City Accounting Office

Internal Services

1. Issuance of Tax Certificates for Individuals and Suppliers

Tax Certificates (BIR form 2307, and 2316) are issued by this Office to Individuals such as employees and Suppliers who were withheld of taxes form payment made thereto by the City Government of Panabo.

Office or Division:	City Accounting Office
Classification:	Simple
Type of Transaction:	G2B - Government to Business G2G – Government to Government
Who may avail:	Employees Business entities

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request form (1 original copy)	City Accounting Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit duly accomplished request form at the City Accounting Office.	1.1 Receive and verify the filled-out request form.	None	2 Minutes	*Administrative Clerk* CAO
	1.2 Prepare the requested Tax Certificate	None	10 Minutes	*Remittance Section – Admin Officer* CAO
	1.3 Review and approval of Tax Certificate	None	3 Minutes	*City Accountant or the designated Officer-In-Charge* CAO
2.Receive the issued Tax Certificate	2.1 Issue Tax Certificate	None	2 Minutes	*Administrative Clerk* CAO
	TOTAL:	**None**	**17 Minutes**	

2. Issuance of Certification for Remittance of Premium Contributions

Certification of remittances for mandatory deductions from salaries of employees such as HDMF, PHIC contributions etc., to government agencies and financial institutions are issued by this Office upon request by employees and personnel.

Office or Division:	City Accounting Office
Classification:	Simple
Type of Transaction:	G2G-Government to Government
Who may avail:	Incumbent Employees and Contracted Personnel

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request form (1 original copy)	City Accounting Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit duly accomplished request form at the City Accounting Office.	1. Receive and verify the filled-out request form.	None	2 Minutes	*Administrative Clerk* CAO
	1.1 Prepare the Remittance Certificate	None	10 Minutes	*Remittance Section – Admin Officer* CAO
	1.2 Review and approval of Remittance Certificate	None	3 Minutes	*City Accountant or the designated Officer-In-Charge* CAO
2.Receive the issued Remittance Certificate	2. Issue Remittance Certificate	None	2 Minutes	*Administrative Clerk* CAO
	TOTAL:	**None**	**17 Minutes**	

3. Verification and Approval of Clearance of Accountability and Responsibility Form

Clearances forwarded to the City Accounting Office are facilitated for verification of any unsettled accountability such as unliquidated cash advances, property accountability and uncollected receivables subject for settlement by the requesting party.

Office or Division:	City Accounting Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Government employees personnel (LGU/DepEd), who will separate from service (retired, resigned), travel abroad and request for maternity leave

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Clearance Form (CSC Form No. 6, Revised 1998 (4 original copies)	Requesting Employee

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the duly accomplished clearance form at the City Accounting Office.	1. Receive the accomplished clearance form 1.1 Advise client to return after 1 working day.	None	2 Minutes	*Administrative Clerk* CAO
	1.2 Verify from accounting records for any unsettled accountability of the requesting party	None	10 Minutes	*General Section - Accounting Clerk* CAO
	1.3 Notify client for any outstanding accountability that will require settlement.	None	5 Minutes	*General Section - Accounting Clerk* CAO

	Conditional Step: If variances are found, conduct reconciliation between client and accounting records	None	1 Day	*General Section - Accounting Clerk* CAO
	1.4 Countersign the verified clearance form	None	5 Minutes	*General Section - Accounting Clerk* CAO
	1.5 Review and sign the clearance form	None	5 Minutes	*City Accountant or designated Officer in-Charge* CAO
2. Receive the issued Clearance Form	2. Issue the Clearance form to the requesting party	None	3 Minutes	*Administrative Clerk* CAO
	TOTAL:	**None**	**30 Minutes** With variance **1 Day & 30 Minutes**	

4. Pre-Audit and Approval of Disbursement Vouchers (DVs) for Payment to Suppliers/Contractors of Goods, Services and Infrastructure Projects

Disbursement Vouchers (DVs) for processing of payment to Suppliers/Contractors for the infrastructure projects, procurement of goods and services through **Public Bidding and Alternative Modes of Procurement** are forwarded to the City Accounting Office for pre-audit and certification as to completeness and propriety of its supporting documents prescribed under COA Circular 2012-001, correctness of amount claimed, withholding of applicable taxes, computation of liquidated damages if any, retention fees and other deductions.

