CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



Brgy. Saluysoy, City of Meycauayan, Bulacan
044.919.8020 / cicro@meycauayan.gov.ph
www.meycauayan.gov.ph

OFFICE OF THE CITY ACCOUNTANT

Internal Services

1. PHILHEALTH Certification

Issuance of Certification of PhilHealth Contributions of members.

Office or Division:	Office of the City Accountant			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Officials and Employees of the City Government of Meycauayan (with permanent, temporary, co-terminus, contractual & casual appointment)			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
Verbal request only			None	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Client signifies request for certification	1.1 Verify records of employee	None	10 minutes	Administrative Assistant VI, Office of the City Accountant
	1.2 Prepare and print PhilHealth Certification			
	1.3 Sign the PhilHealth Certification	None	2 minutes	City Accountant or Administrative Officer V
2. Receive the issued Certification	2. Issue of the Certification to the requesting party	None	3 minutes	Administrative Assistant VI, Office of the City Accountant
	Total	**None**	**15 minutes**	

2. Employee Property and Financial Clearance

Clearances forwarded to the Office of the City Accountant are facilitated

Office or Division:	Office of the City Accountant			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Different offices of the City Government of Meycauayan			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
1. Clearance form			Human Resource Management Office (HRMO)	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Transmit the Clearance Form	1.1 Receive the Clearance Form	None	3 minutes	Administrative Assistant VI, Office of the City Accountant
	1.2 Countersign the Clearance Form for verification		15 minutes	Administrative Assistant VI, Office of the City Accountant
	1.3 Sign/Approve the Clearance Form		10 minutes	City Accountant
2. Receive the issued Certification	2. Issue of the Certification to the requesting party	None	3 minutes	Administrative Assistant VI, Office of the City Accountant
	Total	**None**	**31 minutes**	

3. Barangay Financial Documents Verification

Financial Documents from the Barangays of the City Government of Meycauayan are submitted to the Office of the City Accountant for the preparation of Financial Reports as mandated by the Commission on Audit

Office or Division:	Office of the City Accountant			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Different barangays of City Government of Meycauayan			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
The following are to be submitted in original copy 1. Transmittal of Report 2. Punong Barangay Certification 3. Summary of Checks Issued with DV 4. Record of Appropriations and Obligations 5. Report of Accountability for Accountable Forms 6. Report of Collections and Deposits 7. Cashbook			Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Transmit the Reports	1.1 Receive the reports with supporting documents	None	3 minutes per transmittal	Administrative Aide IV/Administrative Assistant VI/Senior Administrative

				Assistant II/Administrative Officer IV, Office of the City Accountant
	1.2 Arrange and sort the transmitted reports	None	3 minutes per transmittal	Administrative Aide IV/Administrative Assistant VI/Senior Administrative Assistant II/Administrative Officer IV, Office of the City Accountant
	1.3 Check and review the submitted reports including the supporting documents	None	3 hours per transmittal	Administrative Aide IV/Administrative Assistant VI/Senior Administrative Assistant II/Administrative Officer IV, Office of the City Accountant
	1.4 Submit the report to the encoders	None	3 minutes per transmittal	Administrative Aide IV/Administrative Assistant VI/Senior Administrative Assistant II/Administrative Officer IV, Office of the City Accountant
	1.5 Encode and prepare the necessary financial documents	None	20 days per barangay	Administrative Aide IV/Administrative Assistant VI/Senior Administrative Assistant II/Administrative Officer IV, Office of the City Accountant
	Total	**None**	**20 days, 3 hours and 9 minutes**	

4. Supplier Payment Disbursement Processing (Food Expenses/Meals and Snacks)

Purchase request for payment to Suppliers for Meals from the City General Services Office to the Office of the City Accountant for pre-audit and certification as to the completeness of its supporting documents and withholding of taxes based on the Government Procurement Act (RA 9184), DBM, DILG and COA Circulars, CSC Issuances, BIR Issuances and other Regulating Bodies and its processing.

