

CITY TREASURER'S OFFICE

Iligan City Hall, Buhanginan Hill, Pala-o, 9200 Iligan City

Tel.: (063); 221-4331; 221-4343; 221-4330; 221-6515; 221-6316; email: ctoiligan@gmail.com

Frontline Service : DISBURSEMENT OF SALARIES / WAGES / ALLOWANCES / AWARDS / HONORARIA

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who May Avail of the Service:

Job Order Workers, Contract of Services Workers, City Government Scholars, and others who have cash claims from the City

What are the Requirements : Valid Identification Card (ID) & Residence Certificate (Cedula)

Duration : 5 minutes



How to Avail the Service:

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	See posting of payrolls ready for disbursement, approach Disbursing Officer concern and inquire about claim (state name of the first person in the payroll)	Look for payroll of claimant - If claimant's name is not in any of the payrolls advise client to check with their liaison about the status of their payroll	1 minute	Disbursing Officer/Cashier	-	Payroll
2	Affix signature and Residence Certificate (Cedula) number on designated area in payroll	Give payroll to client and ask claimant to sign in payroll and affix Residence Certificate number	1 minute			Payroll
3	Present valid identification card and Cedula	Ask for valid identification card (ID) and Cedula	30 seconds	Disbursing Officer/Cashier	-	
		Check validity of ID and Cedula	30 seconds	Disbursing Officer/Cashier	-	
		See amount of claim in payroll and do cash count	1 minute	Disbursing Officer/Cashier	-	Payroll
4	Receive cash	Release cash	1 minute	Disbursing Officer/Cashier	-	
END OF TRANSACTION						

*Processing period is accounted on average individual transaction time and does not include queuing time and/or volume of request factor.