Office or Division:	City Accounting Office
Classification:	Simple to Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	(Personnel of Procuring offices) LGU Departments/Offices, National Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Vouchers –(4 copies, 1 original)	Requesting Office
2. Approved Certification on Appropriation, Funds and Obligation of Allotment (CAFOA) – (4 copies, 1 original)	City Budget Office
3. Purchase Order (PO) (4 copies, 1 original)	Bids and Awards Committee (BAC) Office
4. Purchase Request (PR) (3 copies, 1 original)	Requesting Office
Requirements of Procurement through Public Bidding: 1. Approved Procurement Plan (APP) (1 original copy)	Bids and Awards Committee (BAC) Office
Approved Contract (1 original copy) supported with the following documents: 1. Invitation to Apply for Eligibility to Bid (1 original copy) 2. Letter of Intent (1 original copy) 3. Results of Eligibility Check/Screening (1 original copy)	Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office

4. Bidding Documents (1 original copy)	Bids and Awards Committee (BAC) Office
5. Minutes of Pre-bid Conference [ABC 1M above] (1 original copy)	Bids and Awards Committee (BAC) Office
6. Bidders Technical & Financial Proposals (1 original copy)	Bids and Awards Committee (BAC) Office
7. Minutes of Bid Opening (1 original copy)	Bids and Awards Committee (BAC) Office
8. Abstract of Bids (1 original copy)	Bids and Awards Committee (BAC) Office
9. Post-qualification Report of TWG (1 original copy)	Bids and Awards Committee (BAC) Office
10. BAC Resolution declaring winning bidder (1 original copy)	Bids and Awards Committee (BAC) Office
11. Notice of Post Qualification (1 original copy)	Bids and Awards Committee (BAC) Office
12. BAC Resolution recommending approval & approval by the HOPE of the Resolution of the BAC recommending award of contract (1 original copy)	Bids and Awards Committee (BAC) Office
13. Notice of Award (1 original copy)	Bids and Awards Committee (BAC) Office
14. Performance Security (1 original copy)	Bids and Awards Committee (BAC) Office
15. Program of Works & Detailed Estimates (1 original copy)	Bids and Awards Committee (BAC) Office
16. Notice to Proceed (1 original copy)	Bids and Awards Committee (BAC) Office
17. Detailed Breakdown of ABC (1 original copy)	Bids and Awards Committee (BAC) Office
18. PERT/CPM (1 photocopy)	Bids and Awards Committee (BAC) Office
19. Detailed breakdown of contract cost (1 original copy)	Bids and Awards Committee (BAC) Office
20. Advertisement of Invitation to Bid (1 photocopy)	Bids and Awards Committee (BAC) Office
21. Documentary requirements under Section 23.1& 25.2.b for infrastructure, 23.1 & 25.2a for goods and 24.1 & 25.2c for consulting services of the Revised IRR of RA 9184 (1 original copy)	Bids and Awards Committee (BAC) Office

22. Minutes of Pre-procurement conference for projects costing above 5M – infrastructure; 2M – goods (1 original copy)	Bids and Awards Committee (BAC) Office
23. Bid Evaluation Report (1 original copy)	Bids and Awards Committee (BAC) Office
24. Post Qualification Evaluation Report (1 original copy)	Bids and Awards Committee (BAC) Office
25. Posting of Notice of Award, Notice to Proceed, & Contract of Award in the PhilGEPS (1 photocopy)	Bids and Awards Committee (BAC) Office
26. Authorization by Local Sanggunian for the Local Chief Executive to enter into contract (1 original copy)	Bids and Awards Committee (BAC) Office
27. Evidence of Invitation of three observers in all stages of the procurement process (1 original copy)	Bids and Awards Committee (BAC) Office
28. Purchase Request (PR) (1 original copy)	Requesting Office
Additional requirements for Infrastructure: 1. Letter request from contractor for advance/progress/final payment or for substitution in case of release of retention money (1 original copy)	Contractor/ Supplier
Common to progress/final payments:	
1. Statement of Work Accomplished (1 original copy)	City Engineering Office (CEO)
2. Inspection Report by the Agency's Authorized Engineer (1 original copy)	City Engineering Office (CEO)
3. Results of Test Analysis, if applicable (1 original copy)	City Engineering Office (CEO)
4. Statement of Time Elapsed (1 original copy)	City Engineering Office (CEO)

