



OFFICE OF THE CITY ACCOUNTANT

Internal Services



1. PHILHEALTH Certification of Contributions

Issuance of Certification of PhilHealth Contributions of members.

Office or Division:	Office of the City Accountant			
Classification:	Simple			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Officials and Employees of the City Government of Meycauayan (with permanent, temporary, co-terminous, contractual & casual appointment)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
PhilHealth ID or Member's Data Record – for presentation			PhilHealth	
Employee's ID – for presentation			City Government of Meycauayan	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the complete documents	1.1 Verify records and prepare certification for signature	None	7 minutes	Agnes Brillo Admin. Assistant VI Carlos Jerome Flores Administrative Aide IV Atty. Mariedel P. Tambis-Calamba Acting City Accountant Office of the City Accountant
2. Receive the issued Certification	2. Record and issue the Certification	None	3 minutes	Agnes Brillo Admin. Assistant VI Carlos Jerome Flores Administrative Aide IV Office of the City Accountant
	Total	None	10 minutes	



2. Request for Clearance from Money and Property Accountabilities

Clearances forwarded to the Office of the City Accountant are facilitated

Office or Division:		Office of the City Accountant		
Classification:		Simple		
Type of Transaction:		G2C – Government to Government		
Who may avail:		Different offices of the City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Clearance form			Human Resource Management Office (HRMO)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Clearance form	1.1 Verify record and forward clearance form for signature	None	25 minutes	Ma. Daisy Antonio Admin. Assistant VI Dexter Calalang Admin. Officer V Atty. Mariedel P. Tambis-Calamba Acting City Accountant Office of the City Accountant
2. Receive the clearance	2. Record and release the signed clearance	None	3 minutes	Ma. Daisy Antonio Admin. Assistant VI Office of the City Accountant
Total		None	24 minutes	

3. Request for Financial Documents

Financial Documents from the Barangays of the City Government of Meycauayan are submitted to the Office of the City Accountant for the preparation of Financial Reports as mandated by the Commission on Audit

Office or Division:		Office of the City Accountant		
Classification:		Complex		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Different barangays of City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	



The following are to be submitted in original copy 1. Transmittal of Report 2. Punong Barangay Certification 3. Summary of Checks Issued with DV 4. Record of Appropriations and Obligations 5. Report of Accountability for Accountable Forms 6. Report of Collections and Deposits 7. Cashbook			Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit the Reports	1.1 Receive the reports with supporting documents	None	3 minutes per transmittal	Ramil Alcaraz Senior Admin. Asst. II Ma. Cristina Areglo Senior Admin. Asst. II
	1.2 Arrange and sort the transmitted reports	None	3 minutes per transmittal	Michael Javier Admin. Assistant VI Imelda Bausa Admin. Assistant VI Ma. Daisy Antonio Admin. Assistant VI Agnes Brillo Admin. Assistant VI Grace Antonio Admin. Assistant III Office of the City Accountant
	1.3 Check and review the submitted reports including the supporting documents	None	3 hours per transmittal	Ramil Alcaraz Senior Admin. Asst. II Ma. Cristina Areglo Senior Admin. Asst. II Michael Javier Admin. Assistant VI Imelda Bausa Admin. Assistant VI Ma. Daisy Antonio Admin. Assistant VI Agnes Brillo Admin. Assistant VI Grace Antonio Admin. Assistant III Office of the City Accountant
	1.4 Submit the report to the encoders	None	3 minutes per transmittal	Michael Javier Admin. Assistant VI Imelda Bausa Admin. Assistant VI Ma. Daisy Antonio Admin. Assistant VI Agnes Brillo Admin. Assistant VI Grace Antonio Admin. Assistant III Office of the City Accountant



