



5. Quezon City Bus Augmentation Program (QCity Bus)

Monitors and processes payment on usage of the City Bus Program.

OFFICE OR DIVISION:	Operations, Coordination and Monitoring Division			
CLASSIFICATION:	Simple, Complex			
TYPE OF TRANSACTION:	G2B (Government to Business)			
WHO MAY AVAIL:	Service Providers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Daily Trip Ticket Reports Billing/Statement of Account		TFTTM Service Providers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Billing or Statement of Account.	1.1. Receives the documents and routes to the Operations, Coordination and Monitoring Division.	None	1 minute	<i>Assigned Staff</i> Administrative Division
	1.2. Checks completeness of documents. Prepares and submits necessary financial and supporting documents for processing of payment.	None	7 days	<i>Assigned Staff</i> Operations, Coordination and Monitoring Division
	1.3. Final review/initials/signs necessary financial and supporting document/s prior to submission to the City Administrator.	None	30 minutes	<i>Special Operations Officer V/Acting Head</i> Operations, Coordination and Monitoring Division
	1.4. Approves/signs documents.	None	30 minutes*	<i>City Administrator</i>
	1.5. Encodes data on consumption. Monitors process flow of documents for payment by	None	15 days	<i>Assigned Staff</i> Operations, Coordination and Monitoring Division



	authorized signatories until signing of bank check.			
TOTAL		NONE	22 DAYS * 1 HOUR 1 MINUTE	

Note: * Subject to time availability of the signatory due to prior meeting/s scheduled and/or due to immediate notice by the City Mayor. Qualified for multi-stage processing.