5. Monthly Certificate of Payment (1 original copy)	City Engineering Office (CEO)
6. Contractor's Affidavit (1 original copy)	City Engineering Office (CEO)
7. Pictures, before, during& after construction (1 original copy)	City Engineering Office (CEO)
8. Vouchers of all previous payments (1 photocopy)	City Engineering Office (CEO)
9. Certificate of Completion (1 original copy)	City Engineering Office (CEO)
Advance Payments: 1. Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee (1 original copy)	Contractor/ Supplier
Variation Order/Change Order/Extra Work Order:	
1. Approved Change Order (CO)/Extra Work Order (EWO) (1 photocopy)	City Engineering Office (CEO)/Contractor
2. Approved original plans indicating the affected portion(s) of the project & duly revised plans & specifications (1 photocopy)	City Engineering Office (CEO)/Contractor
3. Agency's report establishing the necessity/justification(s) for the need of such CO and/or EWO (1 photocopy)	City Engineering Office (CEO)/Contractor
4. Approved/revised PERT/CPM (1 photocopy)	City Engineering Office (CEO)/Contractor
5. Approved detailed breakdown of contract cost of VO (1 photocopy)	City Engineering Office (CEO)/Contractor
6. Additional performance security if VO exceeds 10% of the original cost (1 original copy)	City Engineering Office (CEO)/Contractor
Final Payment:	
1. As-Built plans (1 original copy)	City Engineering Office (CEO)/Contractor

2. Warranty security (1 original copy)	City Engineering Office (CEO)/Contractor
3. Clearance from the Provincial Treasurer that the corresponding sand & gravel fees have been paid (1 original copy)	City Engineering Office (CEO)/Contractor
4. Turn-over documents/transfer of project & facilities (1 photocopy)	City Engineering Office (CEO)/Contractor
Release of Retention Money: 1. Any security in the form of cash, bank guarantee, etc. (1 original copy) 2. Certification from the end-user that the project is completed & inspected (1 original copy)	City Engineering Office (CEO)/Contractor
Requirements of Procurement through Alternative Modes:	
Documents to be submitted to COA within 5 working days from the execution of the contract:	
1. Purchase Order (PO) (3 original copies)	Bids and Awards Committee (BAC) Office
2. Proof of Posting of invitation or Request of Price Quotation in the Phil (1 original copy)	Bids and Awards Committee (BAC) Office
3. Performance & warranty securities (1 original copy)	Bids and Awards Committee (BAC) Office
4. BAC Resolution for the use of Alternative Mode of Procurement/ Minutes of BAC Meeting (1 original copy)	Bids and Awards Committee (BAC) Office
5. Proof of Posting of Notice of Award (1 original copy)	Bids and Awards Committee (BAC) Office
6. Approved Procurement Plan (APP) (1 original copy)	Procuring offices
7. Purchase Request (PR) (3 original copies)	Procuring offices
8. Delivery Receipt/ Invoice/ Bill/Statement of Account etc. (1 original copy)	Contractor/ Supplier

9. Inspection & Acceptance Report (1 original copy) 10. Sworn Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government and Sworn Affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree (1 original copy) 11. Such other documents considered necessary	Procuring offices Contractor/ Supplier
Additional Documentary Requirements if:	
Limited Source Bidding Specific requirements to be submitted to COA within 5 working days from the execution of the contract: 1. Copy of direct invitation to bid (1 original copy) 2. Abstract of bids (1 original copy) 3. Performance and Warranty (for highly specialized goods) Security (1 original copy) 4. Notice of Award (1 original copy) 5. Winning bidder's offer or proposal (1 original copy) 6. Documentary requirements under Sections 23.1 & 25.2(a) for goods of the Revised IRR of RA no.1984 (1 original copy) 7. Bid Security (1 original copy)	Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office Contractor/ Supplier
Direct Contracting Specific requirements to be submitted to COA within 5 working days from the execution of the contract: 1. Request for Quotation (1 original copy) 2. Certificate of Exclusive Distributorship (1 original copy)	Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office

3. Direct Purchase Award (1 original copy) 4. Warranty Security (1 original copy)	Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office
Repeat Order Specific requirements to be submitted to COA within 5 working days from the execution of the contract: 1. Copy of the Original Contract awarded through public bidding (1 original copy) 2. Certification from the Purchasing Office that the supplier has complied with all the requirements under the original contract (1 original copy) 3. Warranty Security (1 original copy)	Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office
Shopping Specific requirements to be submitted to COA within 5 working days from the execution of the contract: 1. Price quotations from at least 3 bona fide & reputable suppliers (1 original copy) 2. Abstract of Canvass (1 original copy)	Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office
Negotiated Procurement: 1. Price quotation/bids/final offers from at least three invited suppliers (1 original copy) 2. Abstract of submitted price quotation (1 original copy) 3. BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) (1 original copy)	Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office
Additional requirements if:	
Two Failed biddings	

