



Processing of Claim, Provision of Financial Documents, and Granting of Cash Advances

ABOUT THE SERVICE

All claims pertinent to all officials and employees of the City Government of Naga, suppliers of goods and services and contractors of all infrastructure projects.

Provision of financial documents as requested.

Department / Office:		CITY ACCOUNTANT'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses G2G - Government to Government		
Who may avail		Officials/ Employees of LGU-Naga, Suppliers of Goods and Services, Contractors of Infrastructure Projects		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Checklist of Requirements is attached to payroll and vouchers for claims of each kind. Letter request specifying the document needed. 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. PROCESS CLAIMS FOR PAYMENT				
	1. Receive claims for payment and record transactions in the Document Tracking System.	P	2 minutes	DANILO A. CRUZATA Administrative Aide IV MERLINA S. PABIA Accounting Clerk
	2. Prepare Journal Entry Vouchers for: <ul style="list-style-type: none"> General Fund <ul style="list-style-type: none"> Office LDP and Non-Office Trust Fund Special Education Fund Cash Advances (3 funds) 		5 minutes 5 minutes 5 minutes 10 minutes	MARIFI DC. LOMEDA Administrative Aide I MA. TERESA Z. DE VERA Administrative Aide I ROWENA S. SIERRA Administrative Aide VI MARIVIC G. ALTABANO Administrative Assistant II



	<p>3. Pre-Audit of Disbursements</p> <p>Personal Services, MOOE and Capital Outlay.</p>		20 minutes	<p>RUBY R. SINGSON CGADH I (Assistant City Accountant I)</p> <p>JUVY A. AÑONUEVO Administrative Officer IV (Management & Audit Analyst II)</p> <p>MA. CECILLIA H. ABONAL Administrative Officer V (Management & Audit Analyst III)</p> <p>ESTELA C. BRIÑAS Administrative Assistant III (Senior Bookkeeper)</p> <p>HAZEL F. PEREZ Administrative Aide I</p>
	4. Verify/ Approve or Certify		2 to 5 minutes	<p>PACENCIA S.J. TABINAS CGDH I (City Accountant I)</p> <p>RUBY R. SINGSON CGADH I (Assistant City Accountant I)</p>
	5. Prepare Certificate of Withheld Taxes		5 minutes	CATHERINE V. BORJA Data Encoder
	6. Transmittal of approved vouchers and payrolls to the City Treasurer's Office for payment.		2 to 5 minutes	<p>DANILO A. CRUZATA Administrative Aide IV</p> <p>MERLINA S. PABIA Accounting Clerk</p>
	7. Prepare Accountant's Advice for Checks Issued.		30 minutes	CATHERINE V. BORJA Data Encoder
	8. Verify or Certify Accountant's Advice.		10 minutes	PACENCIA S.J. TABINAS



				CGDH I (City Accountant I) RUBY R. SINGSON CGADH I (Assistant City Accountant I)
B. PROVISION OF FINANCIAL DOCUMENTS AS REQUESTED BY VARIOUS CLIENTS				
	1. Statement of Net Pays for Loan Purposes		5 minutes	MARIVIC G. ALTABANO Administrative Assistant II
	2. Certificate of Remittances:			
	- Printing		5 minutes	NILDA B. ENOJOSA Administrative Aide I (Bookbinder I)
	- Verification			
	- GSIS		20 minutes	MA. LUISA V. LOPEZ Administrative Aide IV (Bookbinder II)
	- SSS		5 minutes	HENRY O. BERLON Data Encoder
	- Paglibig		15 minutes	AMELITA R. BARBA Administrative Aide IV
	- PHILHEALTH		10 minutes	ASUNCION R. DE GUZMAN Administrative Aide VI (Accounting Clerk II)
	- BIR (Compensation)		10 minutes	RODOLGO L. SAÑANO, JR. Administrative Aide IV
	- BIR (Suppliers)		10 minutes	NENETTE S. SALCEDO Administrative Aide I
	3. Barangay Financial Reports		30 minutes	JANA GAIL G. DERIT Accountant



				MA. VICTORIA G. MAÑAGO Administrative Aide VI
	Verify/ Approve or Certify		2 to 3 minutes	PACENCIA S.J. TABINAS CGDH I (City Accountant I) RUBY R. SINGSON CGADH I (Assistant City Accountant I)
TOTAL		P	4 hours and 15 minutes	

CITY ACCOUNTANT'S OFFICE

Room 111, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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