

MUNICIPAL ACCOUNTING OFFICE

VISION

A globally competitive Accounting Office with highly competent, honest and committed professionals with the most advance information technology, towards a complete, accurate and timely recording and reporting of all financial transaction.

MISSION

- To assist the Chief Executive in managing the financial resources to its optimum use through financial tool and proper accounting
- To provide reliable and timely financial information through an effective accounting and internal control systems, equipped with modern technology, ensuring financial security, transparent operations and well-defined accountability, thus achieving effective and efficient delivery of genuine public services.

Office Head : **ELBIMA MARIE T. TAN, CPA**
Municipal Accountant
Office Address : 1st Floor, Municipal Town Hall
Poblacion, Salay, Misamis Oriental
Email Address : lgu_salaymisor@yahoo.com

External Services:

1. Payment of Goods and Services
2. Payment of Cash Advances, Claim of Travelling Expense

1. PAYMENT OF GOODS AND SERVICES

OFFICE	Municipal Accountant's Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2G – GOVERNMENT TO GOVERNMENT EMPLOYEE OR OFFICIALS
WHO MAY AVAIL	All Officials and employees
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
Approved Purchased Request Obligation Request (OBR) with complete supporting document	General services Division – Mayor's Office Bids and Awards Committee (BAC) – Secretariat

Purchase Order (PO) with complete supporting documents		General services Division – Mayor’s Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Clients’ request for preparation of Voucher.	Accept and evaluate the submitted documents as to completeness and correctness	NONE	25 minutes	Fe Beltran – Acctg Clerk Elbima Marie T. Tan – Municipal Accountant
	Computation of Withholding Tax		5 minutes	Fe Beltran – Acctg. Clerk
	Entry to Appropriation and Obligation		4 minutes	
	Preparation of Disbursement Voucher		3 minutes	Fe Beltran – Acctg. Clerk
	Approval of Disbursement voucher		3 minutes	Lovely Umbal – Acctg Clerk Elbima Marie T. Tan Municipal Accountant
Total			40 minutes	
END OF TRANSACTION				

2. Payment of Cash Advances, Claim of Travelling Expense

OFFICE	Municipal Accountant’s Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2G – GOVERNMENT TO GOVERNMENT EMPLOYEE OR OFFICIALS
WHO MAY AVAIL	All Officials and employees
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
Approved travel order with control number Approved Itinerary of Travel	Office of the Human Resource Agency Head

Invitation or communication and complete supporting documents		Concern Official or Employees		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
Clients' request for preparation of Voucher.	Accept and evaluate the submitted documents as to completeness and correctness	NONE	15 minutes	Fe Beltran – Acctg Clerk Elbima Marie T. Tan – Municipal Accountant
	Entry to Appropriation and Obligation		3 minutes	Fe Beltran – Acctg. Clerk
	Preparation of Disbursement Voucher		4 minutes	Lovely Umbal – Acctg Clerk
	Approval of Disbursement voucher		3 minutes	Elbima Marie T. Tan Municipal Accountant
Total			25 minutes	
END OF TRANSACTION				