

CITY ACCOUNTANT'S OFFICE

2nd Floor, City Engineering Bldg., Lapu-Lapu City Government Center; Tel No. 341-4085
Head of Office: Ms. Helen G. Dungog/City Accountant

Frontline Service:

A. PROCESSING OF:

- 1. PAYROLLS**
- 2. DISBURSEMENT VOUCHERS FOR PAYMENT TO VARIOUS CREDITORS/SUPPLIERS, UTILITIES**
- 3. SALARIES AND WAGES, HONORARIA AND ALLOWANCES OF CITY EMPLOYEES/OFFICIALS**
- 4. CASH ADVANCES, REIMBURSEMENTS AND LIQUIDATIONS FOR TRAVELS, PETTY CASH AND TRUST LIABILITIES**



WHO MAY AVAIL OF THE SERVICE:

1. City Officials/Employees
2. National Agencies
3. Creditors/Suppliers/Contractors
4. GFIs, GOCCs, and the like
5. Private Financial Institutions
6. Any individual/group with business interest in the LGU



REQUIREMENTS:

1. Salary Payroll (regular, casual, confidential employees)
 - 1.1 Approved Obligation Request (OBR)
 - 1.2 Daily Time Record (DTR)
 - 1.3 Approved Application for Leave, if applicable
 - 1.4 Statement of Remittances for applicable deductions therein
2. Honoraria Payroll
 - 2.1 Approved Obligation Request (OBR)
 - 2.2 Appointment
 - 2.3 Accomplishment Report
3. Consultant
 - 3.1 Approved Obligation Request (OBR)
 - 3.2 Contract Agreement
 - 3.3 Monthly Accomplishment Report
4. Procurement of goods/services under Alternative Mode
 - 4.1 Approved Obligation Request (OBR)
 - 4.2 Statement of VAT, EWT, and Business Tax
 - 4.3 Purchase Request
 - 4.4 Purchase Order
 - 4.5 PPMP for covered year and/or supplemental
 - 4.6 BAC Resolution/minutes
 - 4.7 Accomplished Request for Quotation form (RFQ) (at least 3 suppliers/bidders)
 - 4.8 Abstract of Canvass/Bids as quoted
 - 4.9 Business Permit
 - 4.10 Delivery Receipt/Sales Invoice
 - 4.11 Inspection/acceptance Report
5. Procurement of goods/services under Competitive Bidding
 - 5.1-5.3 same requirements as to 4.1-4.3
 - 5.4 Annual Procurement Plan and/or Supplemental
 - 5.5 Project Procurement Management Plan and/or Supplemental
 - 5.6 BAC Minutes- Mode of Procurement
 - 5.7 Invitation to BID
 - 5.8 PHILGEPS Registration
 - 5.9 Newspaper Publication
 - 5.10 BAC Minutes (opening and post-qualification)
 - 5.11 BID Form
 - 5.12 Checklist of Eligibility Requirements for the BAC
 - 5.13 Checklist for Financial Envelope Requirements for the BAC
 - 5.14 Abstract of BIDs as read
 - 5.15 Abstract of BIDs calculated
 - 5.16 Post Qualification Evaluation Report
6. Procurement of Infrastructure Projects
 - 6.1 - 6.2 same as 4.1 -4.2
 - 6.3 Statement of Worked Accomplished

