



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**

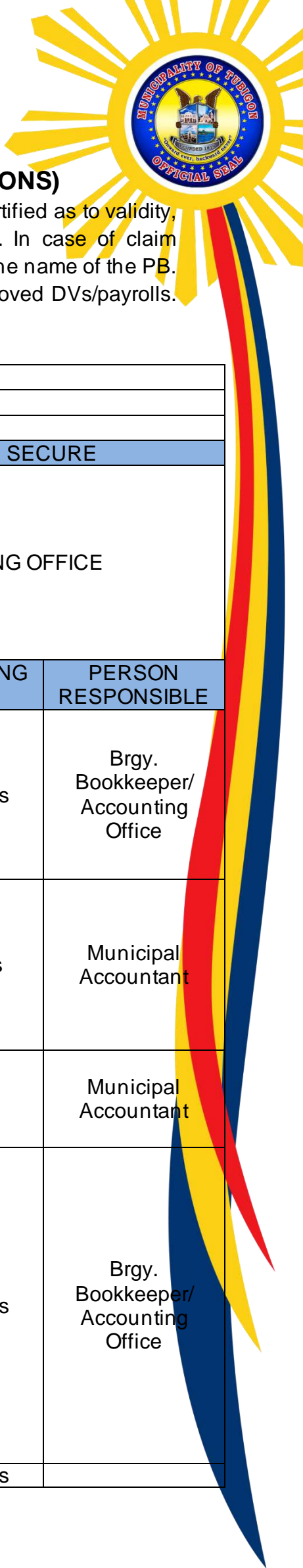




# **ACCOUNTING OFFICE**

## ADMINISTRATIVE SERVICES





**4. PROCESSING OF CLAIMS (MUNICIPAL TRANSACTIONS)**

All claims shall be approved by the Punong Barangay (PB) and certified as to validity, propriety and legality of the claim by the Municipal Accountant. In case of claim chargeable against SK Fund, the SK Chairman shall initial under the name of the PB. All disbursements shall be covered with duly processed and approved DVs/payrolls. The BT shall be responsible for paying claims against the Barangay.

Office or Division:	ACCOUNTING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Vouchers with complete supporting documents. 2. Transmittal Letter 3. Punong Barangay Certification (Duplicate for the Municipal Accountant and Quadruplicate for COA SA) 4. Personal appearance of the Barangay Treasurer		ACCOUNTING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Vouchers and the supporting documents for evaluation and review. Attached JEVs for audited vouchers.	Evaluates and reviews the submitted documents	None	15 minutes	Brgy. Bookkeeper/ Accounting Office
2. Submit the evaluated and reviewed Disbursement vouchers and the supporting documents to the Accountant for final approval	Check & review the submitted documents		5 minutes	Municipal Accountant
3. Submit the Punong Barangay Certifications for the Accountants approval	Check & review the submitted documents		1 minute	Municipal Accountant
4. Within twenty (20) days after the end of each month, submit all of the Disbursement Vouchers transacted within the previous month with the supporting documents for final evaluation. Submit also copies of Punong Barangay Certifications and the transmittal report.	Check & review the submitted documents		10 minutes	Brgy. Bookkeeper/ Accounting Office
TOTAL:		None	31 minutes	