	1.5 Encode and prepare the necessary financial documents	None	30 days per barangay	Ramil Alcaraz Senior Admin. Asst. II Ma. Cristina Areglo Senior Admin. Asst. II Michael Javier Admin. Assistant VI Imelda Bausa Admin. Assistant VI Ma. Daisy Antonio Admin. Assistant VI Agnes Brillo Admin. Assistant VI Grace Antonio Admin. Assistant III Office of the City Accountant
	1.6 Submit the reports to the requesting party			Gina Marbella Admin. Officer IV
	Total	None	30 days, 3 hours and 9 minutes	

4. Pre-Audit and Processing of Disbursement Vouchers for Payment to Suppliers (Food Expenses/Meals and Snacks)

Disbursement Vouchers for payment to Suppliers for Meals from the City General Services Office to the Office of the City Accountant for pre-audit and certification as to the completeness of its supporting documents and withholding of taxes based on the Government Procurement Act (RA 9184), DBM, DILG and COA Circulars, CSC Issuances, BIR Issuances and other Regulating Bodies and its processing.

Office or Division:	Office of the City Accountant	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Requisitioning Offices of the City Government of Meycauayan	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher – 2 copies		Requisitioning Office
2. Approved Purchase Request – 2 copies		Requisitioning Office
3. Obligation Request – 2 copies		Requisitioning Office
4. Resolution Establishing Mode of Procurement – 1 copy		Bids and Awards Committee
5. Request for Quotation - 1 copy		Bids and Awards Committee
6. Project Proposal -1 copy		Requisitioning Office



7. Notice of Award – 2 copies 8. Purchase Order duly received by COA – 2 copies 9. Notice of Delivery duly received by COA – 2 copies 10. Delivery Receipt/Sales Invoice/ Official Receipt – 2 copies 11. Attendance Sheet – 1 copy 12. Inspection and Acceptance Report - 2 copies 13. Pictures Taken – 1 copy Additional Requirements: Competitive Bidding <ul style="list-style-type: none"> • Invitation to Bid • Posting at Philgeps and in conspicuous places of the City Government • Notice to Proceed – 2 copies • Notice of Award – 2 copies • Minutes of Bid Opening – 2 copies • Notice of Post Qualification – 2 copies • BAC Resolution Declaring Lowest Calculated Responsive Bid – 2 copies • Contract – 2 copies • Bid Form Shopping/Small Value Procurement <ul style="list-style-type: none"> • Request for Price Quotation/Canvass Form (duly signed) from at least three (3) qualified suppliers – 2 copies – 2 copies • Abstract of Quotation Bidding – 2 copies • Recommendation for Shopping Mode of Procurement by the BAC Chairperson – 2 copies Repeat Order <ul style="list-style-type: none"> • Recommendation for Repeat Order by the BAC Chairperson – 2 copies • Copy of the original Contract used as basis for the Repeat Order 			City General Services Office City General Services Office City General Services Office City General Services Office Requisitioning Office City General Services Office Requisitioning Office Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee City General Services Office City General Services Office City General Services Office Bids and Awards Committee City General Services Office City General Services Office City General Services Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1 Record and forward documents for pre-audit	None	10 minutes per voucher	Eduardo Dulatas Admin. Aide III Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	1.4 Pre-audit the disbursement vouchers	None	20 minutes per voucher	Dexter Calalang Administrative Officer V Office of the City Accountant



	1.6 Forward to assigned staf for JEV preparation, withholding of taxes, other deductions and inclusion of the needed reports	None	20 minutes per voucher	Sherry Bernabe Admin. Officer V Office of the City Accountant
	1.7 Final Review and signing of all the supporting documents and certification of the financial documents as to its completeness	None	25 minutes per voucher	Atty. Mariedel P. Tambis-Calamba Acting City Accountant
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Eduardo Dulatas Admin. Aide III Office of the City Accountant Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	Total	None	1 hour and 20 minutes per voucher	

5. Pre-Audit and Processing of Disbursement Vouchers for Payment to Suppliers (Supplies and Materials/ Capital Outlay-Equipment)

Disbursement Vouchers for payment to Suppliers for Supplies and Materials/Capital Outlay-Equipment from the City General Services Office to the Office of the City Accountant for pre-audit and certification as to the completeness of its supporting documents and withholding of taxes based on the Government Procurement Act (RA 9184), DBM, DILG and COA Circulars, CSC Issuances, BIR Issuances and other Regulating Bodies and its processing.