1. Agency's offer for negotiations with selected suppliers, contractors or consultants (1 original copy) 2. Certification of BAC on the failure of competitive bidding (1 original copy) 3. Evidence of invitation of observers in all stages of negotiation (1 original copy)	Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office Bids and Awards Committee (BAC) Office
Emergency Cases 1. Justification as to the necessity of purchase (1 original copy)	Bids and Awards Committee (BAC) Office
Small Value Procurement 1. Letter/invitation to submit proposal (1 original copy)	Bids and Awards Committee (BAC) Office
Additional requirements for Public Bidding or Alternative Modes of procurement for:	
Supplies, Materials, Equipment and Motor Vehicles: 1. Samples/brochures/photographs (1 original copy) 2. Dealer's/Suppliers' Invoices (1 original copy) 3. Result of Test Analysis, if applicable (1 original copy) 4. Inspection and Acceptance Report (1 original copy) 5. Property Acknowledgment Receipt (1 original copy) 6. Warranty Security (1 original copy) 7. Purchase Request (1 original copy) 8. Authority to Purchase from Local Chief Executives (in case of Motor Vehicle) (1 original copy)	Supplier/Dealer/Contracting Party Supplier/Dealer/Contracting Party PEO/ CEO General Services Office (GSO) General Services Office (GSO) Supplier/Dealer/Contracting Party Procuring offices Procuring offices
For drugs and medicines:	

1. Certificate of product registration from FDA (1 original copy) 2. Certificate of Good Manufacturing practice from FDA (1 original copy) 3. Certification that the supplier is an authorized distributor/dealer (1 original copy)	Supplier/Dealer/Contracting Party Supplier/Dealer/Contracting Party Supplier/Dealer/Contracting Party
Repairs and Maintenance of Equipment and Motor Vehicles: 1. Pre-inspection Report (1 original copy) 2. Report of Waste Materials (1 original copy) 3. Warranty Certificate (1 original copy) 4. Post-inspection Reports (1 original copy)	 General Services Office (GSO) General Services Office (GSO) Supplier/Dealer/Contracting Party General Services Office (GSO)
Advertising Expense: 1. Copy of newspaper clippings evidencing publication and/or CD in case of TV/Radio Commercial (1 original copy)	Bids and Awards Committee (BAC) Office
Rental Contracts:	
For equipment rental/ lease contract: 1. Agency evaluation of equipment utilization (1 original copy) 2. Pertinent data of area of operation	Procuring offices Procuring offices
Fuel, Oil and Lubricant Expense: 1. Trip Ticket (1 original copy) 2. Withdrawal Slip (1 original copy)	 Procuring offices Supplier/Dealer/Contracting Party

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the DVs together with the required supporting documents to the City Accounting Office	1. Receive the DVs with attached supporting documents and forward to the assigned Audit Analyst for pre-audit	None	2 Minutes per DV	*Administrative Clerk* CAO
	1.1 Advise the requesting office			
	1.2. Pre-audit of disbursement vouchers	None	30 Minutes per DV depending on the nature and complexity of transaction	*Audit Analyst* CAO
	1.3. Review and Approval of DVs	None	15 Minutes per DV depending on the nature and complexity of transaction	*City Accountant or Officer-in-Charge* CAO
	1.4. Assign number to approved vouchers and prepare transmittal list to City Treasurer's Office	None	3 Minutes per DV	*Administrative Clerk* CAO

2. Acknowledge receipt of transmitted DVs from City Accounting Received	2. Transmit list of approved DVs to City Treasurer's Office Release 2.1 File received copy of transmittal list for future reference.	None None	5 Minutes 2 Minutes	*Administrative Clerk* CAO *Administrative Clerk* CAO
	TOTAL:	**None**	**57 Minutes**	

5. Pre-Audit and Approval of Disbursement Vouchers (DVs) for Limited Financial Assistance and grant of Cash Advance and Reimbursement of Travels and Trainings

Disbursement Vouchers for processing are forwarded to the City Accounting Office for pre-audit and certification as to completeness and propriety of its supporting documents. Disbursement for cash advances and/or reimbursement of travels and trainings are granted to accountable officers and employees of the agency for a legally authorized specific purpose only and shall be reported as soon as the purpose for which it was given has been served. No additional cash advances shall be allowed to any official or employee unless the previous cash advance granted is first liquidated and accounted for in the books.