Office or Division:	Office of the City Accountant
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Offices of the City Government of Meycauayan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Purchase Request – 2 copies	Requisitioning Office
2. Obligation Request – 2 copies	Requisitioning Office
3. Resolution Establishing Mode of Procurement – 1 copy	Bids and Awards Committee
4. Request for Quotation - 1 copy	Bids and Awards Committee
5. Project Proposal -1 copy	Requisitioning Office
6. Notice of Award – 2 copies	Office of the City General Services Officer
7. Purchase Order duly received by COA – 2 copies	Office of the City General Services Officer
8. Notice of Delivery duly received by COA – 2 copies	Office of the City General Services Officer
9. Delivery Receipt/Sales Invoice/ Official Receipt – 2 copies	
10. Attendance Sheet – 1 copy	Requisitioning Office
11. Inspection and Acceptance Report - 2 copies	Office of the City General Services Officer
12. Pictures Taken – 1 copy	Requisitioning Office
Additional Requirements:	
Competitive Bidding	Bids and Awards Committee
• Invitation to Bid	
• Posting at Philgeps and in conspicuous places of the City Government	Bids and Awards Committee
• Notice to Proceed – 2 copies	Bids and Awards Committee
• Notice of Award – 2 copies	Bids and Awards Committee
• Minutes of Bid Opening – 2 copies	Bids and Awards Committee
• Notice of Post Qualification – 2 copies	Bids and Awards Committee
• BAC Resolution Declaring Lowest Calculated Responsive Bid – 2 copies	Bids and Awards Committee
• Contract – 2 copies	Bids and Awards Committee
• Bid Form	
Shopping/Small Value Procurement	Office of the City General Services Officer

• Request for Price Quotation/Canvass Form (duly signed) from at least three (3) qualified suppliers – 2 copies – 2 copies • Abstract of Quotation Bidding – 2 copies • Recommendation for Shopping Mode of Procurement by the BAC Chairperson – 2 copies Repeat Order • Recommendation for Repeat Order by the BAC Chairperson – 2 copies • Copy of the original Contract used as basis for the Repeat Order			Office of the City General Services Officer Office of the City General Services Officer Bids and Awards Committee Office of the City General Services Officer Office of the City General Services Officer	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Forward the purchase request and its supporting documents to the Office of the City Accountant	1.1 Receive the purchase request with supporting documents	None	2 minutes per voucher	Administrative Aide III, Office of the City Accountant
	1.2 Log the received purchase request and forward to personnel assigned in preparing the disbursement voucher	None	3 minutes per voucher	Administrative Aide III, Office of the City Accountant
	1.3 Prepare the disbursement voucher using GAAMS and forward to supervisor for preliminary pre-audit	None	5 minutes per voucher	Administrative Aide IV, Office of the City Accountant
	1.4 Pre-audit of the disbursement vouchers	None	30 minutes per voucher	Administrative Officer IV/V, Office of the City Accountant
	1.5 Return disbursement vouchers for those with lacking	None	5 minutes per voucher	Administrative Officer IV/V, Office of the City Accountant

	documents and/or with concerns needed for compliance			
	1.6 Forward to Admin Officer V for JEV entry in the GAAMS, withholding of taxes, other deductions and inclusion of the needed reports	None	10 minutes per voucher	Administrative Officer V, Office of the City Accountant
	1.7 Final Review of all the supporting documents and certification of the financial documents as to its completeness	None	40 minutes per voucher	City Accountant /Administrative Officer V, Office of the City Accountant
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Administrative Aide III, Office of the City Accountant
	Total	**None**	**1 hour and 41 minutes per voucher**	

5. Supplier Payment Disbursement Processing (Supplies and Materials/ Capital Outlay-Equipment)

Purchase request for payment to Suppliers for Supplies and Materials/Capital Outlay-Equipment from the City General Services Office to the Office of the City Accountant for pre-audit and certification as to the completeness of its supporting documents and withholding of taxes based on the Government Procurement Act (RA 9184), DBM, DILG and COA Circulars, CSC Issuances, BIR Issuances and other Regulating Bodies and its processing.