Office or Division:	Office of the City Accountant
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Offices of the City Government of Meycauayan



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Disbursement Voucher – 2 copies 2. Approved Purchase Request – 2 copies 3. Obligation Request – 2 copies 4. Project Proposal 1 copy 5. Resolution on Mode of Procurement – 1 copy 6. Request for quotation – 1 copy 7. Notice of Award – 2 copies 8. Purchase Order duly received by COA – 2 copies 9. Notice of Delivery duly received by COA – 2 copies 10. Delivery Receipt/Sales Invoice/ Official Receipt – 2 copies 11. Inspection and Acceptance Report - 2 copies 12. Photocopy of Warranty Certificate 13. Pictures Taken – 1 copy 	<p>Requisitioning Office Requisitioning Office Requisitioning Office Requisitioning Office Bids and Awards Committee Bids and Awards Committee City General Services Office City General Services Office City General Services Office City General Services Office City General Services Office City General Services Office Requisitioning Office</p>
Additional Requirements:	
Competitive Bidding	Bids and Awards Committee
<ul style="list-style-type: none"> • Invitation to Bid 	
<ul style="list-style-type: none"> • Printout copy of advertisement posted in Philgeps – 1 copy 	Bids and Awards Committee
<ul style="list-style-type: none"> • Photo of posting of advertisement in conspicuous places – 1 copy 	Bids and Awards Committee
<ul style="list-style-type: none"> • Notice to Proceed – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Minutes of Pre-procurement conference – 1 copy 	Bids and Awards Committee
<ul style="list-style-type: none"> • Letter of Intent – 1 copy 	Bids and Awards Committee
<ul style="list-style-type: none"> • Minutes of Bid Opening – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Abstract of Bid – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Post Qualification Report of Technical Working Group – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Notice of Post Qualification – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • BAC Resolution Declaring Lowest Calculated Responsive Bid – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • BAC Resolution recommending approval by the HOPE of the award of contract – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Approval by the HOPE of the BAC recommendation of award of contract – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Performance Security/Bond – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Completed, approved and notarized Contract – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Bid Form 	Bids and Awards Committee
Shopping/Small Value Procurement	
<ul style="list-style-type: none"> • Request for Price Quotation/Canvass Form (duly signed) from at least three (3) qualified suppliers – 2 copies – 2 copies 	City General Services Office City General Services Office City General Services Office
<ul style="list-style-type: none"> • Abstract of Quotation Bidding – 2 copies 	
<ul style="list-style-type: none"> • Recommendation for Shopping Mode of Procurement by the BAC Chairperson – 2 copies 	City General Services Office
Repeat Order	



<ul style="list-style-type: none">Recommendation for Repeat Order by the BAC Chairperson – 2 copiesCopy of the original Contract used as basis for the Repeat Order – 1 copy <p>Direct Contracting</p> <ul style="list-style-type: none">Recommendation for Direct Contracting by BAC Chairperson – 2 copiesNotice to Proceed – 2 copiesNotice of Award – 2 copiesCopy of letter to selected manufacturer/supplier/distributor to submit price quotation and conditions of sale – 2 copiesCertificate of Exclusive Distributorship – 2 copiesDILG Authority (for purchase of motor vehicles) – 1 copy <p>Negotiated Procurement</p> <ul style="list-style-type: none">Recommendation for Negotiated Purchase by the BAC Chairperson – 2 copiesPrice quotation/final offers from at least three (3) invited suppliers			City General Services Office	
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	with concerns needed for compliance			
	1.6 Forward to Admin Officer V for JEV preparation, withholding of taxes, other deductions and inclusion of the needed reports	None	25 minutes per voucher	Sherry Bernabe Admin. Officer V Office of the City Accountant
	1.7 Final Review of all the supporting documents and certification of the financial documents as to its completeness	None	30 minutes per voucher	Atty. Mariedel P. Tambis-Calamba Acting City Accountant Office of the City Accountant
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Eduardo Dulatas Admin. Aide III Office of the City Accountant Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	Total	None	1 hour and 37 minutes per voucher	