Office or Division:	City Accounting Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Indigent, marginal and disadvantaged individuals and families in crisis situation or difficult circumstances, City Officials, employees (local and from other government agencies) and other individuals w/ authority to travel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Vouchers (4 copies, 1 original)	Requesting Office
2. Approved Certification on Appropriation, Funds and Obligation of Allotment (CAFOA) (6 copies, 1 original)	City Budget Office
Assistance in Crisis Situations 1. Barangay Certification for Indigency (1 original copy) 2. Note from the Mayor's Office (1 original copy) 3. Intake Sheet (1 original copy)	Barangay Office where residence is located City Mayor's Office City Social Welfare Development Office
Pauper's Burial Assistance (Below 60 years old) 1. Barangay Certification for Indigency (1 original copy) 2. Death Certificate of indigent individual (1 photocopy) 3. Valid ID of claimant/client	Barangay Office where residence is located Requesting Office

Senior Citizen Burial Assistance (60 years old and above) 1. Barangay Certification (1 original copy) 2. Certification from the Senior Citizen President (1 original copy) 3. Death Certificate of indigent Senior Citizen (1 photocopy) 4. Senior Citizen ID back to back (2 photocopies) 5. Valid ID of claimant/client	Barangay Office where residence is located OSSA Requesting Office Requesting Office
Crisis Intervention Assistance 1. Intake sheet/ Brief case summary (1 original copy) 2. Barangay Certification (1 original copy) 3. Bureau of Fire Protection Certification (1 original copy) 4. Pictures of damaged structures (1 printed copy) 5. Valid ID of claimant/client	City Social Welfare Development Office Barangay Office where residence is located Bureau of Fire Protection Requesting Office
Grant of Cash Advance 1. Approved Travel Order/Online Learning & Development (1 original copy) 2. Communication/ Invitation (1 original copy) 3. Approved Itinerary of Travel (Appendix A) (1 original copy) 4. Certification from the City Accountant of no outstanding CA (1 original copy)	City Human Resource Office/Requesting Office Host of Seminar, Training or Meeting Requesting Office City Accounting Office
Additional Requirements:	
For Reimbursement of Travels and Trainings: 1. Certificate of Travel Completed (Appendix B) (1 original copy)	Requesting Office

2. Certificate of Appearance/ Completion/ Attendance/ Participation (1 original copy)	Host of Seminar, Training or Meeting
3. Official Receipt- Registration Fee (1 original copy)	Host of Seminar, Training or Meeting
4. Official Receipt- plane ticket, barge fee, etc. (1 original copy)	Requesting Office
5. Tickets- plane, bus, barge, etc. (1 original copy)	Requesting Office
6. Boarding Pass (1 original copy)	Requesting Office
7. Terminal Fee (1 original copy)	Requesting Office
8. Certification of Expenses not Requiring Receipts (Php 300 and below) or Reimbursement of Expenses Receipts w/ copy of Driver's License (Above Php 300) (1 original copy)	Requesting Office
9. SP Resolution – for non-employees with grant of reimbursement (1 original copy)	SPO
For Lakbay- Aral and Agency initiated travels and trainings:	
1. Activity Design (1 original copy)	Requesting Office
2. DILG Approval through Memorandum (1 original copy)	DILG
3. Memorandum Order(1 original copy)	Local Chief Executive (LCE)
For Drivers:	
1. Trip Tickets (1 original copy)	Requesting Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the DVs together with the required supporting documents to the City Accounting Office	1. Receive the DVs with attached supporting documents and forward to the assigned Audit Analyst for pre-audit	None	2 Minutes per DV	*Administrative Clerk* CAO

	1.1. Pre-audit of disbursement vouchers 1.2 Review and Approval of DVs 1.3 Assign number to approved vouchers and prepare transmittal list to City Treasurer's Office	None None None	10 Minutes per DV 5 Minutes per DV 3 Minutes	*Audit Analyst* CAO *City Accountant or Officer-in-Charge* CAO *Administrative Clerk* CAO
2. Acknowledge receipt of transmitted DVs from City Accounting	2. Transmit list of approved DVs to City Treasurer's Office 2.1 File received copy of transmittal list for future reference.	None None	5 Minutes 2 Minutes	*Administrative Clerk* CAO *Administrative Clerk* CAO
	TOTAL:	**None**	**27 Minutes**	

6. Liquidation of Cash Advance for Travels & Trainings

The Accountable Officer shall liquidate cash advances within the prescribed period set in the COA Circular no. 97-002 and must be supported with relevant documents prescribed under COA Circular 2012-002 depending on the nature of cash advance granted.

