SERVICES

INTERNAL SERVICES

1. Processing of Disbursements (Voucher/Payrolls)

Disbursements refer to the settlement of Government payables/obligations by cash or by check. All disbursements shall be covered by disbursement vouchers/payrolls supported by complete documentary requirements per transaction.

Classification: Simple Type of Transaction: G2G - Government to Government. Who may avail: Concerred End-Users in the Municipality CHECKLIST OF REQUIREMENTS WHERE TO SECURE Besurements for all Types of Disbursements L certificate of Availability of Funds Checklist can be secured at the Office of the Municipal Accountant and copies of the checklist is also distributed to all Department J Legaity of transaction and conformity with laws, rules or regulations Department A Approval of Rependiture by Head of office or his authorized representative Department S. Sufficient and relevant documents to establish validity of claim. Department AsSic REQUIREMENTS FOR ROCUREMENT FINDUGH PUBLIC BIDDING-INFRASTRACTURE 1. Duly Accomplished Disbursement Worker Checklist can be secured at the Office of the Municipal Accountant and copies of the checklist is also distributed to all Department 2. Certificat phores Request Checklist can be secured at the Office of the Municipal Accountant and copies of the checklist is also distributed to all Department at complicuous places 10. Invitation to Bid (hard copy) Thermocy of Official Receipt (purchase fold forms) 11. Print out of Invitation to Bid posted to Philgeps (Midder's Technical and Financial Proposal/ Bid Schedule Checklist can be secured at the Office of the Mun	Office or Division: Office of the Municipal Accountant				
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7. Program of Works (POW) with detailed estimates 8. Minutes of Pre-procurement (for project cost 5M and above) 9. Purchase Request 10. Invitation to Bid (hard copy) 11. Print out of Invitation to Bid posted to Philgeps (bidding) 12. Certificate from BAC Secretariat on the posting of advertisement at conspicuous places 13. Certified True copy of Official Receipt (purchase of bid forms) 14. Invitation to COA 15. Invitation to Three (3) observers 16. Minutes of Pre-bid conference (for project cost 1M & above) 17. Minutes and Attendance of Bid Opening 18. Results of Eligibility Screening 19. Bidder's Technical and Financial Proposal/ Bid Schedule 20. Abstract of Bids (as calculated and as read) 21. Detailed Breakdown of the Contract Cost/Bid Price 22. Bid Evaluation Report 23. Post-Qualification and Evaluation Report 24. BAC Resolution declaring winner and recommending award of contract 25. Notice of Post Qualification 26. Notice of Post Qualification 26. Notice of Post Qualification					
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25. Notice of Post Qualification26. Notice of Award, indicating the date of receipt		-			
26. Notice of Award, indicating the date of receipt	-				
of contractor		ndicating the date of receipt			
27. Performance Security	27. Performance Secu	rity	<u> </u>		

28. Award Notice Abstract posted to Philgeps	
(status should be posted)	
29. DOLE Certificate	
30. Contract and Agreement	
31. Notice to proceed, indicating the date of receipt	Checklist can be secured at the Office of the Municipal
of contractor	Accountant and copies of the checklist is also distributed to all
32. Award Notice Abstract posted to Philgeps	Department
(status should be updated)	_
33. Statement of Work Accomplished (SWA)	
34. Agency's Quantity Take-off	_
35. Contractor's Back Up Computation (Billing)	-
36. Request Letter of Inspection	-
37. Inspection Report	-
38. Pictures (Before, During and After Construction)	-
39. Inspection and Acceptance Report	-
40. Warranty Security/Cash/Bank	
Guarantee/Irrevocable standby letter from bank/ surety bond	
41. Statement of Time Elapsed	Checklist can be secured at the Office of the Municipal
42. Contractor's Affidavit on payment of laborers	Accountant and copies of the checklist is also distributed to all
and materials	Department
43. Results of applicable Test Analysis	
44. Request Letter of Payment	1
45. Photocopy of vouchers of all previous payments	
- if progress payment	
46. Vicinity/Location Map	1
47. Approved Plans (specifically the Cross-Sectional	
details of items Aggregate Sub-Base Course, etc.)	
48. Approved As-Built Plans, if changes in original	
plan has been made	_
Additional Requirements if with Variation Order:	_
48. Copy of approved Charge Order (CO)/Extra Work	
Order (EWO)	-
49. Copy of approved original plan indicating the	
affected portion and duly revised plan	-
50. Agency's report establishing the necessity/justification for such variation	
51. Approved revised PERT/CPM	Checklist can be secured at the Office of the Municipal
52. Approved detailed breakdown of contract cost	Accountant and copies of the checklist is also distributed to all
for the variation order	Department
53. Copy of COA Technical Evaluation Report for the	
original contract	
54. Additional performance security if Variation	
Order exceeds 10% of the original contract cost	
Eligibility Requirements:	
55. DTI/SEC Registration Certificate]
56. Mayor's Permit	
57. Statement of Ongoing and completed contracts	
58. PCAB License & Registration	
59. Audited Financial Statement	
60. Computation of NFCC	
61. Bids Security/Bidder's Bond	Checklist can be secured at the Office of the Municipal
62. Organizational Chart	Accountant and copies of the checklist is also distributed to all
63. List of personnels assigned to the contract	Department
64. List of Contractor's equipment unit	-
65. Affidavit of Disclosure No Relationship	-
66. Certificate of Non-Inclusion in the blacklist	
(attach CIAP Certification)	4
67. Construction Schedule and S-Curve	4
68. Manpower Schedule	4
69. Equipment Utilization Schedule	4
70. Construction Methods	Chacklist can be secured at the Office of the Municipal
71. Construction Safety and Health Program	Checklist can be secured at the Office of the Municipal Accountant and copies of the checklist is also distributed to all
approved by the DOLE 72. Affidavit/Certificate of Site Inspection	Department
73. Tax Clearance for bidding purposes	