- 6.4 Certificate of Project Completion
- 6.5 Pictures
- 6.6 Contractor's affidavit
- 6.7 Surety bond
- 6.8 Previous voucher and OBR (for progress billing)
- 6.9 Notice to proceed
- 6.10 Contract
- 6.11 Notice of post qualification
- 6.12 MOA
- 6.13 Certificate of availability of funds
- 6.14 Performance bond
- 6.15 Notice of award
- 6.16 Notice of post qualification
- 6.17 BAC resolution
- 6.18 Abstract of BIDs as calculated
- 6.19 Abstract of BIDs as read
- 6.20 Approved budget for the contract
- 6.21 Post qualification evaluation report
- 6.22 Invitation to BID
- 6.23 BAC minutes
- 6.24 Program of work/cost analysis
- 6.25 Approved plan
- 6.26 Checklist of eligibility requirements for bidders
- 6.27 Checklist of financial requirement for bidder
- 6.28 BID form
- 6.29 BID proposal/bill of quantities/detailed estimates
- 6.30 Cash flow by quarter and payment schedule
- 6.31 Bid securing declaration
- 6.32 Contractor's organizational chart for the contract
- 6.33 List of personnel
- 6.34 Contractor's letter certificate to procuring entity
- 6.35 Key personnel's certificate of employment
- 6.36 Key personnel (bio-data format)
- 6.37 Qualification of key personnel proposed to be assigned to the contract
- 6.38 List of equipment, owned or leased
- 6.39 Omnibus sworn statement
- 6.40 Contractor' license
- 6.41 Variation order-additive
- 6.42 Variation order-deductive
- 6.43 Notice of suspension, if applicable
- 6.44 Return to work order, if applicable
- 6.45 DTI Registration
- 6.46 Business Permit
- 6.47 DBM-Certificate of PHILGEPS Registration
- 6.48 Tax clearance
- 6.49 Annual Income Tax Return
- 6.50 Audited Financial Statement
- 6.51 Statement of all completed gov't. and private const. contracts awarded but not yet started
- 6.52 Statement of all completed gov't. and private const. contracts which is similar in nature
- 6.53 Statement of identifying bidders single largest completed contract similar to the contract to be bid
- 6.54 Construction safety of health program
- 6.55 Affidavit of site inspection
- 6.56 bid tender of other participants

**FEES/CHARGES:**

None

**SCHEDULE OF SERVICE AVAILABILITY**

Monday to Friday, 8:00 am to 5:00 pm EXCEPT HOLIDAYS

**HOW TO AVAIL OF THE SERVICE**

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	Submit requirements	Receive and classify, log documents to corresponding funds and assign voucher/payroll numbers	5 mins	<ul style="list-style-type: none"> ▪ Twinny Jane Toring ▪ Dolor Villaflor ▪ Richard Joy Igot
		Post/encode the individual documents to the corresponding computer/ledger card for indexing and transmit to pre-audit division	30 mins (for employees payrolls) 10 mins (honoraria, job order) 5 mins (for disbursement vouchers of suppliers/contractors)	<ul style="list-style-type: none"> ▪ Libeth Abrahan ▪ Ruel Aying ▪ Virginia Achas ▪ Cherrylyn Linao ▪ Clara Bodiongan ▪ Roberto Guelos, Jr.

	Receive returned documents and comply requirements	<p>Receive and review as to the completeness of the supporting documents and correctness of the amount claimed</p> <p>Note: in case of lacking requirements, assigned personnel shall contact the client immediately for compliance</p>	<p>1 hrs (reg. payrolls w/multiple payees)</p> <p>35 mins (Job Order, honoraria, casual payroll)</p> <p>4 hrs (DV of suppliers and contractors)</p> <p>15 mins (Cash assistance, utilities and other transactions with GFIs/ GOCCs/ Private Financial Institutions)</p>	<ul style="list-style-type: none"> ▪ Ivy S. Pogoy ▪ Anton Cuizon ▪ Maricar Jurilla ▪ Mia Valerie Gerzon ▪ Maria Anrey Sagarino ▪ Joseph Dennis D. Ferrer
		Sign and approve pre-audited documents by the city accountant or authorized alternate signatories	5 mins	<ul style="list-style-type: none"> ▪ Helen Dungog ▪ Lourdes Patalinjug ▪ Armando B. Bering, Jr.
		Record documents on the outgoing logbook and forward to CTO	5 mins	<ul style="list-style-type: none"> ▪ Andrian Pantonial ▪ Maridel Baguio

B. ISSUANCE OF CERTIFICATIONS

- 1. NET PAY**
- 2. GSIS, PAG-IBIG, PHILHEALTH PREMIUM PAYMENTS**
- 3. BANK LOAN REPAYMENTS**
- 4. AVAILABILITY OF FUNDS**
- 5. CITY CLEARANCE**
- 6. BIR TAX CREDIT (FORM 2306-2307) AND BUSINESS TAX**



