



OFFICE OF THE PROVINCIAL ACCOUNTING



Processing of Disbursement Vouchers and Payrolls

- Processing of disbursement vouchers and payrolls within the Provincial Government of Cavite

Office or Division:	Office of the Provincial Accounting			
Classification:	Frontline			
Type of Transaction:	Internal; Non-income Generating			
Who may avail:	Provincial Government of Cavite			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Disbursement Voucher/Payroll with necessary supporting documents for particular transaction 				Office of origin.
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher/Payroll and Non-payroll Transactions	1.1 Receives Disbursement Voucher from GSO, PEO, Budget and other offices	None	15 minutes	Christrian F. Salazar Emelita V. Cuadra
	2. Log, designate Disbursement Voucher & stamp " General Fund 101", Trust, SEF and other Fund		30 minutes	Christrian F. Salazar Emelita V. Cuadra
	3. Detach copy of payroll and Post to E-Index Card of claimant		Laila P. Pareja Arjay A. Aying Jenerlyn J. Teaño Elvira Gumapac Florenca Columna	
	4. Compute for Withholding Tax/Re-computation of Payroll/Non-Payroll and prepare Journal Entry Voucher		30 minutes	Ma. Rosario G. Araracap Laila P. Pareja Ethel H. Aquino Rosellie D. Dimapilis
	5. Prepare Journal Entry Voucher		15 minutes	Ma. Rosario G. Araracap Laila P. Pareja Ethel H. Aquino Jenerlyn J. Teaño
	6. Review the prepared Journal Entry Voucher		15 minutes	Jennifer Rose A. Disagon Pablo G. Maranan
	7. Prepare transmittal		20 minutes	Mark Louie B. De Lara Christian F. Salazar
OTHER VARIATIONS				
	1.2 Review documentary requirements for Payroll and Non-Payroll Transactions		30 minutes	Florenca Columna Ma. Theresa Dela Peña Mhay Hinahon Nerlynne Salazar Pablo Maranan Leonardo Alcoba



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<ul style="list-style-type: none"> Disbursement Voucher/Payroll with necessary supporting documents for particular transaction 				Office of origin.
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Evaluation of Documentary Requirements		20 minutes	Donna R. Advincula Pablo MAranan
	2. Log and forward to Provincial Accountant		20 minutes	Ethel Ferma Christian Salazar
	3. Checking transmittal of incoming/outgoing Disbursement Voucher		20 minutes	Christina Villanueva
	4. Final review and certification of Disbursement Voucher		20 minutes	Lauro D. Monzon
	5. Prepare transmittal and forward to Provincial Treasurer Office		20 minutes	Ethel Ferma
	TOTAL	None	4 hours and 30 minutes	



Request of Value Added Tax Certificate and Certificate of Credible Tax Withheld at Source

- Processing of certifications issued to suppliers and contractors.

Office or Division:	Office of the Provincial Accounting			
Classification:	Frontline			
Type of Transaction:	Internal; Income Generating			
Who may avail:	Suppliers, Contractors, Service Providers			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> • Request for Certification • Official Receipt for Certificate 				Requestor Treasurer/Cashier
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request of Value Added Tax Certificate and Certificate of Credible Tax Withheld at Source	1.1. Encode, print and forward to the Secretary of the Provincial Accountant	P50.00/certification fee P30.00/ doc. stamp	3 days	Imelda L. Romero
	1.2. Prepare Logbook of Certificate		5 minutes	Ethel Ferma
	1.3 Approval of Provincial Accountant		5 minutes	Provincial Accountant
	TOTAL	P80.00/ certification fee and doc. stamp	3 days; 10 minutes	



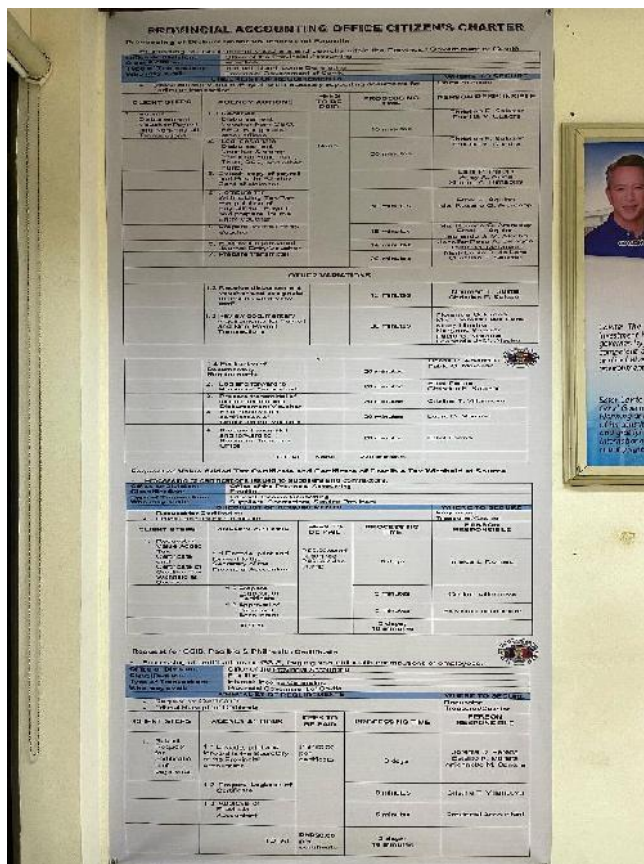
Request for GSIS, Pagibig & Philhealth Certificate

- Processing of certifications on GSIS, Pagibig and Philhealth contributions of employees.

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CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> • Request for Certification • Official Receipt for Certificate 				Requestor Treasurer/Cashier
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request for certification of payments.	1.1 Encode, print and forward to the Secretary of the Provincial Accountant	PhP20.00 per certificate	3 days	Jorema O. Pereña Estelito R. Moraña Anjennette M. Canaria
	1.2 Prepare Logbook of Certificate		5 minutes	Cristina T. Villanueva
	1.3 Approval of Provincial Accountant		5 minutes	Provincial Accountant
	TOTAL	PhP20.00 per certificate	3 days 10 minutes	



PROOF OF POSTING



Citizen's Charter posted at the entrance of the Provincial Accounting Office.

COMMUNICATION PLAN

We make sure that client's queries and need are addressed accordingly and efficiently. Prompt response and speedy action to address client needs were practiced. All clients are treated equally without prejudice to their social and organizational standing. Since most of our clients catered are colleagues in government service, we want them to see and feel the hospitality of our section pertaining to their concerns. Issued a summary of list of requirements to all offices and suppliers to ensure the completeness of documents prior to submission.

CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Provincial Accounting Office	2 nd Floor, Cavite Finance Center, Provincial Capitol Ground, Trece Martires City, Cavite	Telephone : 419-0695 Email Address : provincialfinance2017@gmail.com