Office or Division:	Office of the City Accountant
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Offices of the City Government of Meycauayan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Purchase Request – 2 copies	Requisitioning Office
2. Obligation Request – 2 copies	Requisitioning Office
3. Project Proposal 1 copy	Requisitioning Office
4. Resolution on Mode of Procurement – 1 copy	Bids and Awards Committee
5. Request for quotation – 1 copy	Bids and Awards Committee
6. Notice of Award – 2 copies	Office of the City General Services Officer
7. Purchase Order duly received by COA – 2 copies	Office of the City General Services Officer
8. Notice of Delivery duly received by COA – 2 copies	Office of the City General Services Officer
9. Delivery Receipt/Sales Invoice/ Official Receipt – 2 copies	Office of the City General Services Officer
10. Inspection and Acceptance Report - 2 copies	Office of the City General Services Officer
11. Photocopy of Warranty Certificate	Office of the City General Services Officer
12. Pictures Taken – 1 copy	Requisitioning Office
Additional Requirements: Competitive Bidding	Bids and Awards Committee
• Invitation to Bid	Bids and Awards Committee
• Printout copy of advertisement posted in Philgeps – 1 copy	Bids and Awards Committee
• Photo of posting of advertisement in conspicuous places – 1 copy	Bids and Awards Committee
• Notice to Proceed – 2 copies	Bids and Awards Committee
• Minutes of Pre-procurement conference – 1 copy	Bids and Awards Committee
• Letter of Intent – 1 copy	Bids and Awards Committee
• Minutes of Bid Opening – 2 copies	Bids and Awards Committee
• Abstract of Bid – 2 copies	Bids and Awards Committee
• Post Qualification Report of Technical Working Group – 2 copies	Bids and Awards Committee
• Notice of Post Qualification – 2 copies	Bids and Awards Committee
• BAC Resolution Declaring Lowest Calculated Responsive Bid – 2 copies	Bids and Awards Committee
• BAC Resolution recommending approval by the HOPE of the award of contract – 2 copies	Bids and Awards Committee
• Approval by the HOPE of the BAC recommendation of award of contract – 2 copies	Bids and Awards Committee
• Performance Security/Bond – 2 copies	Bids and Awards Committee
• Completed, approved and notarized Contract – 2 copies	Bids and Awards Committee
• Bid Form	Bids and Awards Committee
Shopping/Small Value Procurement	

• Request for Price Quotation/Canvass Form (duly signed) from at least three (3) qualified suppliers – 2 copies – 2 copies • Abstract of Quotation Bidding – 2 copies • Recommendation for Shopping Mode of Procurement by the BAC Chairperson – 2 copies Repeat Order • Recommendation for Repeat Order by the BAC Chairperson – 2 copies • Copy of the original Contract used as basis for the Repeat Order – 1 copy Direct Contracting • Recommendation for Direct Contracting by BAC Chairperson – 2 copies • Notice to Proceed – 2 copies • Notice of Award – 2 copies • Copy of letter to selected manufacturer/supplier/distributor to submit price quotation and conditions of sale – 2 copies • Certificate of Exclusive Distributorship – 2 copies • DILG Authority (purchase of motor vehicles) – 2 copies Negotiated Procurement • Recommendation for Negotiated Purchase by the BAC Chairperson – 2 copies • Price quotation/final offers from at least three (3) invited suppliers			Office of the City General Services Officer Office of the City General Services Officer Office of the City General Services Officer Office of the City General Services Officer Office of the City General Services Officer Office of the City General Services Officer Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Office of the City General Services Officer	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Forward the purchase request and its supporting documents to the Office of the City Accountant	1.1 Receive the purchase request with supporting documents	None	2 minutes per voucher	Administrative Aide III, Office of the City Accountant
	1.2 Log the received purchase request and forward to personnel assigned in preparing the disbursement voucher	None	3 minutes per voucher	Administrative Aide III, Office of the City Accountant

