

MUNICIPAL ACCOUNTANT'S OFFICE

1. PREPARATION OF THE FOLLOWING

A. DISBURSEMENT VOUCHERS

B. MONTHLY PAYROLL

D. ACCOUNTANT ADVICE

ABOUT SERVICES

- A. SUBMIT documents to Accounting Office for preparations of Disbursement Vouchers.
- B. Prepare monthly payroll every 10th day of the month for Regular and job orders employees.
- C. Receive all checks from Municipal Treasury for preparing Municipal Accountant Advice all funds.

HOW TO AVAIL OF THE SERVICES

- A. SUBMIT documents to Accounting Office for preparations of Disbursement Vouchers.

| STEPS TO FOLLOW | IT WILL TAKE YOU | PLEASE APPROACH |
|--|-------------------------|----------------------------|
| 1. Submit all documents, To be verified. | 30 Minutes per vouchers | Fe D. Beltran- Adm. Aide I |
| 2. Verified documents for voucher making | 30 Minutes per vouchers | Lovely D. Umbal |
| 3. Voucher with Complete Documents | 2 Minutes per voucher | Elbima Marie T. Tan |
| 4. Signed Vouchers transmitted to treasury | 2 Minutes per voucher | Lovely D. Umbal |

- B. Prepare monthly payroll every 10th day of the month for Regular and job orders employees.

| STEPS TO FOLLOW | IT WILL TAKE YOU | PLEASE APPROACH |
|--|-----------------------------------|----------------------------|
| 1. Monthly payroll every 10 th the month. | 2 days upon receipt of attendance | Doris D. Dela Piña- Aide I |
| 2. Preparation of monthly remittance. | 4 days after cut-off | Doris D. Dela Piña- Aide I |

C. Receive all checks from Municipal Treasury for preparing Municipal Accountant Advice all funds.

| STEPS TO FOLLOW | IT WILL TAKE YOU | PLEASE APPROACH |
|--------------------------------------|---|---------------------------------------|
| 1. Preparing Check Accountant Advice | 45 Minutes (15 checks) General funds and record to Journal. | Doris D. Dela Pina |
| 2. Preparing Check Accountant Advice | 45 Minutes (15 checks) Special Education funds, Trust Fund and record to Journal. | Carmelita C. Butcon- Adm. Assist. II, |

Elbima Marie T. Tan
Municipal Accountant