

1. Office of the City Accountant

1.1. PRE-AUDIT SERVICES FOR PAYMENT OF TRAVELLING EXPENSES

ABOUT THE SERVICE:

Process travel claims of various government officers and employees

CLIENT GROUPS:

LGU employees

REQUIREMENTS:

- Disbursement Voucher
- Obligation Request
- Approved Travel order (Original copy)
- Approved Itinerary of Travel (Appendix A)
- Approved Certificate of travel completed (Appendix B)
- Certificate of appearance/participation
- Communication (for training & seminars)
- Travel fare tickets, Boarding Pass (if plane)
- Hotel Accommodation official receipts/cash invoices (original copy)
 - (not needed if per diem is claimed)
- Certification that expenses are necessary by Head of Agency if the expenses exceed the allowed per diems.

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the City Accountant	Transaction Time	Responsible Person
1. Proceed to the Office of the City Accountant and submit all the requirements.	Posts the allotment transactions in the Registry of Appropriation, Allotment & Obligation <ul style="list-style-type: none">a. 20%, Special Purpose, Continuing Appropriations, DRRMb. Other Offices	5 minutes	MERLIN P. ABAYA Mngt. & Audit Analyst IV JESSE JEREMY G. ALINDOGAN Accountant IV

	c. SEF Obligations		MELANIE B. GREFALDIA Admin. Asst. III (Senior Bookkeeper)
	Pre- Audits the transactions - Checks the completeness and accuracy of the supporting documents a. Disbursement Vouchers (GF) b. Disbursement vouchers (SEF) c. Disbursement vouchers (TF)	10 minutes	VICENTE RONELO C. GRATUITO Mngt. & Audit Analyst II APRIL CAROLINE ESTOPASE Admin. Aide VI
	Certifies as to completeness of supporting documents & allotment obligated	5 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant

1.2. PRE-AUDIT SERVICES FOR CASH ADVANCE – TRAVEL

ABOUT THE SERVICE:

Process travel cash advance of various government officers and employees

CLIENT GROUPS:

LGU employees

REQUIREMENTS:

- Disbursement Voucher
- Obligation request
- Approved Travel Order (photo Copy)
- Approved Itinerary of travel (Appendix A)
- Communication (for training & seminars)

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the City Accountant	Transaction Time	Responsible Person
1. Proceed to the Office of the City Accountant and submit all the requirements.	Post the allotment transactions in the Registry of Appropriation, Allotment & Obligation <ul style="list-style-type: none"> a. 20%, Special Purpose, Continuing Appropriations, DRRM b. Other Offices c. SEF Obligations 	5 minutes	MERLIN P. ABAYA Mngt. & Audit Analyst IV JESSE JEREMY G. ALINDOGAN Accountant IV MELANIE B. GREFALDIA Admin. Asst. III (Senior Bookkeeper)
	Pre- Audits the transactions. Checks the completeness and accuracy of the supporting documents <ul style="list-style-type: none"> a. Disbursement Vouchers (GF) b. Disbursement vouchers (SEF) c. Disbursement vouchers (TF) 	10 minutes	VICENTE RONELO C. GRATUITO Mngt. & Audit Analyst II APRIL CAROLINE ESTOPASE Admin. Aide VI
	Certifies as to completeness of supporting documents & allotment obligated	5 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant

1.3. PRE-AUDIT SERVICES FOR LIQUIDATION OF CASH ADVANCE FOR TRAVEL**ABOUT THE SERVICE:**

Process travel cash advance of various government officers and employees

CLIENT GROUPS:

LGU employees

REQUIREMENTS:

- Liquidation report
- Obligation request
- Travel order (original copy)
- Approved Itinerary of Travel (Appendix A)
- Approved Certificate of travel completed (Appendix B)
- Certificate of appearance/participation
- Communication (for training & seminars)

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

15 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the City Accountant	Transaction Time	Responsible Person
1. Proceed to the Office of the City Accountant and submit all the requirements.	Receives and Pre- Audits the transactions. Checks the completeness and accuracy of the supporting documents a. Liquidation report - all funds	10 minutes	JESSE JEREMY G. ALINDOGAN Accountant IV
	Approves the liquidation	5 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant

1.4. PRE-AUDIT SERVICES FOR PAYMENT OF GASOLINE CONSUMPTION**ABOUT THE SERVICE:**

Process payment of gasoline consumption of various city vehicles

CLIENT GROUPS:

Supplier

REQUIREMENTS:

- Disbursement voucher
- Obligation request
- Purchase request
- Vehicle Trip tickets
- Gas Allocation Slip
- Charge/Sales invoices (original copy)
- Official Receipts/Cash Invoice (original copy) (for reimbursement)

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the City Accountant	Transaction Time	Responsible Person
1. Proceed to the Office of the City Accountant and submit all the requirements.	Posts the allotment transactions in the Registry of Appropriation, Allotment & Obligation a. 20%, Special Purpose, Continuing Appropriations, DRRM b. Other Offices	5 minutes	MERLIN P. ABAYA Mngt. & Audit Analyst IV JESSE JEREMY G. ALINDOGAN Accountant IV
	Pre- Audits the transactions. Checks the completeness and accuracy of the supporting documents a. Disbursement Vouchers (GF) b. Disbursement vouchers (TF)	10 minutes	VICENTE RONELO C. GRATUITO Mngt. & Audit Analyst II APRIL CAROLINE ESTOPASE Admin. Aide VI
	Certifies as to completeness of supporting documents & allotment obligated	5 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant

1.5. PRE-AUDIT SERVICES FOR PAYMENT OF FINANCIAL ASSISTANCE

ABOUT THE SERVICE:

Process payment of financial assistance

CLIENT GROUPS:

LGU employees/Barangays/External clients

REQUIREMENTS:

- Disbursement voucher
- Obligation request
- Certificate of Eligibility or Case Study Report by CSWDO
- Certificate of Indigency by concerned Barangay Captain
- Photocopy of medical certificate, doctor's prescription (for medical assistance) and death certificate (for burial assistance)

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the City Accountant	Transaction Time	Responsible Person
1. Proceed to the Office of the City Accountant and submit all the requirements.	Posts the allotment transactions in the Registry of Appropriation, Allotment & Obligation a. 20%, Special Purpose, Continuing Appropriations, DRRM b. Other Offices	5 minutes	MERLIN P. ABAYA Mngt. & Audit Analyst IV JESSE JEREMY G. ALINDOGAN Accountant IV
	Pre- Audits the transactions. Checks the completeness and accuracy of the supporting documents a. Disbursement Vouchers (GF) b. Disbursement vouchers (TF)	10 minutes	VICENTE RONELO C. GRATUITO Mngt. & Audit Analyst II APRIL CAROLINE ESTOPASE Admin. Aide VI

	Certifies as to completeness of supporting documents & allotment obligated	5 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant
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1.6. PRE-AUDIT SERVICES FOR PROCUREMENT OF GOODS (SMALL VALUE PROCUREMENT)

ABOUT THE SERVICE:

Process payment of procured goods using Alternative mode of Procurements (SVP)

CLIENT GROUPS:

LGU employees/Supplier

REQUIREMENTS:

- Purchase Request (w/PNDF certification in case of medicine) & (includes certification from BAC that it is part of Approved APP)
- Approved Budget for the Contract (DOH index ceiling)
- SB Resolution Authorizing the LCE to enter into a contract w/ the Grantor (for TF)
- MOA between the LGU & the Grantor (for TF)
- BAC Resolution recommending & justifying to the HOPE the use alternative mode of procurement
- BAC Certification of Posting in conspicuous places (50k and above ABC)
- Philgeps Posting of invitation (ABC more than 50k)
- RFQ from three (3) bona-fide Suppliers
- Abstract of Quotation duly signed by the BAC
- Mayor's Permit
- PhilGEPS Registration
- Statement of the Supplier that it is "not blacklisted"
- Sworn Affidavit that the Supplier is not related to the HOPE
- Income & Business Tax Returns
- Professional License/Curriculum Vitae (Consulting Services)
- BAC Resolution recommending Award of contract
- NOA to Winning Supplier w/ "conforme" & copy of posting in PhilGEPS [except for those w/ ABCs equal to Php 50,000.00 & below]
- SB Resolution Authorizing the LCE to enter into a contract w/ the winning bidder (for TF)
- Contract Agreement/PO
- NTP to the winning Supplier & copy of posting in the PhilGEPS
- Sales Invoice/OR
- Delivery Receipt
- Acceptance and Inspection Report
- Requisition and Issue Slip for goods
- ARE/CIS for semi-expendables & equipment
- Waste material report (for items to be replaced and disposed)
- Request for Pre-Repair and Post-Repair Inspection Report

- Acknowledgement Receipts signed by individual recipients (for donated items)
- Program of Work (for infrastructure projects/repairs of building/structures)
- Certified Attendance (for payment of meals and snacks)
- List of menu served (for payment of meals and snacks)

Additional Requirements in case of Medicines and Drugs and Medical Supplies and Equipment

- Certificate of Product Registration (CPR) from FDA
- Certificate of Product Listing (CPL) from FDA
- Certificate of Good Manufacturing Practice (CGMP) from Manufacturer
- License to Operate (LTO) from FDA
- Batch Certificate for Antibiotics and/or Certificate of Test Analysis issued by FDA for all medicines and drugs purchased

In case of Calamities

- PAGASA Report
- Sangguniang Resolution declaring an LGU or a portion thereof under a State of Calamity
- Utilization Report

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the City Accountant	Transaction Time	Responsible Person
1. Proceed to the Office of the City Accountant and submit all the requirements.	<p>Posts the allotment transactions in the Registry of Appropriation, Allotment & Obligation</p> <p>a. 20%, Special Purpose, Continuing Appropriations, DRRM</p> <p>b. Other Offices</p> <p>c. SEF Obligations</p>	5 minutes	<p>MERLIN P. ABAYA Mngt. & Audit Analyst IV</p> <p>JESSE JEREMY G. ALINDOGAN Accountant IV</p> <p>MELANIE B. GREFALDIA</p>

			Admin. Asst. III (Senior Bookkeeper)
	Pre- Audits the transactions. Checks the completeness and accuracy of the supporting documents a. Disbursement Vouchers (GF) b. Disbursement Vouchers (TF) c. Disbursement Vouchers (SEF)	10 minutes	VICENTE RONELO C. GRATUITO Mngt. & Audit Analyst II JESSE JEREMY G. ALINDOGAN Accountant IV APRIL CAROLINE ESTOPASE Admin. Aide VI
	Certify as to completeness of supporting documents & allotment obligated	5 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant

1.7. PRE-AUDIT SERVICES FOR PROCUREMENT OF SERVICES (SMALL VALUE PROCUREMENT)

ABOUT THE SERVICE:

Process payment of procured Services using Alternative mode of Procurements (SVP)

CLIENT GROUPS:

LGU employees/supplier

REQUIREMENTS:

- Purchase Request (includes certification from BAC that it is part of Approved APP)
- Approved Budget for the Contract
- SB Resolution Authorizing the LCE to enter into a contract w/ the Grantor (for TF)
- MOA between the LGU & the Grantor (for TF)
- BAC Resolution recommending & justifying to the HOPE the use alternative mode of procurement
- BAC Certification of Posting in conspicuous places (50k and above ABC)
- Philgeps Posting of invitation (ABC more than 50k)
- RFQ from three (3) bona-fide Suppliers
- Abstract of Quotation duly signed by the BAC
- Mayor's Permit
- PhilGEPS Registration
- Statement of the Supplier that it is "not blacklisted"
- Sworn Affidavit that the Supplier is not related to the HOPE
- Income & Business Tax Returns
- Professional License/Curriculum Vitae (Consulting Services)
- BAC Resolution recommending Award of contract

- NOA to Winning Supplier w/ "conforme" & copy of posting in PhilGEPS [except for those w/ ABCs equal to Php 50,000.00 & below]
- SB Resolution Authorizing the LCE to enter into a contract w/ the winning bidder (for TF)
- Newspaper/Publication Issue (for advertisements and publications)
- Contract Agreement/PO/Contract of Service
- Accomplishment Report (for professional services)
- Job Order Estimate (for repair of equipment and vehicles)
- Certificate of Repair/Acceptance (for repair of vehicles and equipment)
- Billing Statements (original copy)
- Waste material report (for items to be replaced and disposed)
- Request for Pre-Repair and Post-Repair Inspection Report
- Program of Work (for infrastructure projects/repairs of building/structures)
- ORs/Cash Invoices (original copy) for reimbursements – P1,000 and below

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the City Accountant	Transaction Time	Responsible Person
1. Proceed to the Office of the City Accountant and submit all the requirements.	Posts the allotment transactions in the Registry of Appropriation, Allotment & Obligation <ul style="list-style-type: none"> a. 20%, Special Purpose, Continuing Appropriations, DRRM b. Other Offices c. SEF Obligations 	5 minutes	MERLIN P. ABAYA Mngt. & Audit Analyst IV JESSE JEREMY G. ALINDOGAN Accountant IV MELANIE B. GREFALDIA Admin. Asst. III (Senior Bookkeeper)
	Pre- Audits the transactions. Checks the completeness and accuracy of the supporting documents <ul style="list-style-type: none"> a. Disbursement Vouchers (GF) 	10 minutes	VICENTE RONELO C. GRATUITO

	b. Disbursement Vouchers (TF) c. Disbursement Vouchers (SEF)		Mngt. & Audit Analyst II JESSE JEREMY G. ALINDOGAN Accountant IV APRIL CAROLINE ESTOPASE Admin. Aide VI Mngt. & Audit Analyst I
	Certifies as to completeness of supporting documents & allotment obligated	5 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant

1.8. PRE-AUDIT SERVICES FOR PROCUREMENT OF GOODS (SHOPPING)

ABOUT THE SERVICE:

Process payment of procured regular supplies and equipment using Alternative mode of Procurements (Shopping)

CLIENT GROUPS:

LGU employees/Suppliers

REQUIREMENTS:

- Purchase Request
- Approved Budget for the Contract (ABC)
- Annual Procurement Plan (APP) – not applicable for Trust Fund
- BAC Resolution recommending procurement thru Shopping and Head of Procuring Entity's Approval pursuant to Section 48, 52 and 54 of the IRR-A of R.A. No. 9184 (as amended)
- Request for Quotations (RFQ) from at least three (3) bona-fide Suppliers [except during unforeseen contingencies requiring immediate purchase under Sec. 52.1 (a) of the IRR when the RFQ may be sent to only one (1) supplier]
- Posting of RFQ for a period of seven (7) calendar days [except when there is an unforeseen contingency requiring immediate purchase under Sec. 52.1 (a) of the IRR or RFQs with ABCs equal to Fifty Thousand Pesos (Php 50,000.00) and below]
- Printout Copy of Advertisement posted in PhilGEPS
- Certification from the Head of BAC Secretariat on the Posting of Advertisement at Conspicuous Places
- Printout Copy of Advertisement in Agency Website, if any
- Abstract of Quotations duly signed by the BAC
- Supplier's PhilGEPS Registration Certificate or Registration No. except for Emergency Cases, Agency to Agency Arrangements, Highly Technical Consultants, Defense Cooperation Agreement, Community Participation and United Nations Agency (Sec. 54.6)

- Statement of the prospective supplier that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs
- Sworn affidavit of the supplier that it is not related to the HOPE by consanguinity or affinity up to the third civil degree
- PS-DBM Certification of Non-Availability, for Procurement of ordinary and regular office supplies and equipment with ABC of ₱250,000.00 and below from outside suppliers (where applicable)
- BAC Resolution recommending award of contract and approval by the HOPE
- Notice of Award to Winning Bidder (NOA) with "Conforme" and copy of posting in the PhilGEPS, the Agency Website, if any, and at Conspicuous Places [except for those with ABCs equal to Fifty Thousand Pesos (Php 50,000.00) and below]
- SB Resolution Authorizing the LCE to enter into a contract with the winning bidder (for Trust Fund)
- Contract Agreement/PO
- Performance Security except for Shopping under Section 52 and Negotiated Procurement under Sections 53.2 (emergency cases), 53.5 (agency-to-agency), 53.9 (small value procurement), 53.10 (lease of real property), 53.12 (community participation) and 53.13 (UN agencies)
- Other Contract documents that maybe required by existing laws and/or the Procuring Entity concerned:
- Notice to Proceed to the Winning Bidder (NTP) and copy of posting in the PhilGEPS and Agency Website, if any
- Sales Invoice
- Delivery Receipt (with Lot No. and Expiry Date in case of purchase of medicines and drugs)
- Acceptance and Inspection Report
- ARE for Semi-expendables and Equipment
- Warranty Security except for Shopping under Section 52 and Negotiated Procurement under Sections 53.2 (emergency cases), 53.5 (agency-to-agency), 53.9 (small value procurement), 53.10 (lease of real property), 53.12 (community participation) and 53.13 (UN agencies)
- Obligation Request (except for disbursements under TF)
- Disbursement Voucher

