



MUNICIPALITY OF PATNONGON

CITIZEN'S CHARTER



Section VII. LGU OFFICES AND THEIR CORRESPONDING FRONTLINE SERVICES

The LGU shall endeavour to be efficient in delivering frontline services under the following offices as follows:

1. OFFICE OF THE MUNICIPAL ACCOUNTANT

1.1. External Services



A. Submission of Disbursement Vouchers (Barangay Transactions)

Within ten (10) days after the end of the month, the Barangay Treasurer shall prepare a Transmittal Letter and submit to the Municipal Accountant the original copies of the Disbursement Vouchers and Supporting documents for recording in the books of accounts and the preparation of barangay financial statements. Copy of such transmittal letter, with all the attachments, shall be submitted simultaneously to the Commission on Audit State Auditor / Audit Team Leader who has direct audit jurisdiction over the barangay.

Office or Division:	Office of the Municipal Accountant
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All Barangays of the Local Government Unit of Patnongon

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Transmittal Letter (2 original copies) 2. Punong Barangay Certification (1 original, duplicate for the Municipal Accountant and Quadruplicate for Commission on Audit State Auditor) 3. Personal Appearance of the Barangay Treasurer	Prepared by the Brgy. Treasurer Prepared by the Punong Barangay

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Submit the Disbursement Vouchers and the supporting documents to the employee in-charge for evaluation and review. <ul style="list-style-type: none"> • For Payment for Travelling Expenses <ul style="list-style-type: none"> - Voucher - Appendix A & B - Certificate of Appearance - Travel Order • Cash Advance for Travel & Training Expenses <ul style="list-style-type: none"> - Approved Voucher - Approved Travel Order 	1.1 Evaluates and reviews submitted documents. 1.2. Verifies completeness and accuracy of supporting document and return the same to the respective Barangay Treasurer with notation of lacking or insufficient documents for compliance.	None	25 minutes	Amalia S. Busayong Administrative Aide VI Mary Jane F. Gilo Administrative Aide VI Leah E. Landar Administrative Aide VI



<ul style="list-style-type: none">- Duly signed Appendix A- Communication• For liquidation<ul style="list-style-type: none">- Liquidation report- Appendix B- Certificate of appearance<ul style="list-style-type: none">- Official receipt of registration fee (for training)- Tickets for transportation expenses• For Payment of Honoraria of Brgy. Officials<ul style="list-style-type: none">- Voucher- Payroll- Minutes- Daily Time Record of Brgy. Secretary & Treasurer• Payment of Labor<ul style="list-style-type: none">- Voucher- Labor Payroll- Summary of Payroll- Pictures- Statement of Work Accomplishment- Community Tax Certificate• Payment of supplies and materials (cavass)<ul style="list-style-type: none">- Purchase Request- Voucher- Procurement Plan	<p>1.3. Record transaction with complete and accurate supporting documents in their respective registries.</p>			



<ul style="list-style-type: none">- BAC Resolution- BAC Recommendation- Request for Quotation- Notice of Award- Abstract- Purchase Order- Inspection & Acceptance- Requisition and Issue Slip- Delivery receipt or charge invoice- Pictures of materials• Public Bidding- Purchase Request- Voucher- Program of Works- Procurement Plan- Letter to the auditor- Invitation to Apply for Eligibility and to Bid- Bid Form- Schedule of Requirements- Technical Specifications- Price Schedule- Notice of Award- Abstract of Bid as Calculated- Abstract of Bid as Read- Bid Evaluation- Purchase Order- Inspection & Acceptance				
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<ul style="list-style-type: none"> - Requisition and Issue Slip - Delivery receipt or charge invoice - Pictures of materials - Minutes of Bidding & Attendance 				
<p>2. Submit the evaluated and reviewed disbursement vouchers and the supporting documents to the Municipal Accountant</p>	<p>2.Receives the evaluated and reviewed disbursement vouchers and the supporting documents and signs the Transmittal Letter</p>	<p>None</p>	<p>5 minutes</p>	<p style="text-align: center;">Leila M. Faelga Fiscal Examiner II / Officer In Charge</p>
<p>TOTAL</p>		<p>None</p>	<p>30 minutes</p>	