



ISSUANCE OF ACCOUNTABLE FORMS

Every accountable officer of the local government unit whose duties permit or require the custody of funds, property/ accountable forms shall be covered by a fidelity bond and such officer shall be accountable and responsible for said funds and property/ accountable forms and for the safekeeping thereof in conformity with the provisions of law. (Sec.305 (f), LGC; Sec.101, PD No. 1445)

Office or Division:	Accountable Forms Unit-Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	All Quezon City Bonded Accountable Officers, Appointed Barangay Treasurers and SK Treasurers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Requisition and Issuance Slip (RIS)		Verification Section-City Treasurer's Office		
2.Confirmation letter or approved Fidelity Bond		Bureau of Treasury		
3.Memorandum designated as Collecting officer (City Collectors)		City Treasurer's Office		
4.Brgy./SK Resolution and Appointment letter designated as Brgy./SK Treasurer		Barangay Hall		
5.Authorization letter from Brgy. Captain requesting for accountable form (AF#51 & CTC-Individual)		Barangay Hall		
6.Authorization letter designated as Deputized Collector to acquire CTC-Individual (Brgy. Treasurer)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Barangay /SK Treasurer 1.Present duly approved RIS and submit complete documentary requirements	1.Accept approved RIS and evaluate the completeness of the submitted documents 1.1Check the fidelity bond effectivity date of the accountable officer		5 minutes	Head, Accountable Forms Unit City Treasurer's Office
2.Pay the cost of accountable form requested and receive official receipt 2.1 Photocopy of official receipt (1 copy) to be submitted to the releasing area	2.Accept payment and issue official receipt 2.1 Provide the approved RIS to the releasing custodian to prepare and process the requested accountable form	Depends on the prevailing price indicated in the Purchase Order	10 minutes 5minutes	Collector Verification Section Releasing clerk Accountable Forms Unit
3.Proceed to releasing area of AF and sign the receiving log-book of accountable forms 3.1 Check the quantity and serial number of booklet/pad purchase and received copy of approved RIS	3.Release the requested Accountable form 3.1Consolidate the RIS with attached photocopy of Official Receipt		20 minutes	Releasing Clerk Accountable Forms Unit



		Total		40 minutes	
Bonded Accountable Officers/City Collectors 1.Submit duly approved RIS which indicated the quantity of un-issued Accountable Form	1.Accept the approved RIS and check the fidelity bond effectivity date of the accountable officer			10 minutes	Releasing Clerk Accountable Forms Unit
2.Wait for the preparation of the requested accountable form	2.Prepare and process the requested accountable form			10 minutes	Releasing Clerk Accountable Forms Unit
3.Receive the accountable forms upon checking the quantity and serial numbers of booklet/pad 3.1Sign the receiving log-book, portion of RIS and receive copy of the approved RIS	3.Release the requested accountable form and require to sign the receiving log-book and portion of the RIS 3.1 Encode the serial numbers of received booklet by the accountable officer thru the existing system			20 minutes	Releasing Clerk Accountable Forms Unit
		Total		40 minutes	

RECEIVING INCOMING CORRESPONDENCE

The receiving and/or dissemination of the official documents such as memoranda, letters or correspondence from other Offices/ Agency addressed to the City Treasurer's Office for information, compliance or claim of the requesting party

Office or Division:	Records Section-Administrative Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All company, business establishments and/or government offices, taxpayers, employee with a communication letter, for information or compliance addressed to this Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.letter/ memoranda		Agency/Taxpayer / Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
WALK-IN 1.Present the letter at the Records Section, receiving area with other attached documents to prove your claim or request 1.1Receive the stamped copy (with date and control number) as prove of received of the Records Section (*For follow-up, receive a stub indicated the	1.Accept and stamp the receiving copy and other attached documents by the Records Section (provided with Control number) 1.1Provide the received copy (stamped) to the taxpayer /or requesting party	None	5 minutes	Receiving clerk Records Section