

IliganCity Hall, Buhanginan Hills, Pala-o, 9200 IliganCity  
Tel.: (063) 225-3032; 222-2623; ; email: [cad.iligancity@gmail.com](mailto:cad.iligancity@gmail.com)

<b>Frontline Service</b>	<b>: APPROVAL OF PAYROLLS</b>
<b>Schedule of Availability of Service</b>	: 8:00AM - 5:00 PM Daily ( No noon break ) excluding Saturdays, Sundays and Holidays. On Mondays provision of services starts after flag raising
<b>Who May Avail of the Service</b>	: Liaison Officers of various departments in LGU except in the City Mayor's Office and Job Order Employees under the City Administrator's Office
<b>What are the requirements</b>	: <b>For Regular Employees</b>

- ✓ Obligation Request
- ✓ Daily Time Record
- ✓ Personnel Economic Relief Allowance Certification
- ✓ Approved Application for Leave
- ✓ Monthly Report of Absences and Tardiness
- ✓ First Half and Second Half Payroll

**For Job Order Workers :**

- ✓ Obligation Request
- ✓ Certification
- ✓ Job Order Request
- ✓ Project Procurement Mgt. Plan
- ✓ Daily Time Record
- ✓ Accomplishment Report
- ✓ Daily Wages Payroll
- ✓ Summary of Payroll
- ✓ Monthly Report of Absences or Tardiness

**Duration : 15 mins**



**ATTY. DEXTER REY T. SUMAOY**  
Head, City Administrator's Office



## How to avail of the service:

### APPROVAL OF PAYROLLS

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submits payroll and supporting documents for signature of the City Administrator's Office.	Receives and records payroll.	2 mins.	-		
2	Waits while evaluation of payroll is going on.	Evaluates and reviews as to completeness of requirements forwarded.	3 mins.	-		
3	Receives instruction regarding the lacking documents to be complied.	In case documents are incomplete, notifies Liaison Officer of the concerned department of the lacking document/s to be submitted.	2 mins.	Atty. Dexter Rey T. Sumaoy		
4	Comply additional lacking requirements & forward again to the City Administrator's Office.	If documents are complete, forwards payroll to the City Administrator for signature.	3 mins.			
5	Claims the duly signed payroll and its supporting documents.	Releases the duly signed payroll with all the supporting documents to the Liaison.  If client is not waiting, endorses the duly signed payroll and its supporting documents to the TORU.	5 mins.	-		
6	Signs the logbook as proof of receipt.	Requires client/TORU staff to sign in the logbook as proof of receipt.				
<b>END OF TRANSACTION</b>						

# CITY ADMINISTRATOR'S OFFICE

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Tel.: (063) 225-3032; 222-2623; ; email: [cad.iligancity@gmail.com](mailto:cad.iligancity@gmail.com)

<b>Frontline Service</b>	:	<b>SECURITY SERVICES</b>
<b>Schedule of Availability of Service</b>	:	8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays. On Mondays provision of services starts after flag raising
<b>Who May Avail of the Services</b>	:	All City Government Installations, Properties ,Clients and Employees.
<b>What are the Requirements</b>	:	For Additional Security/Securities for newly installed building/s and or areas own by the City Government Written Request requesting for an additional Security Guards to be posted. Availability of guard post to where the guard to be posted.

### For Clients interring Government Installations/Offices from Monday to Friday

Subject for inspection and required to deposit carried firearms and bladed weapons.  
Required to log- in the Visitors Log indicating the employee and or person to be visited and / or Office to transact with.

### For Employees entering Government Installations/Offices during Saturdays , Sundays and Holidays .

Required to present to the Security Guards on duty the Authority to Render Overtime.  
Subject for Inspection upon interring and going out of the subject employee/s.

**Duration : 5 - 20 minutes**



## How to Avail of the Service :

( Application of Leave, Payroll processing and Procurement of Office Supplies and Equipments& Operations requirements)

Step	Applicant/Client	Service Provider	Duration of Activity	Person in-charge	Fees	Form
1	CSU-Traffic, Installations, Admin & Operations personnel	CSU Admin Staff	<p>Prepared Leave Application <b>within a day.</b></p> <p>Forwarded to CAD for signature of * Atty. Dexter Rey T. Sumaoy <b>(2-4 hrs.)</b></p> <p>Forwarded to CHRMO for processing <b>(8 hrs)</b></p> <p>Back to CAD for final approval of Leave <b>( 2-4 hrs.)</b></p>	<p><b>Raquel M. Fajardo</b> In-Charge of Leave Applications.</p> <p>Received by <b>Arlene Gamolo</b></p> <p>Approved by <b>Atty Dexter Rey T. Sumaoy</b></p> <p>Received by <b>Rissa Abonales/ Josie Neri</b></p> <p>Signed by <b>Glenmoore Longakit</b></p> <p>Approved by <b>Atty. Dexter Rey T. Sumaoy</b></p>	n/a	
2	CSU-Traffic, Installation , Admin& operations personnel	CSU Admin Staff	<p>Prepared payroll, Collected &amp; checked DTR's &amp; other attachments, attached to payroll. <b>( 4-5 ) working days processing</b></p> <p>Forwarded to CAD for signature of Atty Dexter Rey T. Sumaoy <b>(2-4 hrs)</b></p> <p>Forwarded to CHRMO for crosschecking of DTR's/attachments <b>(1-2 days)</b></p> <p>Received by CBO thru Love-love</p>	<p><b>Merlin T. Galorio-</b> Payroll Clerk</p> <p>Data Center for BAR CODE Received by <b>Arlene Gamolo</b></p> <p>Approved by <b>Dexter Rey T. Sumaoy</b></p> <p>Received by <b>Josie Neri/Rissa Abonales</b></p>	n/a	