	1.3 Prepare the disbursement voucher using GAAMS and forward to supervisor for preliminary pre-audit	None	5 minutes per voucher	Administrative Aide IV, Office of the City Accountant
	1.4 Pre-audit of the disbursement vouchers	None	30 minutes per voucher	Administrative Officer IV/V, Office of the City Accountant
	1.5 Return disbursement vouchers for those with lacking documents and/or with concerns needed for compliance	None	5 minutes per voucher	Administrative Officer IV/V, Office of the City Accountant
	1.6 Forward to Admin Officer V for JEV entry in the GAAMS, withholding of taxes, other deductions and inclusion of the needed reports	None	10 minutes per voucher	Administrative Officer V, Office of the City Accountant
	1.7 Final Review of all the supporting documents and certification of the financial documents as to its completeness	None	40 minutes per voucher	City Accountant /Administrative Officer V, Office of the City Accountant
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Administrative Aide III, Office of the City Accountant
	Total	**None**	**1 hour and 40 minutes per voucher**	

6. Supplier Payment Disbursement Processing (Repairs and Maintenance)

Purchase request for payment to Suppliers for Repairs and Maintenance from the City General Services Office to the Office of the City Accountant for pre-audit and certification as to the completeness of its supporting documents and withholding of taxes based on the Government Procurement Act (RA 9184), DBM, DILG and COA Circulars, CSC Issuances, BIR Issuances and other Regulating Bodies and its processing.

Office or Division:	Office of the City Accountant
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Offices of the City Government of Meycauayan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Purchase Request – 2 copies	Requisitioning Office
2. Obligation Request – 2 copies	Requisitioning Office
3. Resolution on Mode of Procurement – 1 copy	Bids and Awards Committee
4. Request for Quotation – 1 copy	Bids and Awards Committee
5. Notice of Award – 2 copies	Requisitioning Office
6. Purchase Order duly received by COA – 2 copies	Office of the City General Services Officer
7. Notice of Delivery duly received by COA – 2 copies	Office of the City General Services Officer
8. Delivery Receipt/Sales Invoice/ Official Receipt – 2 copies	Office of the City General Services Officer
9. Pre-repair inspection report – 1 copy	Office of the City General Services Officer
10. Warranty Certificate – 1 copy	Office of the City General Services Officer
11. Contractor's Compliance – 1 copy	Office of the City General Services Officer
12. Waste Material Report – 1 copy	Office of the City General Services Officer
13. Inspection and Acceptance Report - 2 copies	Requisitioning Office
14. Pictures Taken – 1 copy	Office of the City General Services Officer
Additional Requirements:	Requisitioning Office
Competitive Bidding	
• Invitation to Bid	Bids and Awards Committee
• Posting at Philgeps and in conspicuous places of the City Government	Bids and Awards Committee
• Notice to Proceed – 2 copies	Bids and Awards Committee
• Notice of Award – 2 copies	Bids and Awards Committee
• Minutes of Bid Opening – 2 copies	Bids and Awards Committee
• Notice of Post Qualification – 2 copies	Bids and Awards Committee

