

CITY TREASURER'S OFFICE

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

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

Frontline Service : ISSUANCE OF ACCOUNTABLE FORMS

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 : Liaison Officers / Designated Personnel, Deputized Barangay Treasurers, Requisitioners from other Local Government Units

What are the Requirements :

- Registered online (one-time registration)
- Online Request
- Requisitions duly approved by Resident COA of the Local Government Unit



Duration : 13 Minutes

How to Avail the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Request for issuance of Accountable Forms	Confirm request online	1 minute	Accountable Forms Officer (AFO)	-	
		Print Requisition and Issue Slip (RIS)	1 minute	Accountable Forms Officer (AFO)	-	Requisition and Issue Slip (RIS)
		Record number series and types of accountable forms requested on Records of Accountable Form (RAF)	30 seconds/stub	Accountable Forms Officer (AFO)	-	Records of Accountable Form (RAF)
		Get accountable forms requested from vault	30 seconds/stub	Accountable Forms Officer (AFO)	-	
2	Receive accountable forms	Bind/pack and release accountable forms	10 minutes	Accountable Forms Officer (AFO)	-	RIS and accountable forms
END OF TRANSACTION						

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