Philhealth Section Staff / Head		
4		All required documents are scanned and transmitted via the eClaims in the Philhealth Information System (PIS) (Lahat ng kailangang dokumento ay iiscan at itatransmit sa pamamagitan ng eCLaims sa Philhealth Information System [PIS])	10 minutes per claim (10 minuto kada claim)	Philhealth Section Staff		
END OF TRANSACTION (Pagtatapos ng Transaksyon)						

QUEZON CITY GOVERNMENT
Quezon City General Hospital
Accounting Division
CITIZEN'S CHARTER

Processing and preparation of Financial Statements
(Pagproseso at paghahanda ng Pinansyal na Pahayag)

Schedule of Availability of Service (Iskedyul kung kailan pwede magamit ang serbisyo)
Days (Araw)**:** Mondays – Fridays (Lunes – Biyernes)
Hours (Oras)**:** 8:00 AM – 5:00 PM (8:00 ng Umaga – 5:00 ng Hapon)
Who May Avail of the Service (Sino ang mga pwedeng gumamit ng serbisyo)**:** Hospital personnel, concerned Department Heads, Division and Section Chiefs Different agency
Documentary Requirements (Mga kailangang dokumento)**:** Special Journals, Journal Entry Voucher, General Ledgers, Subsidiary Ledgers, Trial Balance, Schedules, Other supporting documents
Processing Period (Tagal ng pagproseso)**:** Variable (Nagiiba-iba)
How to avail of the Service (Paano makakuha ng serbisyo)

STEP (Pagkasunod sunod ng mga gawain)	**APPLICANT / CLIENT** (Aplikante / Kliyente)	**SERVICE PROVIDER** (Magbibigay ng Serbisyo)	**DURATION OF ACTIVITY** (Itatagal ng Aktibidad)	**PERSON IN CHARGE** (Taong may hawak ng proseso)	**FEES** (Mga babayaran)	**FORM** (Mga form na kailangan)
1	Cash Section - Office Staff, present Daily Report of Collections, Report of Disbursements with complete supporting documents to be received. (Iprepresenta ng Office Staff ng Cash Section ang Daily Report of Collections, Report of Disbursements na may kompletong pangsuportang dokumentong tatanggapin)	Receives Daily Report of Collections, Report of Disbursements with complete supporting documents. (Tatanggapin ang Daily report of Collections, Report of Disbursements na may kompletong pangsuportang dokumento)	5 minutes (5 minuto)	Office Staff	None (Wala)	None (Wala)
2	None (Wala)	Prepares Journal Entry Vouchers of the Daily Report of Collections.	2 hours (2 oras)	Office Staff		Journal Entry Voucher

		(Ihahanda ang mga Journal Entry Voucher ng mga Daily Report of Collections)				
3		Prepares Special Journals (Cash Receipt Journal, Check Disbursement Journal, Authority to Debit Account Disbursement Journal and Cash Disbursement Journal) and Journal Entry Vouchers of Adjustments. (Ihahanda ang Special Journals [Cash Receipt Journal, Check Disbursement Journal, Authority to Debit Account Disbursement Journal and Cash Disbursement Journal] at ang mga Journal Entry Vouchers of Adjusments)	10 days 2 days 1 day (10 araw 2 araw 1 araw)	Senior Bookkeeper Accounting Clerk II Office Staff		Special Journals and Journal Entry Vouchers
4		Posting of Recapitulations of Special Journals and Journal Entry Vouchers of Adjustments to General Ledgers. (Ipoposte ang mga Recapitulations ng mga Special Journals at Journal Entry Vouchers of Adjustments sa mga General Ledgers)	2 days *(2 araw)*	Senior Bookkee-per		General Ledgers
5		Prepares Monthly Trial Balance. (Paghahanda ng Monthly Trial Balance)	4 hours (4 oras)	Senior Bookke-eper		Trial Balance
6		Prepares Schedules. (Paghahanda ng mga iskedyul)	5 days (5 araw)	Accounting Clerk		Schedules
7		Prepares Quarterly Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flow and Statement of Analysis of Appropriation and Obligation. (Paghahanda ng Quarterly Statement of Financial Position, Statement of Financial Performance, Statement of	2 days (2 araw)	Accountant III Accountant IV		Different Statements

		Cash Flow and Statement of Analysis of Appropriation and Obligation.)				
8		Review and Initial Trial Balance and Journals (Pagrebyu at pag-inisyal sa Trial Balance at mga Journals)	3 hours (3 oras)	Accountant V		Financial Reports and supporting documents
9		Submits Financial Reports to Commission on Audit and City Accounting Office. (Pagsumite ng Pinansyal na Pahayag so Commision on Audit at sa City Accounting Office)	1 day (1 araw)	Office Staff		Trial Balance and Journals

END of TRANSACTION
(Pagtatapos ng Transaksyon)