

**Internal/External**

**1. SERVICENAME: ISSUANCE OF ACCOUNTANT’S ADVICE**

**Description of the Service:** The Accountant's advice is necessary for the encashment of checks issued by the City Treasurer to its creditors/clients a check is deemed authorized and funded when being attached with Accountant’s Advice.

<b>Office or Division:</b>	OFFICE OF THE CITY ACCOUNTANT
<b>Classification :</b>	SIMPLE
<b>Type of Transaction:</b>	G to C, G to B and G to G
<b>Who may avail:</b>	Clients, Suppliers, Contractors, Employees and other Government Agencies

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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Processed voucher/s with check/s.	<ul style="list-style-type: none"> <li>• <b>General Service Office</b></li> <li>• <b>City Treasurer’s Office</b></li> <li>• <b>City Budget Office</b></li> <li>• <b>City Engineer’s Office</b></li> <li>• <b>City Planning &amp; Development Office</b></li> <li>• <b>City Mayor’s Office</b></li> </ul>
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<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEE S TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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Submit or present processed voucher/s together with the check duly signed by the City Treasurer and the City Mayor.	1. Verify the availability of cash.	None	2 minutes / transaction	Mary Clairol D. Guillen – Supervising Admin. Officer
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	<p><b>2. Prepare Accountant's Advice form or encode Accountant's Advice in ACICdes.</b></p>		<p><b>3 minutes / transaction</b></p>	<p><b>Janice Cabanos – Admin. Asst. I</b></p> <p><b>Ma. Kathleen Joyce C. Yu</b> <b>Admin. Asst. II</b></p>
	<p><b>3. Record the transaction.</b></p>		<p><b>2 minutes / transaction</b></p>	<p><b>Mary Clairol D. Guillen – Supervising Admin. Officer</b></p>
	<p><b>4. Upload Accountant's Advice file at LBPWeAccess</b></p>	.	<p><b>5 minutes / transaction</b></p>	<p><b>Mary Clairol D. Guillen – Supervising Admin. Officer</b></p>
	<p><b>5. Affix City Accountant's signature or approve the Accountant Advice file at LBPWeAccess</b></p>		<p><b>3 minutes / transaction</b></p>	<p><b>Kevin Richard. A. Agtarap – Concurrent City Accountant</b></p>
	<p><b>6. Endorse client to City Treasurer's Office for releasing of check.</b></p>		<p><b>2 minutes / transaction</b></p>	<p><b>Norliza Guzman – Admin. Aide I</b></p> <p><b>Angela Baggao – Admin. Aide I</b></p>

<b>TOTAL</b>		<b>17 minutes</b>	
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