

Processing of Claims

ABOUT THE SERVICE

This is made to ensure that all supporting documents are complete.

REQUIREMENTS

See Appendix

FEES

None

HOW TO AVAIL OF THE SERVICE

| Follow These Steps | | IT WILL TAKE YOU | | PLEASE APPROACH |
|--|--|----------------------|------------|--|
| Client | Service Provider | COMPLEX | SIMPLE | |
| 1. Budget Office submits/forwards the Disbursement Vouchers (DVs)/payrolls to Accounting Office | Recording & pre-numbering of DVs & payrolls | 20 minutes | 20 minutes | Casual Employee |
| 2. | Review of the claims per DVs & payrolls | 1 hour & 25 min. | 20 minutes | -do- |
| 3. | Recording, logging the DVs & payrolls then forward to the Registry of Allotment & Obligation division | 10 minutes | 10 minutes | -do- |
| 4. | Verification of Obligation & Control of Obligation of Trust Fund and Trust Liabilities of the General Fund | 3 hours & 25 minutes | 30 minutes | Grace Arban Zenaida Galorio Accountant |
| 5. | Counterchecking & segregation of supporting documents from DVs & payrolls | 3 hours & 25 minutes | 30 minutes | Grace Arban Zenaida Galorio Accountant |
| 6. | Final review & signature of Municipal Accountant & Ass't. Municipal Accountant | 10 minutes | 10 minutes | Grace Arban Zenaida Galorio Accountant |
| 7. | Recording & releasing of DVs and payrolls to claimants/liaison or forward to MTO | 10 minutes | 10 minutes | Casual |

TOTAL Complex 8 hours & 25 minutes
Simple 2 hours & 10 minutes