6. Pre-Audit and Processing of Disbursement Vouchers for Payment to Suppliers (Repairs and Maintenance)

Disbursement Vouchers for payment to Suppliers for Repairs and Maintenance from the City General Services Office to the Office of the City Accountant for pre-audit and certification as to the completeness of its supporting documents and withholding of taxes based on the Government Procurement Act (RA 9184), DBM, DILG and COA Circulars, CSC Issuances, BIR Issuances and other Regulating Bodies and its processing.

Office or Division:	Office of the City Accountant		
Classification:	Complex		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Requisitioning Offices of the City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Disbursement Voucher – 2 copies		Requisitioning Office	
2. Approved Purchase Request – 2 copies		Requisitioning Office	
3. Obligation Request – 2 copies		Requisitioning Office	
4. Resolution on Mode of Procurement – 1 copy		Bids and Awards Committee	
5. Request for Quotation – 1 copy		Bids and Awards Committee	
6. Notice of Award – 2 copies		Requisitioning Office	
7. Purchase Order duly received by COA – 2 copies		City General Services Office	
8. Notice of Delivery duly received by COA – 2 copies		City General Services Office	
9. Delivery Receipt/Sales Invoice/ Official Receipt – 2 copies		City General Services Office	
10. Pre-repair inspection report – 1 copy		City General Services Office	
11. Warranty Certificate – 1 copy		City General Services Office	
12. Contractor’s Compliance – 1 copy		City General Services Office	
13. Waste Material Report – 1 copy		City General Services Office	
14. Inspection and Acceptance Report - 2 copies		Requisitioning Office	
15. Pictures Taken – 1 copy		City General Services Office	
Additional Requirements:		Requisitioning Office	
Competitive Bidding			
• Invitation to Bid		Bids and Awards Committee	
• Posting at Philgeps and in conspicuous places of the City Government			
• Notice to Proceed – 2 copies		Bids and Awards Committee	
• Notice of Award – 2 copies		Bids and Awards Committee	
• Minutes of Bid Opening – 2 copies		Bids and Awards Committee	
• Notice of Post Qualification – 2 copies		Bids and Awards Committee	
• BAC Resolution Declaring Lowest Calculated Responsive Bid – 2 copies		Bids and Awards Committee	
• Contract – 2 copies		Bids and Awards Committee	
• Bid Form		Bids and Awards Committee	
Shopping/Small Value Procurement			



<ul style="list-style-type: none"> Request for Price Quotation/Canvass Form (duly signed) from at least three (3) qualified suppliers – 2 copies – 2 copies Abstract of Quotation Bidding – 2 copies Recommendation for Shopping Mode of Procurement by the BAC Chairperson – 2 copies 		City General Services Office City General Services Office City General Services Office		
Repeat Order		City General Services Office		
<ul style="list-style-type: none"> Recommendation for Repeat Order by the BAC Chairperson – 2 copies Copy of the original Contract used as basis for the Repeat Order 		City General Services Office City General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the disbursement vouchers to the Office of the City Accountant	1.1 Receive the disbursement vouchers with supporting documents	None	2 minutes per voucher	Eduardo Dulatas Admin. Aide III Rhodalyn Manalastas Accounting Staff
	1.2 Log the received disbursement voucher	None	3 minutes per voucher	
	1.3 Forward the disbursement voucher to the Admin Officer V for pre-audit	None	2 minutes per voucher	
	1.4 Pre-audit of the disbursement vouchers	None	20 minutes per voucher	Dexter Calalang Admin. Officer V Office of the City Accountant
	1.5 Return disbursement vouchers for those with lacking documents and/or with concerns needed for compliance	None	5 minutes per voucher	
	1.6 Forward to Admin Officer V for JEV preparation, withholding of taxes, other deductions and inclusion of the needed reports	None	20 minutes per voucher	Sherry Bernabe Admin. Officer V Office of the City Accountant
	1.7 Final Review of all the supporting documents and	None	25 minutes per voucher	Atty. Mariedel P. Tambis-Calamba Acting City Accountant