Additional Requirements in case of Medicines and Drugs and Medical Supplies and Equipment

- Certificate of Product Registration (CPR) from FDA
- Certificate of Product Listing (CPL) from FDA
- Certificate of Good Manufacturing Practice (CGMP) from Manufacturer
- License to Operate (LTO) from FDA
- Batch Certificate for Antibiotics and/or Certificate of Test Analysis issued by FDA for all medicines and drugs purchased

In case of Calamities

- PAGASA Report

- Sangguniang Resolution declaring an LGU or a portion thereof under a State of Calamity
- Utilization Report

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the City Accountant	Transaction Time	Responsible Person
1. Proceed to the Office of the City Accountant and submit all the requirements.	Posts the allotment transactions in the Registry of Appropriation, Allotment & Obligation <ul style="list-style-type: none"> a. 20%, Special Purpose, Continuing Appropriations, DRRM b. Other Offices c. SEF Obligations 	5 minutes	MERLIN P. ABAYA Mngt. & Audit Analyst IV JESSE JEREMY G. ALINDOGAN Accountant IV MELANIE B. GREFALDIA Admin. Asst. III (Senior Bookkeeper)
	Pre- Audits the transactions. Checks the completeness and accuracy of the supporting documents <ul style="list-style-type: none"> a. Disbursement Vouchers (GF) b. Disbursement Vouchers (TF) c. Disbursement Vouchers (SEF) 	10 minutes	VICENTE RONELO C. GRATUITO Mngt. & Audit Analyst II JESSE JEREMY G. ALINDOGAN Accountant IV APRIL CAROLINE ESTOPASE Admin. Aide VI

	Certifies as to completeness of supporting documents & allotment obligated	5 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant
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1.9. PRE-AUDIT SERVICES FOR PROCUREMENT OF GOODS (COMPETITIVE BIDDING)

ABOUT THE SERVICE:

Process payment of procured goods using Competitive Bidding

CLIENT GROUPS:

LGU employees/suppliers

REQUIREMENTS:

- Purchase Request (with PNDF Certification in case of procurement of medicines and drugs)
- Approved Budget for the Contract (ABC)
- Annual Procurement Plan (APP)
- Annual Investment Plan (AIP)/20% Development Plan
- Local Disaster Risk Reduction and Management Plan (LDRRMP)
- SB Resolution Authorizing the LCE to enter into a contract with the Grantor (for Trust Fund)
- MOA between the LGU and the Grantor (for Trust Fund)
- Pre-Procurement Conference Notice
- Invitation to observers:
 - a. COA Representative
 - b. Duly recognized private group
 - c. NGO
- Minutes of the Pre-Procurement Conference
- Attendance Sheet
- Invitation to Bid
 - a. Certification from the Head of BAC Secretariat on the Posting of Advertisement at Conspicuous Places
 - b. Printout Copy of Advertisement posted in PhilGEPS
 - c. Printout Copy of Advertisement in Agency Website, if any
- Pre-bid Conference Notice
- Invitation to observers:
 - a. COA Representative
 - b. Duly recognized private group
 - c. NGO
- Minutes of the Pre-bid Conference
- Request for Clarification by Bidder(s), if any
- Supplemental Bid Bulletin, if any (at least 7 CD before the deadline for the submission and receipt of bids) and copy of posting in the PhilGEPS
- Notice of Opening of Bids
- Invitation to observers:
 - a. COA Representative
 - b. Duly recognized private group
 - c. NGO
- Minutes of the Opening of Bids
- Attendance Sheet

- Checklist of Eligibility Requirements for the BAC
- Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives
- Mayor's Permit (LGU) issued by the City or Municipality where the principal place of business of the prospective bidder is located
- Tax Clearance
- Checklist of Technical Envelope Requirements for the BAC
- Statement of Ongoing Government and Private Contracts, including Contracts Awarded but not yet Started, if any
- Statement Identifying the Bidder's Single Largest Completed Contract similar to the contract to be bid
- Checklist of Financial Envelope Requirements for the BAC
- Financial Statements for the immediately Preceding Year stamped "received" by the BIR
- Computation of the NFCC or Commitment from a Universal or Commercial Bank to extend a Credit Line in favor of the Prospective Bidder
- BAC Certification that the contractor maintains a file of Class "A" documents (in lieu of Class "A" documents)
- Valid Joint Venture Agreement, if any
- Bid Security
- Production/Delivery Schedule
- Manpower Requirements
- After Sales Service/Parts, if applicable
- Omnibus Sworn Statement that:
 - a. The signatory is the sole proprietor or the duly authorized and designated representative;
 - b. He/She has or has been granted the full power and authority to do, execute and perform any and all acts necessary and/or to represent in the bidding;
 - c. The bidder is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations or LGUs, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
 - d. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete and that all statements and information provided therein are true and correct;
 - e. The bidder is authorizing the Head of the Procuring Entity (HOPE) or its duly authorized representative (s) to verify all the documents submitted;
 - f. The signatory (if sole proprietorship) is not/None of the officers and members (if partnership or cooperative)/None of the officers, directors, and controlling stockholders is related to the HOPE, members of the BAC, the TWG, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
 - g. The bidder complies with existing labor laws and standards;
 - h. The bidder is aware of and has undertaken the following responsibilities as a bidder:
 1. carefully examine all the bidding documents;

