

OFFICE OF THE CITY ACCOUNTANT AND INTERNAL AUDIT SERVICES

TYPE OF FRONTLINE SERVICE
 SCHEDULE OF AVAILABILITY OF SERVICE

PROCESSING OF CLAIMS
 MONDAY TO FRIDAY
 8:00 - 5:00 PM

CHECKLIST: MANDATORY MINIMUM SUPPORTING DOCUMENTS

INSTRUCTIONS:

1. Please prepare documents in three (3) copies or as follows

1st copy - Original

2nd copy - Duplicate or Certified True Copy

3rd copy - Triplicate or Certified True Copy

2. Supporting Documents must be duly certified, approved and accomplished

3. Transaction not covered by the checklist refer to the Office of the City Accountant

TRAVEL
<p>1. CASH ADVANCE</p> <p>a. Obligation Request (for GF & SEF) b. Disbursement Voucher c. Travel Order d. Itinerary of Travel f. Others: appropriate documents that may be required:</p> <ul style="list-style-type: none"> - Letter of Invitation - Activity Design - Training Design - Invitation or Communication - Trip Ticket (for Drivers) <p>2. LIQUIDATION OF CASH ADVANCE</p> <p>a. Liquidation Report b. Copies of Supporting Documents attached to CA c. Certificate of Appearance d. Certificate of Travel Completed e. Others: appropriate documents that may be required:</p> <ul style="list-style-type: none"> - bus/plane tickets - RER - Official Receipts (for authorized expenses) - Boarding Pass - Terminal Fee Ticket - Consumption Report - Trip Ticket (for Drivers) <p>3. REIMBURSEMENT OF TRAVEL</p> <p>a. Obligation Request b. Disbursement Voucher c. Travel Order d. Itinerary of Travel e. Certificate of Appearance f. Others: appropriate documents that may be required:</p> <ul style="list-style-type: none"> - bus/plane tickets - RER - Official Receipts (for authorized expenses) - Boarding Pass - Terminal Fee Ticket - Consumption Report - Letter of Invitation - Activity Design - Training Design - Trip Ticket (for Drivers)
<p>Who may avail - Government Officials & Employees Private individuals may be allowed, if authorized by law, rules & regulation.</p>

PURCHASES
<p>1. PAYMENT TO SUPPLIER</p> <p>1. Disbursement Voucher 2. Approved Obligation Request (ObR) (for GF & SEF) 3. Acceptance & Inspection Report 4. Delivery Receipt/Sales Invoice 5. Purchase Order 6. Abstract of Bids (BAC) 7. BAC Resolution to Award 8. Request for Quotation/Canvass 9. Purchase Request 10. Canvass 11. Others: appropriate documents that may be required:</p> <ul style="list-style-type: none"> - Approved POW/TD/Activity Design - RIV (for supplies & materials) - ARE (for equipments & vehicles) - Inventory Custodian Slip (for semi-expandable items) - Pre & Post Repair Report (Repairs/Spareparts) - Report of Waste Materials (Repairs/Spareparts) - Consumption Report (Fuel/Lubricant) - Warranty for (Repair & Maintenance of Equipment & Vehicles) - Certificate of Emergency Purchase - Certificate of Sole Distributorship - Attendance Sheet (Meals/Snacks & Accomodation) - Acknowledgement Receipt - Certificate - that the Damage was due to wear & tear (Repairs) <p>2. REIMBURSEMENT</p> <p>1. Official Receipt from Supplier 2. Official Receipt for Withholding Tax 3. All documents listed 1 - 9 on Payment to Supplier 4. Applicable/appropriate documents listed in No. 11 of Payment to Supplier</p>
<p>Who may avail - Eligible Supplier as determined by BAC - Lowest calculated Responses Bid</p>

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AICS
1. Disbursement Voucher 2. Obligation Request (<i>for General Fund</i>) 3. Certificate of Eligibility 4. Form 200 5. Barangay Certificate 6. Recommendation from the Office of the Congressman (PDAF)
Who may avail - Bonafide Residents of Bislig City - Indigent as verified by CSWD

MORTUARY AID
1. Disbursement Voucher 2. Obligation Request (<i>for General Fund</i>) 3. Death Certificate 4. Barangay Certificate 5. Senior Citizen ID 6. Certificate of Membership issued by Chapter President 7. Certificate of Eligibility 8. Form 200
Who may avail - Bonafide Residents of Bislig City Registered member of Senior Citizen Organization.

PAYMENT TO CONTRACTOR

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1. MOBILIZATION

- a. Disbursement Voucher
- b. Certificate of Payment
- c. SP Resolution for Authority to Enter into Contract
- d. BAC Resolution to Award
- e. Notice of Award
- f. Notice to Proceed
- j. Contract Documents
- h. Performance Bond
- i. Abstract of Bids
- j. Advertisement/Invitation to Bid
- k. Plans & Specifications
- l. Agency Estimate
- m. Approved Program of Work
- o. Surety Bond/bank guarantee

2. FIRST BILLING

- a. all items under NO. 1
- b. Accomplishment Report
- c. COA Inspection Report
- d. Obligation Request (for *General Fund & SEF*)

3. SUCCEEDING BILLS

- a. Disbursement Voucher
- b. Obligation Request (for *General Fund & SEF*)
- c. Certificate of Payment
- d. Accomplishment Report

4. FINAL BILLING

- a. all under 1
- b. Accomplishment Report
- c. Certificate of Completion
- d. Certificate of Turn-Over & Acceptance
- e. COA Inspection Report
- f. Contractor's Affidavit re: payment of laborers & materialmen
- j. as Built Plans

5. VARIATION ORDER

- a. Approved Request for Variation Order
- b. Accomplishment Report
- c. BAC Resolution approving the Variation Order
- d. Certificate of Payment
- e. COA Inspection Report
- f. Computation of Variation Order
- g. SP Resolution approving the Variation Order

6. RETENTION MONEY

- a. Certificate of Completion
- b. Certificate of Final Acceptance & Turn-over
- c. Surety Bond
- d. Photocopy of Voucher with Retention Payment

PAYMENT OF SALARIES & WAGES

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1. REGULAR

- a. General Payroll
- b. Obligation Request
- c. Daily Time Record
- d. Others: Approved Application for leave
- e. Travel Order
- f. Pass-slip

2. FIRST CLAIM OF SALARY

- a. ODR
- b. Disbursement Voucher
- c. Appointment Duly Approved by Appointing Authority
- d. Oath of Office
- e. Statement of Assets & Liabilities
- f. Daily Time Record
- g. Certificate of Assumption
- h. additional requirement in case of transfer:
 - clearance from previous office
 - Certificate of last salary received from former office verified by auditor.
- i. Personal Data Sheet (PDS)
- j. PDF
- k. Assumption of Officer
- l. Certificate of Availability of Funds

3. TERMINAL LEAVE PAY

- a. Approved Application for Leave
- b. Complete Service Record
- c. Clearance from money, property and legal accountability
- d. Statement of Assets & Liabilities
- e. Copy of past Appointments
- f. if due for retirement, copy of appointment showing highest salary received if salary under last appointment is not the highest.

4. CONTRACT OF SERVICE

- a. Approved Contract of Service
- b. Attendance Indicator
- c. Labor Payroll
- d. Obligation Request (for GF & SEF)
- e. Others: POW, Activity Design

5. JOB ORDER

- a. Labor Payroll
- b. Obligation Request (for GF & SEF)
- c. Attendance Indicator
- d. Approved Job Order
- e. Program of Work, Activity Design
- f. Accomplishment Report