• BAC Resolution Declaring Lowest Calculated Responsive Bid – 2 copies • Contract – 2 copies • Bid Form	Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee
Shopping/Small Value Procurement • Request for Price Quotation/Canvass Form (duly signed) from at least three (3) qualified suppliers – 2 copies – 2 copies • Abstract of Quotation Bidding – 2 copies • Recommendation for Shopping Mode of Procurement by the BAC Chairperson – 2 copies	Office of the City General Services Officer Office of the City General Services Officer Office of the City General Services Officer Office of the City General Services Officer Office of the City General Services Officer
Repeat Order • Recommendation for Repeat Order by the BAC Chairperson – 2 copies • Copy of the original Contract used as basis for the Repeat Order	Office of the City General Services Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the purchase request and its supporting documents to the Office of the City Accountant	1.1 Receive the purchase request with supporting documents	None	2 minutes per voucher	Administrative Aide III, Office of the City Accountant
	1.2 Log the received purchase request and forward to personnel assigned in preparing the disbursement voucher	None	3 minutes per voucher	Administrative Aide III, Office of the City Accountant
	1.3 Prepare the disbursement voucher using GAAMS and forward to supervisor for preliminary pre-audit	None	5 minutes per voucher	Administrative Aide IV, Office of the City Accountant
	1.4 Pre-audit of the disbursement vouchers	None	30 minutes per voucher	Administrative Officer IV/V, Office of the City Accountant

	1.5 Return disbursement vouchers for those with lacking documents and/or with concerns needed for compliance	None	5 minutes per voucher	Administrative Officer IV/V, Office of the City Accountant
	1.6 Forward to Admin Officer V for JEV entry in the GAAMS, withholding of taxes, other deductions and inclusion of the needed reports	None	10 minutes per voucher	Administrative Officer V, Office of the City Accountant
	1.7 Final Review of all the supporting documents and certification of the financial documents as to its completeness	None	40 minutes per voucher	City Accountant /Administrative Officer V, Office of the City Accountant
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Administrative Aide III, Office of the City Accountant
	Total	**None**	**1 hour and 40 minutes per voucher**	

7. Cash Advance Voucher Processing (Special Disbursing Officer)

Signed obligation request from the City Budget Office of the City Government of Meycauayan for cash advances for activities such prizes, meals, accommodation thru Special Disbursing Officers are forwarded to the Office of the City Accountant for the pre-audit of the financial documents as to the completeness of its supporting documents, withholding of taxes and other deductions based on the Government Procurement Act (RA 9184), DBM, DILG and COA Circulars, CSC Issuances, BIR Issuances and other Regulating Bodies and its processing

Office or Division:	Office of the City Accountant
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Offices and Liaison Officers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Honorarium and Prizes	
1. Obligation Request – 2 copies	Requisitioning Office
2. Project Proposal – 1 copy	Requisitioning Office
3. Payroll for Honorarium/Prizes – 4 copies	Office of the City Accountant
4. Criteria/Mechanics – 1 copy	Requisitioning Office
5. Program of Activities – 1 copy	Requisitioning Office
6. CV/Resume of invited guest (for honorarium) – 1 copy	Requisitioning Office
7. Pictures of the Activity	
Meals and Accommodation	
1. Obligation Request – 2 copies	Requisitioning Office
2. Call/Memorandum Order – 2 copies	Office of the City Administrator
3. Approved Travel Order – 2 copies	Office of the City Mayor
4. Request for quotation – 2 copies	Requisitioning Office
5. Purchase Request – 2 copies	Requisitioning Office
6. Pictures of the Activity	Requisitioning Office
Meals Allowance	
1. Obligation Request – 2 copies	Requisitioning Office
2. Project Proposal	Requisitioning Office
3. Payroll Report – 3 copies	Office of the City Accountant
4. Pictures of the Activity	Requisitioning Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward purchase request and its supporting documents to the Office of the City Accountant	1.1 Receive the purchase request with supporting documents	None	2 minutes per voucher	Administrative Aide III, Office of the City Accountant
	1.2 Log the received purchase request and forward to personnel assigned in preparing the	None	3 minutes per voucher	Administrative Aide III, Office of the City Accountant

