

CITY ACCOUNTING OFFICE
EXTERNAL SERVICES

1. CERTIFICATE OF INCOME TAX WITHHELD

Process request of Certificate of Income Tax Withheld.

OFFICE OR DIVISION	City Accounting and Internal Audit Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All supplier, contractor of the City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photo copy of voucher		City Treasurer's Office		
Tax Identification Number (TIN)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Process the request	None	5 minutes	Florie Arevalo
2. Claim Certificate	2. Release the BIR Forms (Forms 2306,2307)	None	5 minutes	Florie Arevalo
Fill-out Client Satisfaction Rating Form				
TOTAL		None	10 minutes	

CITY ACCOUNTING OFFICE
INTERNAL SERVICES

1. PROCESS/CERTIFY CLAIMS

Process Disbursement Vouchers.

OFFICE OR DIVISION	City Accounting and Internal Audit Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All authorized department representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Disbursement Vouchers with supporting documents (see attached checklist)		Authorized department Representatives		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Vouchers and its supporting documents	1.1 Receives Disbursement Vouchers and its supporting documents.	None	5 minutes	Ruzelia Aguilar
	1.2 Review the completeness of supporting documents and check the correctness of the mathematical computation.	None		
	1.3 Coordination	None	5 minutes	Ma. Isabel Fajardo (for General Fund) Emelita Saringayat (for Special Education Fund) Susana Bautista (for Trust Fund)
	1.4 Approve/ Certify Claims	None	5 minutes	Roselie A. Pangilinan City Accountant
2. Release the Disbursement Vouchers and its supporting Documents	2. Releases the disbursement vouchers and supporting documents	None	5 minutes	Ruzelia Aguilar
TOTAL		None	20 minutes	