74. BIR Certificate of Registration	
75. Certificate of PhilGeps Registration - Platinum	-
76. Cash flow by quarter and payment	-
schedule/Financial Proposal 2nd envelope	
77. PERT/CPM during bidding and approved	
PERT/CPM Diagram and detailed computation of	
contract time.	
78. All other documents peculiar to the transaction	
BASIC REQUIREMENTS FOR NEGOTIATED	Checklist can be secured at the Office of the Municipal
PROCUREMENT - SMALL VALUE PROCUREMENT/	Accountant and copies of the checklist is also distributed to all
SHOPPPING- DELIVERY OF GOODS	Department
(for items with ABC above 50K)	
1. Duly Accomplished Disbursement Voucher	
2. Sales Invoice/Delivery Receipt/Official	
Receipt/Billing Statement	
3. Obligation Request (for GF & SEF)	
4. Certificate of Availability of Funds (TF)	
5. Project Profile/Activity Design	
6. Program of Works, if any	
7. Purchase Request/ABC (certified by the BAC that	
the items requested are included in the APP)	
8. Request of End-User for Alternative Mode of	
Procurement	
9. BAC Resolution - Justification on the Mode of	
Procurement - recommended by BAC duly approved	
by the Municipal Mayor	4
10. RFQ posted to PhilGeps/BAC Certification of	
Posting at conspicuous place for at least 3 days	
11. Request for Quotation from 3 suppliers (with	Checklist can be secured at the Office of the Municipal
PhilGeps number or copy of Registration)	Accountant and copies of the checklist is also distributed to all
12. Abstract of Price Canvass	Department
13. BAC Resolution declaring LCRB	4
14. Notice of Award	-
15. Award Notice Abstract posted to Philgeps	
(status should be posted)	4
16. Purchase Order/Job Order Contract (if labor	
cost) 17. Notice to Proceed	-
17. Notice to Proceed 18. Award Notice Abstract posted to Philgeps	-
(status should be updated)	
19. Inspection and Acceptance Report	-
20. Pictures of actual goods purchased and	-
delivered	
21. PAR/ARE (for Equipment)	Checklist can be secured at the Office of the Municipal
22. Warranty Security (3months for expendable	Accountant and copies of the checklist is also distributed to all
supplies/1year for Non-expendable supplies//shall	Department
be covered by 1% retention or 1%bank guarantee	
23. List of Recipients - Goods / equipment for	1
distribution	
24. Post Activity Report for Trainings and Seminars	1
25. Performance Security (for Infrastructure Project)	1
26. Other documents peculiar to the transaction	1
Additional Requirements for Repair and	Checklist can be secured at the Office of the Municipal
Maintenance of Equipment & Motor Vehicles	Accountant and copies of the checklist is also distributed to all
1. Pre-repair Evaluation Report (with sufficient	Department
detail of scope of work/extent of repair to be done)	
2. Copy of Waste disposal report (if purchase was	
intended to replace unserviceable PPE)	
3. Warranty Security (if applicable)	
4. Copy of document indicating the history of repair	
5. Request for Payment	
Additional Requirements for Purchase of	Checklist can be secured at the Office of the Municipal
Medicines	Accountant and copies of the checklist is also distributed to all
1. Certification of the MHO that the medicines are	Department
included in the Phil. National Drug Formulary (PNDF)	
2. Certificate of product registration from Food &	
Drugs Administration (FDA)	

