

CITY ACCOUNTING OFFICE

EXTERNAL SERVICES

1. CERTIFICATE OF INCOME TAX WITHHELD

Process request of Certificate of Income Tax Withheld.

OFFICE OR DIVISION	City Accounting 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 Office			
CLASSIFICATION	Simple and Complex			
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	Officer of the day
	1.2 Review the completeness of supporting documents and check the correctness of the mathematical computation. For General Fund	None	15 minutes	Ma. Isabel Fajardo Ruzelia R. Aguilar Emelita Saringayat
	For Special Education Fund	None		
	For Trust Fund	None	30 minutes	Susana Bautista Same as above
	1.3 Complex/Technical Transactions	None		
	1.4 Prepare Journal Entry Voucher	None		
1.5 In case of any deficiency, the documents will be returned to the client for the compliance of required attachment.	None	5 minutes	Officer of the day	
1.6 Approve as to completeness of supporting documents.	None	5 minutes	Roselie A. Pangilinan	
2. Receives the Disbursement Vouchers and its supporting documents	2. Releases the disbursement vouchers and supporting documents	None	5 minutes	Officer of the day
Fill-out Client Satisfaction Rating Form				
TOTAL		None	55 minutes	

2. REQUEST CERTIFICATE OF AVAILABILITY OF FUND (C.A.F.)

Process request of Certificate of Availability of Fund

OFFICE OR DIVISION	City Accounting 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		
Purchase Request		Authorized department Representatives		
S.P. Resolution		Sangguniang Panlungsod		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for C.A.F.	1. Check the availability of fund and do the certification. Trust Fund only	None	10 minutes	Susana Bautista
2. Receive the document.	2. Release the document.	None	5 minutes	Officer of the day
Fill-out Client Satisfaction Rating Form				
TOTAL		None	15 minutes	