2. acknowledge all conditions, local or otherwise, affecting the implementation of the contract,
 3. made an estimate of the facilities available and needed for the contract to be bid, if any, and
 4. inquire or secure Supplemental/Bid Bulletin(s) issued for the project;
- i. The bidder did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
- Bid Prices in Bill of Quantities in the prescribed Bid Form
 - Recurring and Maintenance Costs, if applicable
 - Invitation to observers:
 - a. COA Representative
 - b. Duly recognized private group
 - c. NGO
 - Abstract of Bid as Read
 - Abstract of Bid as Evaluated/Calculated
 - Bid Evaluation Report
 - Minutes of Bid Evaluation
 - Notice from BAC that the Bidder has the Lowest Calculated Bid
 - Invitation to observers:
 - a. COA Representative
 - b. Duly recognized private group
 - c. NGO
 - Post-Qualification Evaluation Report of the TWG (Winning Bidder)
 - Latest Income and Business Tax Returns
 - Certificate of PhilGEPS Registration
 - Other appropriate licenses and permits required by law and stated in the Bidding Documents
 - Notice of Post-Qualification (WB)
 - Notice of Post-Disqualification (LB)
 - BAC Resolution Declaring LCRB and Recommending Approval/Award
 - Notice of Award to Winning Bidder (NOA) with "Conforme" and copy of posting in the PhilGEPS, the Agency Website, if any, and at Conspicuous Places
 - SB Resolution Authorizing the LCE to enter into a contract with the winning bidder (for Trust Fund)
 - Contract Agreement/Purchase Order and copy of posting in the PhilGEPS and Agency Website, if any
 - Conditions of the Contract (General and Special)
 - Performance Security and Contractors All Risk Insurance (CARI)
 - Other Contract documents that maybe required by existing laws and/or the Procuring Entity concerned
 - Notice to Proceed to the Winning Bidder (NTP) and copy of posting in the PhilGEPS and Agency Website, if any
 - Acceptance and Inspection Report (AIR)
 - Sales Invoice (SI) or Delivery Receipt (DR) (with Lot No. and Expiry Date in case of purchase of medicines and drugs)

- Warranty Security for a minimum period of 3 months, in the case of expendable supplies, or a minimum period of 1 year in the case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies
- Results of Test Analysis, if applicable
- Obligation Request (except for Trust Fund)
- Disbursement Voucher

Additional Requirements in case of Medicines and Drugs and Medical Supplies and Equipment

- Certificate of Product Registration (CPR) from FDA
- Certificate of Product Listing (CPL) from FDA
- Certificate of Good Manufacturing Practice (CGMP) from FDA
- If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the products/items
- License to Operate (LTO) from FDA
- Batch Certificate for Antibiotics
- In case of motor vehicles, (AO No. 15 dated 5/25/2012) authority to evaluate, recommend and approve purchase from:
 - a. For motor vehicle acquisitions of departments, attached agencies, GOCCs, and GFIs, the evaluating and recommending authority is vested with DBM, while the approving authority is vested with the department secretary concerned
 - b. For motor vehicle acquisitions of LGUs, the approving authority is vested with DILG
 - c. For motor vehicles of other government offices/agencies not covered by the foregoing, the evaluating and recommending authority is vested with DBM, while approving authority is vested with OP

In case of Calamities

- Utilization Report

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the City Accountant	Transaction Time	Responsible Person
1. Proceed to the Office of the City Accountant and submit all the requirements.	Posts the allotment transactions in the Registry of Appropriation, Allotment & Obligation	5 minutes	

	a. 20%, Special Purpose, Continuing Appropriations, DRRM b. Other Offices c. SEF Obligations		MERLIN P. ABAYA Mngt. & Audit Analyst IV JESSE JEREMY G. ALINDOGAN Accountant IV MELANIE B. GREFALDIA Admin. Asst. III (Senior Bookkeeper)
If additional documents or clarifications are needed, concern office/personnel will be notified immediately.	Pre- Audits the transactions. Checks the completeness and accuracy of the supporting documents a. Disbursement Vouchers (GF) b. Disbursement Vouchers (TF) c. Disbursement Vouchers (SEF)	10 minutes	VICENTE RONELO C. GRATUITO Mngt. & Audit Analyst II JESSE JEREMY G. ALINDOGAN Accountant IV APRIL CAROLINE ESTOPASE Admin. Aide VI
	Certifies as to completeness of supporting documents & allotment obligated	5 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant

1.10. PRE-AUDIT SERVICES FOR PROCUREMENT OF CIVIL WORKS (COMPETITIVE BIDDING)

ABOUT THE SERVICE:

Process payment of infrastructure projects using Competitive Bidding

CLIENT GROUPS:

Contractors

REQUIREMENTS:

- Purchase Request
- Approved Program of Works and Detailed Estimates
- Derivation of Quantities
- Approved Plans and Specifications
- Cert from the concerned govt officials who prepared and approved the detailed engineering that the detailed engineering surveys and designs have been conducted according to the prescribed agency standards