2 Cortificate of good manufacturing practice from	
3. Certificate of good manufacturing practice from	
FDA	-
4. Batch Release Certificate from FDA	-
5. If the supplier is not the manufacturer, certification from the manufacturer that the	
supplier is an authorized distributor/dealer of the	
items	
ELIGIBILITY REQUIREMENTS: (BAC certification that	Checklist can be secured at the Office of the Municipal
the updated file of the following documents are	Accountant and copies of the checklist is also distributed to all
submitted and maintained)	Department
1. DTI/SEC Registration Certificate	-
2. BIR Certificate of Registration	-
3. Mayor's Permit/Business Permit	-
4. Certificate of PhilGeps Registration/PhilGeps	
Registration Number	-
5. Omnibus Sworn Statement	-
6. Tax Clearance/Income Tax Return	
BASIC REQUIREMENTS FOR PROCUREMENT	Checklist can be secured at the Office of the Municipal
THROUGH PUBLIC BIDDING- DELIVERY OF GOODS	Accountant and copies of the checklist is also distributed to all
1. Duly Accomplished Disbursement Voucher	Department
2. Authenticated photocopy of the approved APP	
and any amendment thereto	4
3. Copy of Memorandum of Agreement (MOA) for	
Trust Fund	4
4. Approved budget for the Contract	4
5. Obligation Request (for Gen. Fund)	-
6. Certificate of Availability of Fund (CAF) for Trust	
Fund	_
7. Program of Works (POW) with detailed estimates,	
if any	_
8. Minutes of Pre-procurement (for project cost 5M	
above)	_
9. Purchase Request	_
10. Invitation to Bid (hard copy)	
11. Printout copy of Invitation to Bid posted to	Checklist can be secured at the Office of the Municipal
Philgeps	Accountant and copies of the checklist is also distributed to all
12. Certificate from BAC Secretariat on the posting	Department
of advertisement at conspicuous places	-
13. Certified True copy - Official Receipt (purchase	
of bid forms)	-
14. Invitation to COA	-
15. Invitation to three (3) observers	-
16. Minutes of Pre-bid conference (for project cost	
1M & above)	4
17. Minutes and Attendance of Bid Opening	4
18. Results of Eligibility Screening	4
19. Bidder's Technical and Financial Proposal/ Bid	
Schedule	-
20. Abstract of Bids (as calculated and as read)	
21. Detailed Breakdown of the Contract Cost/Bid	Checklist can be secured at the Office of the Municipal
Price	Accountant and copies of the checklist is also distributed to all
22. Bid Evaluation Report	Department
23. Post- Qualification and Evaluation Report	4
24. BAC Resolution declaring winner and	
recommending award of contract	-
25. Notice of Post Qualification	-
26. Notice of Award, indicating the date of receipt	
of contractor	-
27. Performance Security	-
28. Award Notice Abstract posted to Philgeps	
(status should be posted)	4
29. Contract and Agreement	4
30. Notice to proceed, indicating the date of receipt	
of contractor	
31. Award Notice Abstract posted to Philgeps	
(status should be updated)	