	certification of the financial documents as to its completeness			
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Eduardo Dulatas Admin. Aide III Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	Total	None	1 hour and 22 minutes per voucher	

7. Pre-Audit and Processing of Disbursement Vouchers for Cash Advances (Special Disbursing Officer)

Disbursement Vouchers from the City Budget Office of the City Government of Meycauayan for cash advances for activities such prizes, meals, accommodation thru Special Disbursing Officers are forwarded to the Office of the City Accountant for the pre-audit of the financial documents as to the completeness of its supporting documents, withholding of taxes and other deductions based on the Government Procurement Act (RA 9184), DBM, DILG and COA Circulars, CSC Issuances, BIR Issuances and other Regulating Bodies and its processing

Office or Division:	Office of the City Accountant		
Classification:	Complex		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Requisitioning Offices and Liaison Officers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Honorarium and Prizes 1. Disbursement Vouchers – 2 copies 2. Obligation Request – 2 copies 3. Project Proposal – 1 copy 4. Payroll for Honorarium/Prizes – 4 copies 5. Criteria/Mechanics – 1 copy 6. Program of Activities – 1 copy 7. CV/Resume of invited guest (for honorarium) – 1 copy 8. Pictures of the Activity		Requisitioning Office Requisitioning Office Requisitioning Office Office of the City Accountant Requisitioning Office Requisitioning Office Requisitioning Office	
Meals and Accommodation 8. Disbursement Vouchers – 2 copies 9. Obligation Request – 2 copies		Requisitioning Office Requisitioning Office City Administrator's Office	



10. Call/Memorandum Order – 2 copies 11. Approved Travel Order – 2 copies 12. Request for quotation – 2 copies 13. Purchase Request – 2 copies 14. Pictures of the Activity Meals Allowance 1. Disbursement Vouchers – 2 copies 2. Obligation Request – 2 copies 3. Project Proposal 4. Payroll Report – 3 copies 5. Pictures of the Activity		City Mayor's Office Requisitioning Office Requisitioning Office Requisitioning Office Requisitioning Office Requisitioning Office Requisitioning Office Office of the City Accountant Requisitioning Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the disbursement vouchers to the Office of the City Accountant	1.1 Receive the disbursement vouchers with supporting documents	None	2 minutes per voucher	Eduardo Dulatas Admin. Aide III Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	1.2 Log the received disbursement voucher	None	3 minutes per voucher	
	1.3 Forward the disbursement voucher to the Admin Officer V for pre-audit	None	2 minutes per voucher	
	1.4 Pre-audit of the disbursement vouchers	None	10 minutes per voucher	Dexter Calalang Admin. Officer V Office of the City Accountant
	1.5 Return disbursement vouchers for those with lacking documents and/or with concerns needed for compliance	None	5 minutes per voucher	
	1.6 Forward to Admin Officer V for JEV preparation, withholding of taxes, other deductions and inclusion of the needed reports	None	10 minutes per voucher	Sherry Bernabe Admin. Officer V Office of the City Accountant



