



MUNICIPAL ACCOUNTING OFFICE

MANDATE

Accounting and Internal Audit

VISION

To ensure that resources are used consistent with laws, regulations and policies that all resources are safeguard against loss, wastage and misused; that financial information are reliable, accurate and likewise operations are economical, efficient and effective.

MISSION

Accounting and Internal Audit Office System in the Local Government Unit which comprises the plans, the methods and measures adopted within to strengthen the Internal Control System of the agency.



A. PROCESSING OF CLAIMS (Barangay and Municipal Transactions)

THE SERVICE:

To safeguard the use and disposition of the Municipal Government's assets and to determine its liabilities from claims, pre-audit is undertaken by the Municipal Accountant to determine that all necessary supporting documents of vouchers/claims are submitted.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PLEASE APPROACH
1. Submit supporting documents for pre-audit	a. Approved obligation request b. Approved Purchase Request/Order c. Accomplished Canvass/Bid d. Accomplished Abstract of Canvass/Bid e. Accomplished Acceptance/Inspection f. Certificate of Registration (Phil. Government Electronic Procurement Service)	10 minutes	Genine D. Macaspac Johanna Rea Simon
2. Wait for the processing and the release of pre-audited disbursement voucher	Disbursement voucher with complete supporting documents	2 minutes	
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		12 MINUTES	



B. ISSUANCE OF CERTIFICATE OF COMPENSATION PAYMENT/TAX WITHHELD

THE SERVICE:

Government employee's income taxes are withheld pursuant to the National Internal revenue Code. The Certificate of Compensation Payment/Tax withheld is given annually to show proof that tax due to employees has been paid.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PLEASE APPROACH
1. Request verbally for the issuance of Certificate of Compensation Payment/Tax Withheld		3 minutes	Editha M. Ilac
2. Wait for the processing and releasing of the document		3 minutes	
TOTAL RESPONSE TIME:		6 MINUTES	



C. ISSUANCE OF CERTIFICATE OF NET TAKE HOME PAY

THE SERVICE:

Employees shall secure from the Municipal Accounting Office the Certificate of Net Take Home Pay for whatever purpose it may serve them.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PLEASE APPROACH
1. Request for the issuance of Certificate of Net Take Home Pay		3 minutes	Editha M. Ilac Genine D. Macaspac
2. Wait for the processing and release of the Certificate of Net Take Home Pay		5 minutes	
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		8 MINUTES	