	disbursement voucher			
	1.3 Prepare the disbursement voucher using GAAMS and forward to supervisor for preliminary pre-audit	None	2 minutes per voucher	Administrative Aide IV, Office of the City Accountant
	1.4 Pre-audit of the disbursement vouchers	None	10 minutes per voucher	Administrative Officer IV/V, Office of the City Accountant
	1.5 Return disbursement vouchers for those with lacking documents and/or with concerns needed for compliance	None	5 minutes per voucher	Administrative Officer IV/V, Office of the City Accountant
	1.6 Forward to Admin Officer V for JEV entry in the GAAMS, withholding of taxes, other deductions and inclusion of the needed reports	None	10 minutes per voucher	Administrative Officer V, Office of the City Accountant
	1.7 Final Review of all the supporting documents and certification of the financial documents as to its completeness	None	15 minutes per voucher	City Accountant /Administrative Officer V, Office of the City Accountant
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Administrative Aide III, Office of the City Accountant
	Total	**None**	**52 minutes per voucher**	

8. Employee Payroll Processing for Permanent, Contract of Service and Job Order Employees

Payroll from the City Human Resource and Management Office for the Salaries and Wages Regular employees, Contractual and Job Orders are forwarded to the Office of the City Accountant for the preparation of the financial documents and certification as to the completeness of its supporting documents and withholding of taxes based on the Government Procurement Act (RA 9184), DBM, DILG and COA Circulars, CSC Issuances, BIR Issuances and other Regulating Bodies and its processing.

Office or Division:	Office of the City Accountant
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Offices and Liaison Officers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Authority to be Included in Payroll - 1 copy 2. Actual Accomplishment Report – 1 copy 3. Copy of Contract, (if applicable)	Office of the City HRM Officer Office of the City HRM Officer Office of the City HRM Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the Authority to be Included in Payroll by HR to Office of the City Accountant	1.1 Receive the Authority to be included in Payroll with supporting documents	None	2 minutes	Administrative Aide III, Office of the City Accountant
	1.2 Log the received document	None	3 minutes	Administrative Aide III, Office of the City Accountant
	1.3 Forward the Authority to be included in Payroll to the Admin Officer V for preparation of Payroll Report	None	2 minutes	Administrative Aide III, Office of the City Accountant
	1.4 Payroll Report preparation	None	3 days	Administrative Officer V, Office of the City Accountant

2. Forwarded to OBR and Payroll signatories	2.1 Forward to Payroll signatories for routing	None	5 minutes	Administrative Aide III, Office of the City Accountant
3.Forward the signed OBR and payroll report to the Office of the City Accountant	3.1 Receive the signed OBR and payroll report with supporting documents	None	2 minutes	Administrative Aide III, Office of the City Accountant
	3.2 Prepare the disbursement voucher using GAAMS for the payroll	None	5 minutes	Administrative Aide VI, Office of the City Accountant
	3.3 Forward to Admin Officer V for JEV entry in the GAAMS, withholding of taxes, other deductions and inclusion of the needed reports	None	10 minutes	Administrative Officer V, Office of the City Accountant
	3.4 Final Review of all the supporting documents and certification of the financial documents as to its completeness	None	10 minutes	City Accountant /Administrative Officer V, Office of the City Accountant
	3.5 Release and forward the disbursement voucher to the Office of the City Treasurer	None	5 minutes	Administrative Aide III, Office of the City Accountant
	Total	**None**	**3 days and 44 minutes**	

9. Medical, Burial and other Financial Assistance Voucher Processing

Obligation request from the City Budget Office of the City Government of Meycauayan for the qualified recipients of Medical, Burial, and other Financial Assistance are forwarded to the Office of the City Accountant for pre-audit of financial documents as to the completeness of its supporting documents based on the existing guidelines of the Department of Social Welfare and Development (DSWD) as well as the Government Procurement Act (RA 9184), DBM, DILG, COA Circulars and other regulating bodies and its processing.