	1.7 Final Review of all the supporting documents and certification of the financial documents as to its completeness	None	15 minutes per voucher	Atty. Mariedel P. Tambis-Calamba Acting City Accountant
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Eduardo Dulatas Admin. Aide III Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	Total	None	52 minutes per voucher	

8. Pre-audit and Processing of Disbursement Vouchers for Medical, Burial and other Financial Assistance

Disbursement Vouchers from the City Budget Office of the City Government of Meycauayan for the qualified recipients of Medical, Burial, and other Financial Assistance are forwarded to the Office of the City Accountant for pre-audit of financial documents as to the completeness of its supporting documents based on the existing guidelines of the Department of Social Welfare and Development (DSWD) as well as the Government Procurement Act (RA 9184), DBM, DILG, COA Circulars and other regulating bodies and its processing.

Office or Division:	Office of the City Accountant		
Classification:	Complex		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Requisitioning Offices of the City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Disbursement Voucher – 2 copies		City Social Welfare and Development Office (CSWDO)	
2. Obligation Request – 2 copies		City Mayor’s Office	
3. Interview of the beneficiary/authorized representative – 1 coy			
4. Certification from the Barangay – 1 copy		Office of Barangay Captain	
5. Copy of valid IDs of the beneficiary and authorized representative – 1 copy		Client	
6. Certificate of Eligibility – 1 copy			
7. Social Case Study Report		City Social Welfare and Development Office	
Medical Assistance:		City Social Welfare and Development Office	
• Clinical Abstract		Client	
• Medical Certificate		Client	
• Temporary bill		Client	
• Official Receipt		Client	



Burial Assistance <ul style="list-style-type: none"> • Death Certificate • Funeral Contract 			Client Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the disbursement vouchers to the Office of the City Accountant	1.1 Receive the disbursement vouchers with supporting documents	None	2 minutes per voucher	Eduardo Dulatas Admin. Aide III
	1.6 Log the received disbursement voucher	None	3 minutes per voucher	Rhodalyn Manalastas Accounting Staff
	1.7 Forward the disbursement voucher to the Admin Officer V for pre-audit	None	2 minutes per voucher	Office of the City Accountant
	1.4 Pre-audit of the disbursement vouchers	None	10 minutes per voucher	Dexter Calalang Admin. Officer V Office of the City Accountant
	1.5 Return disbursement vouchers for those with lacking documents and/or with concerns needed for compliance	None	5 minutes per voucher	
	1.6 Forward to Admin Officer V for JEV preparation, other deductions and inclusion of the needed reports	None	10 minutes per voucher	Sherry Bernabe Admin. Officer V Office of the City Accountant
	1.7 Final Review of all the supporting documents and certification of the financial documents as to its completeness	None	15 minutes per voucher	Atty. Mariedel P. Tambis-Calamba Acting City Accountant
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Eduardo Dulatas Admin. Aide III Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	Total	None	52 minutes per voucher	



9. Issuance of Tax Certificates

Certified photocopies of the Signed/Approved and Filled up Tax Certificates (BIR Form 2304 and 2316) are issued by this office to the Employees of the City Government of Meycauayan as per request due to loss of the previously issued BIR forms/for foreign travel/loans/scholarships

Office or Division:		Office of the City Accountant		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		All employees of the City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Verbal request only			Office of the City Accountant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the Certified photocopy of the BIR form 2316 or issuance of Form 2304	1.1 Prepare the BIR Form 2316 and/or 2304	None	12 minutes	Carlos Jerome Flores Administrative Aide IV Dexter Calalang Admin. Officer V Office of the City Accountant
	1.2 Signing Approval of the Certification		3 minutes	Atty. Mariedel P. Tambis-Calamba Acting City Accountant Office of the City Accountant
2. Receive the issued Certification in the logbook	2. Issue of the Certification to the requesting party	None	3 minutes	Carlos Jerome Flores Administrative Aide IV Office of the City Accountant
	Total	None	18 minutes	