- and specifications and that the engineering outputs are adequate for the procurement at hand
- Approved Budget for the Contract (ABC)
 - Certificate of Availability of Fund (CAF)
 - Authenticated photocopy of the approved Annual Procurement Plan (APP)
 - AIP/20% Devt Fund
 - Authenticated photocopy of the approved Annual Investment Plan (AIP)/ Local Disaster Risk Reduction and Management Plan (LDRRMFP)
 - SB Resolution Authorizing the LCE to enter into a contract/MOA (for Trust Fund)
 - MOA between the LGU and the Grantor (for Trust Fund)
 - BAC resolution adopting mode of procurement
 - Conduct of Pre-Procurement Conference (ABC above ₱5M)
 - Pre-procurement Conference Notice
 - Invitation to observers
 - a. COA Representative
 - b. Duly recognized private group
 - c. NGO
 - Minutes of the Pre-procurement Conference
 - Attendance Sheet
 - Advertisement/Posting of Invitation to Bid
 - Invitation to Bid
 - a. Certification from the Head of BAC Secretariat on the Posting of Advertisement at Conspicuous Places
 - b. Printout Copy of Advertisement posted in PhilGEPS
 - c. Printout Copy of Advertisement in Agency Website, if any
 - Conduct of Pre-Bid Conference (ABC ₱1M and above)
 - Pre-bid Conference Notice
 - Invitation to observers:
 - a. COA Representative
 - b. Duly recognized private group
 - c. NGO
 - Minutes of the Pre-bid Conference
 - Attendance Sheet
 - Request for Clarification by Bidder(s), if any
 - Supplemental Bid Bulletin, if any (at least 7 CD before the deadline for the submission and receipt of bids) and copy of posting in the PhilGEPS
 - Conduct of Bid Conference
 - Minutes of the Opening of Bids
 - Attendance Sheet
 - Checklist of Eligibility Requirements for the BAC
 - Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives
 - Mayor's Permit (LGU) issued by the City or Municipality where the principal place of business of the prospective bidder is located
 - Tax Clearance
 - Checklist of Technical Envelope Requirements for the BAC

- Statement of Ongoing Government and Private Contracts, including Contracts Awarded but not yet Started, if any
- Statement Identifying the Bidder's Single Largest Completed Contract similar to the contract to be bid
- Owner's Certificate of Final Acceptance; or the Constructors Performance Evaluation Summary (CPES) Final Rating and/or the Certificate of Completion
- Contractor's PCAB License and Registration
- Contractors affidavit of site inspection
- Checklist of Financial Envelope Requirements for the BAC
- Financial Statements for the immediately Preceding Year stamped "received" by the BIR
- Computation of the NFCC or Commitment from a Universal or Commercial Bank to extend a Credit Line in favor of the Prospective Bidder
- BAC Certification that the contractor maintains a file of Class "A" documents
- Cert of registration with the BAC of the PE
- Valid Joint Venture Agreement, if any
- Bid Securing declaration
- Organizational Chart for the Contract to be Bid
- List of Contractor's Key Personnel to be assigned to the Contract to be bid, with their Complete Qualification and Experience Data and contractors letter to the PE
- List of Contractor's Equipment, which are owned, leased, and/or under purchase agreement supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the Project. Receipt/proof of purchase, if owned, purchase agreement for purchase of equipment, if any
- Omnibus Sworn Statement that:
 - a. The signatory is the sole proprietor or the duly authorized and designated representative;
 - b. He/She has or has been granted the full power and authority to do, execute and perform any and all acts necessary and/or to represent in the bidding;
 - c. The bidder is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations or LGUs, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
 - d. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete and that all statements and information provided therein are true and correct;
 - e. The bidder is authorizing the Head of the Procuring Entity (HOPE) or its duly authorized representative (s) to verify all the documents submitted;
 - f. The signatory (if sole proprietorship) is not/None of the officers and members (if partnership or cooperative)/None of the officers, directors, and controlling stockholders is related to the HOPE, members of the BAC, the TWG, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

- g. The bidder complies with existing labor laws and standards;
 - h. The bidder is aware of and has undertaken the following responsibilities as a bidder:
 - carefully examine all the bidding documents;
 - acknowledge all conditions, local or otherwise, affecting the implementation of the contract,
 - made an estimate of the facilities available and needed for the contract to be bid, if any, and
 - inquire or secure Supplemental/Bid Bulletin(s) issued for the project
 - i. The bidder did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
- Bid Prices in Bill of Quantities in the prescribed Bid Form
 - Detailed Estimates including a Summary Sheet indicating the Unit Prices of Construction Materials, Labor Rates and Equipment Rentals used in coming up with the Bid
 - Cash Flow by Quarter and Payment Schedule
 - Invitation to observers:
 - a. COA Representative
 - b. Duly recognized private group
 - c. NGO
 - Abstract of Bid as Read
 - Abstract of Bid as Evaluated/Calculated
 - Bid Evaluation Report
 - Minutes of Bid Evaluation
 - Notice from BAC that the Bidder has the Lowest Calculated Bid
 - Invitation to observers:
 - a. COA Representative
 - b. Duly recognized private group
 - c. NGO
 - Post-Qualification Evaluation Report of the TWG (Winning Bidder)
 - Latest Income and Business Tax Returns
 - Certificate of PhilGEPS Registration
 - Other appropriate licenses and permits required by law and stated in the Bidding Documents
 - Notice of Post-Qualification (WB)
 - Notice of Post-Disqualification (LB)
 - BAC Resolution Declaring LCRB and Recommending Approval/Award
 - Notice of Award to Winning Bidder (NOA) with "Conforme" and copy of posting in the PhilGEPS, the Agency Website, if any, and at Conspicuous Places
 - Notification of Bidding Results to the Losing Bidders
 - SB Resolution Authorizing the LCE to enter into a contract with the winning bidder (for Trust Fund)
 - Contract Agreement and copy of posting in the PhilGEPS and Agency Website, if any
 - Conditions of the Contract (General and Special Conditions)
 - Performance Security and Contractors All Risk Insurance (CARI)