Office or Division:	City Accounting Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	LGU Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Liquidation Report (4 original copies)	Requesting Office
2. Report of Disbursement (4 original copies)	Requesting Office
3. Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee (1original copy)	Requesting Office
4.Certificate of appearance/attendance (1original copy)	Requesting Office
5. Previously approved itinerary of travel (1 original copy)	Requesting Office
6. Revised itinerary of travel, if applicable (1 original copy)	Requesting Office
7. Reimbursement Expense Receipt (RER) (1original copy)	Requesting Office
8. OR in case of refund of excess cash advance (1original copy)	Requesting Office
9. Certificate of Travel Completed (1original copy)	Requesting Office
For reimbursement of actual expenses in excess of prescribed rate: 1. Certification by LCE as to the absolute necessity of the expenses (1 original copy)	Requesting Office

2. Hotel room bills with official receipts (1original copy) *Note: cert/affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts*		Requesting Office		
For Local travel: 1. Hotel room/lodging bills with official receipts in the case of official receipts in the case of official travel to places within 50-km radius from the city or municipality where their permanent official station is located, if the travel allowances being claimed include the hotel room/lodging rate (1 original copy)		Requesting Office		
For foreign travel: 1. Narrative report on trip undertaken/report on participation (1 original copy)		Requesting Office		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Liquidation Report for cash advance together with the required supporting documents to the City Accounting Office	1. Receive the Liquidation Report with attached supporting documents and forward to the assigned Audit Analyst for pre-audit 1.2 Pre-audit of Liquidation for Cash advance Conditional Step: If with lacking supporting	None None	2 Minutes per DV 15 Minutes per DV depending on the nature of cash advance liquidated	*Administrative Clerk* CAO *Audit Analyst* CAO

	documents, return to requesting office for compliance 1.3 Assigned reference number to pre-audited liquidation report and submit to authorized signatory for approval 1.4 Approval of Liquidation Report	None None	5 Minutes 5 Minutes per DV	*Audit Analyst* CAO *City Accountant or Officer in Charge* CAO
	2. Record approved liquidation of cash advances in the books of accounts 2.1 Inform employee if liquidation is in order	None	15 minutes per DV	*Accounting Clerk* CAO
	TOTAL:	**None**	**42 minutes**	

7. Issuance of Certificate of No Claims

Certificate of No Claims for Travel Allowance, Communication Allowance, and other similar expenses are issued by this office as per request by the employees of the City of Panabo and personnel of other government agencies.

Office or Division:	City Accounting – Remittance Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen
Who may avail:	Different offices of the City Government of Panabo and other Government Agencies

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter of Request (1 original copy)	Requesting office and government agency

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit letter of **request for Certificate of no Claim to the City Accounting Office**	1. Receive the letter of request.	None	2 minutes	*Administrative Clerk* CAO
	1.1 Verify accounting records and prepare Certificate of no Claim if there is none	None	10 minutes	*Audit Analyst/ Accounting Clerk* CAO
	1.2 Approve Certification	None	5 minutes	*City Accountant or Officer In-charge* CAO
2. Receive the issued Certificate of No Claim	2.Issue the Certificate to requesting party	None	3 minutes	*Administrative Clerk* CAO
	2.1 File received copy of certification	None	2 minutes	*Administrative Clerk* CAO
	TOTAL:	**None**	**22 minutes**	

8. Verified Certificate of Actual Income of Barangays

Verified Certificate of Actual Income is a certified Statement of Actual Income earned by a Barangay during a calendar year. This is generally used for Budget purposes as basis to project the income of the ensuing year(s).

Office or Division:	City Accounting – General Section - Barangay Accounts
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Barangay Treasurer/other authorized barangay official

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Statement of Income (1 original copy)	City Accounting Office – Barangay Accounts
2. Request form (1 original copy)	City Accounting Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit to Barangay Accounts Section the Statement of Income for certification	1. Review/verify accuracy of amounts indicated, countersigns if found in order, otherwise returns to Barangay for correction	None	30 minutes	*Section Head – Barangay Accounts* CAO
	1.1 Signs the Statement of Income as confirmation	None	5 minutes	*City Accountant or Officer In-charge* CAO
2. Receive the signed Statement of Income	2. Release the signed Statement of Income	None	5 minutes	*Accounting Clerk – Barangay Accounts* CAO
	TOTAL:	**None**	**40 minutes**	