WHO MAY AVAIL OF THE SERVICE:

1. City Officials/Employees
2. Creditors/Suppliers/Contractors
3. Any individual/group with business interest in the LGU



REQUIREMENTS

- A. AVAILABILITY OF FUNDS
- A.1 Letter request



- B. CERTIFICATIONS FOR NET TAKE-HOME PAY/PREMIUM PAYMENTS/LOAN REPAYMENTS
- B.1 OFFICIAL RECEIPT FROM CTO

FEES AND CHARGES : P50.00

- C. CITY CLEARANCE

C.1 ACCOMPLISHED CITY CLEARANCE FORM

- D. BIR TAX CREDIT (FORM 2306/2307) AND BUSINESS TAX

D.1 NONE



SCHEDULE OF SERVICE AVAILABILITY

Monday to Friday, 8:00 am to 5:00 pm EXCEPT HOLIDAYS



HOW TO AVAIL OF THE SERVICE

A. AVAILABILITY OF FUNDS

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	- Submit letter request for certification for availability of funds	- Receive the letter request, verify and prepare the certification	20 mins	<ul style="list-style-type: none">▪ Ricsel Enopiquez▪ Eduardo Matbagon▪ Frauline Book
		Sign and approve certification by the city accountant or authorized alternate signatories	5 mins	<ul style="list-style-type: none">▪ Helen Dungog▪ Lourdes Patalinghug
2	Claim certification and sign the logbook	Record and release certification to client	5 mins	<ul style="list-style-type: none">▪ Ricsel Enopiquez▪ Eduardo Matbagon▪ Frauline Book

B - CERTIFICATIONS FOR NET TAKE-HOME PAY/PREMIUM PAYMENTS/LOAN REPAYMENTS

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	- Request and Submit Official Receipt	- Receive OR and prepare certificate requested	30 mins	<ul style="list-style-type: none"> ▪ Panfila A. Bruafal ▪ Roberto Guelos, Jr. ▪ Laurencio Lawa-an ▪ Jeanet P. Calvo ▪ Eduardo E. Matabagon
		Sign and approve certification by the city accountant or authorized alternate signatories	5 mins	<ul style="list-style-type: none"> ▪ Helen Dungog ▪ Lourdes Patalinghug ▪ Armando B. Bering, Jr.
2	Claim certification and sign the logbook	Record and release certification to client	5 mins	<ul style="list-style-type: none"> ▪ Panfila A. Bruafal ▪ Eduardo E. Matabagon ▪ Roberto Guelos, Jr. ▪ Laurencio Lawa-an ▪ Jeanet Calvo

C- CITY CLEARANCE

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	- Submit Accomplished City Clearance Form	- Receive and verify requester's accountabilities of the City	15	<ul style="list-style-type: none"> ▪ Panfila A. Bruafal ▪ Rose Alegrado
		Sign City Clearance	5 mins	<ul style="list-style-type: none"> ▪ Helen Dungog ▪ Lourdes Patalinjug ▪ Armando B. Bering, Jr.
2	Claim clearance and sign logbook	Record and Release clearance	5 mins	<ul style="list-style-type: none"> ▪ Panfila A. Bruafal ▪ Rose Alegrado

D - BIR TAX CREDIT (FORM 2306/2307/2316) AND BUSINESS TAX

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	- Request BIR Forms	- prepare requested BIR Forms	30 mins	<ul style="list-style-type: none"> ▪ Jeanet P. Calvo ▪ Eduardo Matbagon ▪ Ivy S. Pogoy
		Sign requested BIR forms	5 mins	<ul style="list-style-type: none"> ▪ Helen Dungog ▪ Lourdes Patalinjug ▪ Armando B. Bering, Jr.
2	Claim BIR forms and sign the logbook	Record and release BIR Forms to client	5 mins	<ul style="list-style-type: none"> ▪ Jeanet P. Calvo ▪ Eduardo Matbagon ▪ Ivy S. Pogoy