- Construction Schedule (Bar Chart for Construction Activities and S-Curve for Financial Requirements)
- Manpower Utilization Schedule
- Narrative Description of Construction Procedures and Methods
- Equipment Utilization Schedule
- Construction Safety and Health Program approved by DOLE
- PERT/CPM approved by the Procuring Entity
- Other Contract documents that maybe required by existing laws and/or the Procuring Entity concerned
- Notice to Proceed to the Winning Bidder (NTP) and copy of posting in the PhilGEPS and Agency Website, if any
- Certificate from the PE that no government equity was used for the project
- Letter request from contractor for advance/progress/final payment or for substitution in case of release of retention money
- Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee (*for Advance Payment*)
- Contractors request for agency inspection
- Inspection Report by the Agency's Authorized Engineer (*progress/final billing*)
- Contractor's Affidavit on Payment of Laborers and Materials (*progress/final billing*)
- Statement of Worked Accomplished/Progress Billing
- Statement of Time Elapsed (*progress/final billing*)
- Certificate of Payment (*progress/final billing*)
- Photocopy of vouchers of all previous payments (*progress/final billing*)
- As-Built Plan (*final billing*)
- Results of Test Analysis (*progress/final billing*)
- Certificate of Project Acceptance (*final billing*)
- Certificate of Project Completion (*final billing*)
- Certificate of Project Turnover (*final billing*)
- Pictures, Before, During and After Construction of Items of Work especially the embedded items (*progress/final billing*)
- Clearance from the Provincial Treasurer that the corresponding sand and gravel fees have been paid (*final billing*)
- Copy of turn over documents/transfer of project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency (*final billing*)
- Report of Scrap Construction Materials/Waste Materials Report (*final billing*)
- Warranty Security (*final billing*)
- Obligation Request (except for TF)
- Disbursement Voucher
- **In case of Contract Time Extension**
- Letter Request for contract time extension from the contractor
- Project Engineer's Report/Agency Resident Engineer's Report relative to the request for contract time extension
- Evaluation/recommendation/ justification from the Agency Resident Engineer with the attached summary/computation of the requested time extension including the respective period covered and specific date of occurrence
- Approved Time Extension

- Straight Line Diagram showing the critical activities affected
- Straight Line Diagram showing the contract effectivity, contract expiry and other vital dates of the project such as previously approved time extension
- Copy of previously approved time extension (if any)
- Copy of original contract
- Copy of latest approved PERT/CPM Network Diagram Bar Chart prior to the request for contract time extension
- Conformity of contractor's Bondsman

Additional supporting documents for specific conditions:

Due to Rainy/Unworkable Days considered unfavorable for the prosecution of the works at the site:

- Certification/Monthly Weather Report from PAG-ASA
- Pictures/Photographs showing that the site is unworkable
- Project Weather Chart duly signed by the Agency Resident Engineer
- Project Logbook/Summary of Ineffective Working Days
- Breakdown of Pre-determined rainy/unworkable days as provided in the approved original contract
- Summary of Previously Approved Time Extension (s) with the corresponding inclusive dates (if there's any)
- Certification from the Agency stating the balance of pre-determined rainy/unworkable days as provided in the approved original contract or same has already been exhausted

Due to Inaccessibility to Project/Obstruction

- Exhibit photos of obstructions
- Information on the exclusive dates project was affected and what activities were affected
- Straight Line Diagram showing the location of the obstruction in relation to the project
- Relevant documents such as permit issued, communication, minutes of meeting

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the City Accountant	Transaction Time	Responsible Person
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1. Proceed to the Office of the City Accountant and submit all the requirements.	Posts the allotment transactions in the Registry of Appropriation, Allotment & Obligation <ol style="list-style-type: none"> 20%, Special Purpose, Continuing Appropriations, DRRM Other Offices SEF Obligations 	5 minutes	MERLIN P. ABAYA Mngt. & Audit Analyst IV JESSE JEREMY G. ALINDOGAN Accountant IV MELANIE B. GREFALDIA Admin. Asst. III (Senior Bookkeeper)
	Pre- Audits the transactions. Checks the completeness and accuracy of the supporting documents <ol style="list-style-type: none"> Disbursement Vouchers (GF) Disbursement Vouchers (TF) Disbursement Vouchers (SEF) 	10 minutes	VICENTE RONELO C. GRATUITO Mngt. & Audit Analyst II APRIL CAROLINE ESTOPASE Admin. Aide VI
	Certifies as to completeness of supporting documents & allotment obligated	5 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant

1.11. PREPARATION OF ACCOUNT'S ADVICE

ABOUT THE SERVICE:

All checks issued for government payments are supported by Accountant's Advice

CLIENT GROUPS:

LGU employees/Suppliers/ Contractors/ External Clients

REQUIREMENTS:

- Duly Approved Disbursement Vouchers
- Signed check prepared by Treasurer's Office

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

45 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the City Accountant	Transaction Time	Responsible Person
	Prepares Accountant's Advice on duly approved disbursement vouchers with prepared checks	5 minutes per check	DINA LAGAMAYO Admin. Aide II
	Approves Accountant's Advice	10 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant
	Submits the advice to LBP/DBP	30 minutes	JONATHAN D. LOPEZ Admin. Asst. III

1.12. PRE-AUDIT SERVICES FOR PAYMENT OF LABOR THROUGH PAKYAW CONTRACTS**ABOUT THE SERVICE:**

Process payment of Labor under Pakyaw Contract

CLIENT GROUPS:

Pakyaw Group

REQUIREMENTS:

- Purchase Request
- Approved Program of Works
- Detailed Estimate of the Project Cost
- Approved Budget for the Contract (ABC)
- Request for Quotations (RFQ) from at least 3 Pakyaw Groups (when there is competition for the award of Pakyaw works)
- Abstract of Quotations duly signed by the BAC
- Minutes of BAC Meeting
- Notice from BAC that the Pakyaw Group has the Lowest Calculated Bid
- BAC Resolution Declaring LCRB and Recommending Approval/Award
- Notice of Award to the winning bidder with "Conforme"
- Pakyaw agreement duly notarized
- Conditions of the Contract (General and Special)
- Notice to Proceed to the winning bidder
- Pakyaw Leader Statement of Worked Accomplished, reviewed by Municipal Engineer and approved by the Local Chief Executive
- Inspection Report by agency authorized Engineer
- Certificate of Acceptance signed by the Local Chief Executive
- Certificate of Project Completion

