



**Internal/External**

**2.SERVICENAME: PROCESS DISBURSEMENT VOUCHERS/ PAYROLL**

**Description of the Service:** The disbursement voucher serves as a basis for payment of all the LGU's expenses and obligations. It must be processed and accomplished accordingly by affixing signatures and attaching documents as proof of the transaction made.

<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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> <li>Disbursement voucher with attached OBR and the required supporting papers depending on the type of transaction made.</li> </ul>		<ul style="list-style-type: none"> <li>General Service Office</li> <li>City Treasurer's Office</li> <li>City Budget Office</li> <li>City Engineer's Office</li> <li>City Planning &amp; Development Office</li> <li>City Mayor's Office</li> </ul>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit or present disbursement voucher/s together with the OBR duly signed by the City Budget Officer and the requesting officer.	1. Check attached supporting papers.	None	3 minutes / transaction	<p>Marirose C. Soriano – Admin. Aide I</p> <p>Rommel C. Vehemente – Admin. Officer V</p>



	<b>2. Record the transaction.</b>		<b>3 minutes / transaction</b>	<b>Marirose C. Soriano – Admin. Aide I</b>
	<b>3. Compute for withholding, retention, recoupment if needed.</b>		<b>3 minutes / transaction</b>	<b>John Marie P. Kanoy – Supervising Admin. Officer</b>  <b>Rommel C. Vehemente – Admin. Officer V</b>  <b>Rodolfo S. Duruin – Supervising Admin. Officer</b>  <b>Amelia M. Maddara – Supervising Admin. Officer</b>
	<b>4. Journalize the transaction.</b>		<b>3 minutes / transaction</b>	<b>John Marie P. Kanoy – Supervising Admin. Officer</b>  <b>Rommel C. Vehemente –</b>



				<b>Admin. Officer V</b>  <b>Rodolfo S. Duruin – Supervising Admin. Officer</b>  <b>Amelia M. Maddara – Supervising Admin. Officer</b>
	<b>5. Affix City Accountant's signature.</b>		<b>2 minutes / transaction</b>	<b>Kevin Richard A. Agtarap – Concurrent City Accountant</b>
	<b>TOTAL</b>		<b>14 minutes</b>	