



**OFFICE OF THE MUNICIPAL
ACCOUNTANT
INTERNAL SERVICES**

1. PROCESSING OF VOUCHER

Office or Division:	OFFICE OF THE MUNICIPAL ACCOUNTANT			
Classification:	Simple/Complex			
Type of Transaction:	G2C–Government to Citizen G2G –Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Review vouchers for payment:				
A. Donation		DWSD/Office of the Mayor		
B. Employees/personal		Concerned Employee		
C. Supplier/Purchases		Implementing Office		
D. Bidded Projects		BAC		
E. Remittances		Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit voucher to Accounting Office	<ul style="list-style-type: none"> Recording/ Numbering of voucher received 	None	1 minute/ Voucher	Bibiana Perado
	<ul style="list-style-type: none"> Review the submitted voucher as to completeness of documents attached 	None	1-2 minutes for donation voucher 1-15 minutes for employees personal work 10-30 minutes for supplier/ purchases 30 mins. to 1 hour for bidded projects	Rosemarie P. Landicho/ Flora C. Bautista (General Fund) Gloria M. Bulaclac (Trust Fund) Emelyn E. Anit (S.E.F)
	<ul style="list-style-type: none"> Review and signed vouchers as per attached with complete documents and forward the same to Mun. Treasurer for signature and payment for approval of Local Chief Executive 	None	1 min for donation voucher 1-30 mins for personal/employees voucher 30 mins to 1 hour for supplier and bidded projects	Josefa A. Mendoza (Acting Municipal Accountant)
TOTAL		None		

2. PROCESSING OF REMITTANCES

- GSIS - Life & Retirement Contribution
-Loan Amortization
- Pagibig Contribution
- SSS Contribution
- PhilHealth Contribution
- BIR Tax Withhold
- LBP Loan Amortization
- CAMECCO loan amount share

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Record all the contribution and loan amortization of all employees from payroll and remitted to different agency on time	None	GSIS remitted on or before the 10 th of the month	Analiza A. Macaya
			PAGIBIG remitted on or before the 15 th of the month through online payment SSS remitted every end of the month of the following month	Josefa A. Mendoza

			PHILHEALTH Remitted online on or before 15 th of the month	Gloria M. Bulaclac
			BIR Remitted every 30 th of the month	Rosemarie P. Landicho/ Gloria M. Bulaclac/ Josefa A. Mendoza
			LBP remitted every month	Analiza A. Macaya
			CAMECCO Remitted on or before 10 th of the month	Emelyn E. Anit
TOTAL		None		