- Pakyaw Leader's Affidavit that all obligations pertaining to the project is fully paid such as wages of laborer's, etc.
- Pictures, Before, During and After Construction
- Obligation Request (except for TF)
- Disbursement Voucher

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the City Accountant	Transaction Time	Responsible Person
1. Proceed to the Office of the City Accountant and submit all the requirements.	Posts the allotment transactions in the Registry of Appropriation, Allotment & Obligation <ul style="list-style-type: none"> a. 20%, Special Purpose, Continuing Appropriations, DRRM b. Other Offices c. SEF Obligations 	5 minutes	MERLIN P. ABAYA Mngt. & Audit Analyst IV JESSE JEREMY G. ALINDOGAN Accountant IV MELANIE B. GREFALDIA Admin. Asst. III (Senior Bookkeeper)
	Pre- Audits the transactions. Checks the completeness and accuracy of the supporting documents <ul style="list-style-type: none"> a. Disbursement Vouchers (GF) b. Disbursement Vouchers (TF) 	10 minutes	VICENTE RONELO C. GRATUITO Mngt. & Audit Analyst II APRIL CAROLINE ESTOPASE Admin. Aide VI

	c. Disbursement Vouchers (SEF)		
	Certifies as to completeness of supporting documents & allotment obligated	5 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant

1.13. AVAILMENT OF CERTIFICATE OF NET TAKE HOME PAY

ABOUT THE SERVICE:

Certificate of net take home pay is a requirement to avail loan from Pagibig and other financial institutions.

CLIENT GROUPS:

LGU employees

REQUIREMENTS:

- Duly Filled-up Request Form

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

25 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involve	Action of the Office of the City Accountant	Transaction Time	Responsible Person
1. Proceed to the Office of the City Accountant and submit all the requirements.	Approves the Request Form. Prepares the Certificate of Net Take Home Pay Certificate.	20 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant
2. Receives the Certificate of Net Take Home Pay.	Signs and releases the Certificate of Net Take Home Pay.	5 minutes	

1.14. PREPARATION OF MONTHLY/ YEAR-END FINANCIAL STATEMENTS OF 64 BARANGAYS

CLIENT GROUPS:

Barangays / COA

REQUIREMENTS:

- Monthly accounting reports submitted by Barangay Treasurer/Record Keeper

- Year-end Report on status of appropriation, obligation and balances submitted by Barangay Treasurer

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

5 to 10 days

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

STEPS INVOLVE	Action of the Office of the City Accountant	Transaction Time	Responsible Person
1. Proceed to the Office of the City Accountant and submit all the requirements.	Barangay Treasurer/Record keeper submits all accounts and reports for preparation of journal entries	5-10 days	RINA ESCUDERO Admin. Asst. III VIVIAN M. DOCTAMA Mngt. & Audit Analyst II EDNA G, RAVANILLA Mngt. & Audit Analyst I JOSE EMERSON E. JANER Admin. Officer IV (Mngt. & Audit Analyst II) LORENA D. TONO Admin. Asst. II (Bookkeeper I) DIANA M. GALAN Admin. Asst. II (Senior Bookkeeper)
	Approves the Journal Entry Vouchers		CHRISTINE N. MERALPES CGDH I/ City Accountant
	Prepares the various Financial Statements		VIVIAN M. DOCTAMA Mngt. & Audit Analyst II EDNA G, RAVANILLA Mngt. & Audit Analyst I GINA N. DUAZO Senior Bookkeeper
	Approves the Financial Statements		CHRISTINE N. MERALPES CGDH I/ City Accountant

1.15. AVAILMENT OF CERTIFICATIONS AND TECHNICAL ASSISTANCE

CLIENT GROUPS:

LGU employees/ Barangays

REQUIREMENTS:

- Verbal or oral request

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

5 to 10 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Action of the Office of the City Accountant	Transaction Time	Responsible Person
Discuss and informs issues and concerns related to the mandate of the department	5-10 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant

1.16. AVAILMENT OF OTHER CITY TRANSACTIONS

CLIENT GROUPS:

LGU employees /External Clients

REQUIREMENTS:

- Refer to COA Circular 2012-001 for minimum documentary requirements
-

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM 12:00 NOON and 1:00 to 5:00 PM

TOTAL PROCESSING TIME:

1 hour and 5 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Action of the Office of the City Accountant	Transaction Time	Responsible Person
Posting of allotment transactions in the Registry of Appropriation, Allotment & Obligation <ul style="list-style-type: none"> a. 20%, Special Purpose, Continuing Appropriations, DRRM b. Other Offices c. SEF Obligations 	5 minutes	MERLIN P. ABAYA Mngt. & Audit Analyst IV JESSE JEREMY G. ALINDOGAN Accountant IV MELANIE B. GREFALDIA Admin. Asst. III (Senior Bookkeeper)
Pre- Audit of transactions – Check the completeness and accuracy of the supporting documents <ul style="list-style-type: none"> a. Disbursement Vouchers (GF) b. Disbursement Vouchers (TF) c. Disbursement Vouchers (SEF) 	30 minutes	VICENTE RONELO C. GRATUITO Mngt. & Audit Analyst II APRIL CAROLINE ESTOPASE Admin. Aide VI
Certify as to completeness of supporting documents & allotment obligated	30 minutes	CHRISTINE N. MERALPES CGDH I/ City Accountant