Office or Division:	Office of the City Accountant
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Offices of the City Government of Meycauayan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Obligation Request – 2 copies	Office of the City Social Welfare and Development Officer (CSWDO)
2. Interview of the beneficiary/authorized representative – 1 coy	Office of the City Mayor/CSWDO
3. Certification from the Barangay – 1 copy	Office of Barangay Captain
4. Copy of valid IDs of the beneficiary and authorized representative – 1 copy	Client
5. Certificate of Eligibility – 1 copy	Office of the City Social Welfare and Development Officer
6. Social Case Study Report	Office of the City Social Welfare and Development Officer
Medical Assistance:	
• Clinical Abstract	Client
• Medical Certificate	Client
• Temporary bill	Client
• Official Receipt	
Burial Assistance	
• Death Certificate	Client
• Funeral Contract	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the obligation request and its supporting documents to the Office of the City Accountant	1.1 Receive the obligation request with supporting documents and forward to the assigned personnel for the preparation of disbursement voucher	None	2 minutes per voucher	Administrative Aide III, Office of the City Accountant

	1.2 prepare the disbursement voucher using GAAMS and forward to Admin Officer V for preliminary audit	None	5 minutes per voucher	Administrative Aide IV, Office of the City Accountant
	1.3 Pre-audit of the disbursement vouchers	None	10 minutes per voucher	Administrative Officer IV/V, Office of the City Accountant
	1.5 Return disbursement vouchers for those with lacking documents and/or with concerns needed for compliance	None	5 minutes per voucher	Administrative Officer V, Office of the City Accountant
	1.6 Forward to Admin Officer V for JEV entry in the GAAMS, other deductions and inclusion of the needed reports	None	10 minutes per voucher	Administrative Officer V, Office of the City Accountant
	1.7 Final Review of all the supporting documents and certification of the financial documents as to its completeness	None	15 minutes per voucher	City Accountant/Administrative Officer V, Office of the City Accountant
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Administrative Aide III, Office of the City Accountant
	Total	**None**	**52 minutes per voucher**	

10. Tax Certificates Issuance

Certified photocopies of the Signed/Approved and Filled up Tax Certificates (BIR Form 2304 and 2316) are issued by this office to the Employees of the City Government of Meycauayan as per request due to loss of the previously issued BIR forms/for foreign travel/loans/scholarships

Office or Division:	Office of the City Accountant			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All employees of the City Government of Meycauayan			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
Verbal request only			Office of the City Accountant	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for the Certified photocopy of the BIR form 2316 or issuance of Form 2304	1.1 Find the BIR Form 2316 and/or 2304 of the concerned personnel that was stored in the internal storage of the Office	None	20 minutes	Administrative Aide VI, Office of the City Accountant
	1.2 Signing Approval of the Certified true copy of the document		3 minutes	City Accountant
2. Receive the issued Certification in the logbook	2. Issue of the Certification to the requesting party	None	3 minutes	Administrative Aide VI, Office of the City Accountant
	Total	**None**	**26 minutes**	

11. Accountant's Advice of Local Check Disbursement

Signed checks and the completely signed disbursement vouchers are returned to the Office of the City Accountant from the Office of the City Mayor for the preparation, uploading and approving of the Accountant's Advice to the Landbank WeAccess System.

Office or Division:	Office of the City Accountant			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Local Finance and the Office of the City Mayor			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
1. Checks signed completely by all signatories 2. Complete signed disbursement voucher and all its supporting documents			Office of the City Mayor Office of the City Mayor	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Forward the checks and disbursement voucher package to the Office of the City Accountant	1.1 Prepare the Accountant's Advice from the checks forwarded	None	5 minutes	Administrative Assistant VI, Office of the City Accountant
	1.2 Upload the series of checks to Landbank's WeAccess System		10 minutes	Administrative Assistant VI, Office of the City Accountant
	1.3 Print the Journal Entry Voucher and record it in the books	None	10 minutes	Administrative Officer V, Office of the City Accoutant
	1.4 Authorize the checks from the WeAccess System	None	5 minutes	City Accountant
2. Receive the checks and disbursement voucher package	2. Forward the checks to the Office of the City Treasurer	None	10 minutes	Administrative Aide III, Office of the City Accountant
	Total	**None**	**40 minutes**	