

## 5. SERVICE NAME: BARANGAY TRANSACTIONS

**Description of the Service:** *Barangay Treasurers are obliged to submit their monthly transacted vouchers to the City accountant for scrutiny and submission to the Commission on Audit so that there will be no impediment in their transactions.*

Office or Divisions:	OFFICE OF THE CITY ACCOUNTANT			
Classification:	SIMPLE/COMPLEX			
Type of Transactions:	G to G			
Who may avail:	Barangay Officials			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Transacted voucher/s together with the transmittal letter.</li> </ul>		<ul style="list-style-type: none"> <li>Liga ng Barangay Office</li> </ul>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit transacted vouchers to Accounting Office.	<ol style="list-style-type: none"> <li>Receive the vouchers.</li> <li>Check completeness of supporting documents.</li> <li>Stamp received the transmittal letter.</li> </ol>	None	<p>5 minutes / transaction</p> <p>15 minutes / transaction</p> <p>5 minutes / transaction</p>	<p>Arnelio Ramiscal Jr. – RCC I</p> <p>Ma. Kathleen Joyce C. Yu – Admin Aide III</p>
<b>TOTAL:</b>			25 minutes	