How to avail the service :

Application of Leave, Payroll processing and Procurement of Office Supplies and Equipments & Operations requirements

Step	Applicant/Client	Service Provider	Duration of Activity	Person in-charge	Fees	Form
3	CSU- Admin, Operations / Installations personnel	CSU Admin Staff	<p>Prepared PR/PO for Fuel, Oil &amp; lubricants. <b>(2-4 hrs/document)</b></p> <p>Prepared PR for Office Supplies &amp; materials, Maintenance -Transpo equipments, Capital Outlay &amp; other maintenance &amp; Operating Expenses. <b>(4-5 hrs)</b></p> <p>JO for repair &amp; maintenance –transportation equipment <b>(2-4 hrs)</b></p> <p>Issued withdrawal slips for gas, oil&amp; lubricants weekly to Five (5) motorcycles &amp; One (1) vehicle of CAD-CSU. <b>(2-4 hrs)</b></p> <p>Prepared voucher for gasoline bills used for 15 days with all necessary attachments completed. <b>(5-6 hrs. completion)</b></p>	<p><b>Aida F. Loayon</b>-Designated Supply Approved by <b>CSU Chief Reuyan</b></p> <p>Pass thru Data Center for Bar Code Pass thru CTO for taxation purposes (For Fuel/Gas Voucher only)</p> <p>Received by CAD thru <b>Arlene Gamolo</b></p> <p>Approved by <b>Dexter Rey T. Sumaoy</b></p> <p>Received by CBO thru <b>Love-love</b></p> <p>Received by Acctg for audit (For Gas Vouchers only) - Pass thru TORU - Pass thru BAC</p>	n/a	
Step	Applicant/Client	Service Provider	Duration of Activity	Person in-charge	Fees	
4.	CSU-Operations/ Installation personnel	Operations	<p>Conducted Inspection to Fifteen (15) Installation Posts. ( 2-3X a day or night) Prepared Activity Report after tour of duty. <b>(1-2 hours)</b></p> <p>Submit Incident report immediately to the Chief CSU any untoward event that may arise in AOR during tour of duty. <b>( Within 1 hr.)</b></p> <p>Cross-checked/signed DTR's of all posted guards Regular &amp; casual. <b>(4-6 hrs.)</b></p>	<p><b>Roy P. Dato</b> - Day Time Inspector</p> <p><b>Erwin P. Marata</b> – Night Time Inspector</p>	n/a	

**How to avail the service** - Application of Leave, Payroll processing and Procurement of Office Supplies and Equipments & Operations requirements

Step	Applicant/Client	Service Provider	Duration of Activity	Person in-charge	Fees	Form
5.	CSU-Admin, Department Heads, Administrative Officers and /or Section Heads.	CSU Investigation Section	<p>Conduct Investigation to the area where incident happened. <b>(1-2 hrs.)</b></p> <p>Submit written investigation report to the Chief CSU with his findings. <b>(2 hours)</b></p> <p>CSU Chief submitted Assessment report to the City administrator. <b>(2 hrs)</b></p>	<b>Solaiman S. Olowa</b> - Investigation Section In-Charge	n/a	
6.	CSU Admin	CSU, Data Center, CAD, CHRMO,CBO ICU,TORU	<p>All documents on process were subject for Audit.</p> <p>Along the way there are requirements Internal Audit</p> <p>Incidentally required. The liaison officer immediately returned document to the person concerned.</p> <p>Immediately after completion of requirements returned the document to ICU/CGSO. <b>(completion of requirements within a day)</b></p>	Admin personnel:  <b>Aida F. Loayon</b> <b>Merlin T. Galorio</b> <b>Raquel M. Fajardo</b> <b>Nancy R. Rayanon</b> <b>Charles Aguit</b>	n/a	
7.	CSU Admin	-do-	<p>All documents on process were properly recorder/ received by different offices in CSU Record Book for the purposes of tracking the documents movement. <b>(Recording within 5-10 minutes)</b></p>	Admin personnel:  <b>Charles Aguit</b> - liaison	n/a	
<b>END OF TRANSACTION</b>						