



Internal/External

5.SERVICENAME: 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.

SK Transactions are processed separately and records are updated regularly and kept in the accounting office.

Office or Division:	OFFICE OF THE CITY ACCOUNTANT			
Classification:	SIMPLE/ COMPLEX			
Type of Transaction:	G to G			
Who may avail:	Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transacted voucher/s together with the transmittal letter.		Liga ng Barangay Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit transacted barangay vouchers to Accounting Office.	1. Receive the vouchers.	None	5 minutes / transaction	Nikki Marty Macutay – RCC III Jarvis Galpao – Admin. Aide I
	2. Check completeness of supporting documents.		5 minutes / transaction	Arnelio Ramiscal Jr. – Admin. Asst. III



				Geizelle Olarve – Admin. Aide I
	3. Stamp received the transmittal letter.		5 minutes / transaction	Arnelio Ramiscal Jr. – Admin. Asst. III
2. Submit supporting papers needed.	1. Prepare Vouchers for SK Transactions		5 minutes / transaction	Maria Annabelle Aliangan – Admin. Aide I Judith Medina – Admin. Aide I
	2. Record & Prepare Check		5 minutes / transaction	Ma. Kathleen Joyce C. Yu – Admin. Asst. II
	TOTAL		25 minutes	