 32. Inspection and Acceptance Report 33. Pictures of actual goods purchased and delivered 34. Copy of Waste disposal report (if purchase was intended to replace unserviceable PPE) 35. PAR/ARE (for Equipment) 36. List of Recipients - Goods/equipment for distribution 37. Warranty Security/Cash/Bank Guarantee/Irrevocable standby letter from bank/ surety bond 38. Original copy of Sales Invoice/Delivery Invoice 39. Official Receipt, if any ELIGIBILITY REQUIREMENTS: 40. Tax Clearance for bidding purposes 41. BIR Certificate of Registration 42. DTI/SEC Registration Certificate 43. Mayor's Permit 		Accountant and copi Department Checklist can be secu	ured at the Office of the des of the checklist is all ured at the Office of the des of the checklist is all ured at the Office of the des of the checklist is all	so distributed to all
44. Statement of Ongoing and completed contracts45. Certificate of PhilGeps Registration - Platinum46. Audited Financial Statement47. Computation of NFCC48. Bids Security/Bidder's Bond49. Organizational Chart50. List of personnel assigned to the contract51. Omnibus Sworn Statement52. Affidavit of Disclosure of No Relationship53. Other documents peculiar to the transactionCLIENTS STEPSAGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist	1.1 Issue the applicable	None		Client/End-User
for the respective transactions	checklist for the transaction			
2. Prepare Disbursement Vouchers/Payroll and attach all documentary requirements/ supporting documents		None		Client/End-User
3. Sign in the Logbook for the Incoming Disbursement Vouchers/Payroll	3.1 Give the logbook to the client/end-user	None		CATHLEEN C. AYUSTE RACHEL JOY D. AZAGRA NEACY Z. STA. ANA
4. Submit duly accomplished	4.1 Check mathematical computations	None	3 minutes	MELANIE C. PEÑAMANTE
Disbursement Vouchers with	4.2 Prepare/Accomplish Journal Entry Voucher	None	3 minutes	MELANIE C. PEÑAMANTE
complete documentary requirements/ supporting documents	4.3 Check/ review the completeness of the required supporting documents	None	10 minutes for small value procurement/ 110 minutes for bidding transactions	MELANIE C. PEÑAMANTE RENA M. SEE
4.4 Certify completeness of Supporting Documents		None	1 minute	RENA M. SEE
	4.5 Assign disbursement Voucher Number and record to the logbook	None	2 minutes	CATHLEEN C. AYUSTE RACHEL JOY D. AZAGRA

				NEACY Z. STA. ANA
	4.6 Submit processed DVs to Mun. Treasurer's Office for check preparation	None	1 minute	CATHLEEN C. AYUSTE
				RACHEL JOY D. AZAGRA
				NEACY Z. STA. ANA
5. Receive the Disbursement Voucher with	5.1 Record to the return logbook DVs with incomplete supporting	None	2 minutes	CATHLEEN C. AYUSTE
incomplete supporting documents	documents			RACHEL JOY D. AZAGRA
documents				NEACY Z. STA. ANA
	5.2 Return the Disbursement Voucher with incomplete supporting documents	None	2 minutes	CATHLEEN C. AYUSTE
				RACHEL JOY D. AZAGRA
				NEACY Z. STA. ANA
	TOTAL:	None	22 minutes	

2. Assistance in the Preparation of Annual Financial Reports of Barangay

The Commission on Audit requires all local government units, including barangays to submit Annual Financial Report. Since most of the barangays in the locality, specifically, Barangay Treasurers lacks knowledge and skills in connection with the said report; the Office of Municipal Accountant is enjoined to facilitate the preparation of all barangays' Financial Reports.

Office or Division:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Concerned Barangays i	n the Municipality		
CHECKLIST OF I	REQUIREMENTS		WHERE TO SECURE	
1. Summary of Collecti	ons and Deposits	PPLB Office/ Barangay		
2. Cash on Hand and ir	n Bank Register			
3. Summary of Check Is	ssued			
4. Check Disbursement	t Register			
5. Cash Disbursement	Register			
6. Bank Reconciliation				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON
				RESPONSIBLE
1. Client transmits	1.1 Acknowledges	None		CATHLEEN C. AYUSTE
the requirements	receipt of			
	requirements			NEACY Z. STA. ANA
				RENA M. SEE
	1.2 Verifies	None	1 day	
	completeness of			
	records submitted.			
	1.3 Prepares the	None	2 days	
	Barangay Financial			
	Report for the			
	specific year.			
2. Client receives the	2.1 Submit/ transmit	None	20 minutes	CATHLEEN C. AYUSTE
Barangay Financial	the Financial			
Report for the	Statements to the			NEACY Z. STA. ANA
specific year	client after			

acknowledging receipt of the same			RENA M. SEE
TOTAL:	None	4 hours & 32	
		minutes	

EXTERNAL SERVICES

3. Issuance of Certificate of Taxes Withheld

The Bureau of Internal Revenue requires all local government units to withheld taxes on all transactions and is required to issue certificate of taxes withheld to the suppliers/creditors.

Office or Division:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2B – Government to B	Business Entity		
Who may avail:	Concerned LGU Supplie	ers/ Contractors & Credi	tors	
CHECKLIST OF	REQUIREMENTS		WHERE TO SECURE	
None (Verbal Request	of Client)			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests to the Office of the Mun. Accountant	1.1 Prepares the certificate of Taxes Withheld	None	15 minutes	ZUEL HANNA S. MORILLA MELANIE C. PEÑAMANTE RENA M. SEE
	1.2 Issue certificate to the requesting party	None	1 day	
	TOTAL:	None	15 minutes	