

Iligan City Hall, Buhanginan Hill, Pala-o, 9200 IliganCity
 Tel.: (063); 221-4333; email: iliganaccounting@yahoo.com

Frontline Service : PRE-AUDIT AND CONTROL OF VOUCHERS

Schedule of Availability of Service : 8:00 AM-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: Local and National Government Officials and Employees
 City Stakeholders
 Job Order, Consultants and Contract of Service Workers



Mr. RAYMUNDO E. CLAVANO
 City Government Dept. Head II
 O.I.C. - City Accountant's Office

What are the Requirements:

<p>*For salaries of city officials, coterminous, and permanent employees</p> <ol style="list-style-type: none"> Barcode Obligation Request Payroll Daily Time Record (DTR) Others (May include: Approved Leave, Travel Order, Appearance Cert.) 	<p>*For salaries Job Order Workers</p> <ol style="list-style-type: none"> Barcode Obligation Request Payroll DTR Summary of Payroll Others (Approved Job Order, Authorization, Accomplishment Report, Certification of Exemption) 	<p>* For Purchase Requests/Job Order Request (services, etc.)</p> <ol style="list-style-type: none"> Barcode Obligation Request Purchase Request/Job Order Project Procurement Management Plan 	<p>* For National Government Agencies (NGAs)</p> <ol style="list-style-type: none"> Barcode Obligation Request Voucher/Payroll Others (Approved Executive Order & Authorization, Accomplishment Report)
<p>*For salaries of Contract of Service Workers</p> <ol style="list-style-type: none"> Barcode Obligation Request Payroll DTR Notarized Contract of Service 	<p>*For Cash Advance of Travelling Expenses</p> <ol style="list-style-type: none"> Barcode Obligation Request Voucher Approved Travel Order Itinerary of Travel Invitation Letter 	<p>*For Bill Payments</p> <ol style="list-style-type: none"> Barcode Obligation Request Voucher Billing Statement BIR Forms 	<p>*For Brgy. Officials (Projects) 20% Development Fund</p> <ol style="list-style-type: none"> Barcode Obligation Request Voucher Others (Approved Program of Work, Executive Order, Cert. from CPDO & CAC, Brgy. & SP Resolution)

Duration : 5 hrs

How to Avail the Service: PRE-AUDIT AND CONTROL OF VOUCHERS

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	Submit voucher with requirements	Receive voucher with requirements and makes sure that these have passed through: <ul style="list-style-type: none"> • CBO (for non-suppliers) • CBO & CTO License (for suppliers) 	2 minutes	Receiving Clerk	None	
		Record voucher in logbook and forward VAT in-charge for deduction	2 minutes	Receiving Clerk	None	
		Examine voucher as to completeness of attachments <ul style="list-style-type: none"> ➤ If attachments are complete and in order, proceed to step 5 ➤ If with lacking requirements, list lacking documents or signatures and inform client/liaison upon follow-up (perform step 4) 	10 minutes	Auditor	None	
2	Follow-up status of voucher	Inform client of the deficiency/ies of the submitted documents and explain what/how to comply	3 minutes	Auditor	None	
		Evaluate and audit voucher as to its validity, legality, propriety and accuracy of its claims, as well as its conformity with existing laws, rules and regulations	45 minutes (if less than 20 persons) 2 hours & 30 minutes (if more than 30 persons)	Auditor	None	
		Enter data into the payroll system	15 minutes (if less than 20 persons) 30 minutes (if more than 30 persons)	Auditor	None	
		Number supporting documents and forward to pre-audit division chief for review	5 minutes	Auditor	None	

cont'n : **How to avail the service** - PRE-AUDIT AND CONTROL OF VOUCHERS

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
		Review audited payroll/s and affix signature on designated area, if in order, and forward to Fund Controller ➤ Return to auditor if not in order ➤	15 minutes	Pre-Audit Division Head	None	
		Check payroll/s if audited and reviewed by pre-audit division head	1 minute	Fund Controllers	None	
		Check if amounts on the payroll is equal to the amount reflected on OBR	10 minutes	Fund Controllers	None	
		Enter into Budget System, stamp with appropriate funds and forward to Department Head for approval	7 minutes	Fund Controllers	None	
		Check documents and affix signature on designated area for approval	5 minutes	Department Head	None	
		Record payroll in logbook	1 minute	Releasing Clerk	None	
3	Receive in logbook	Release payroll	1 minute	Releasing Clerk	None	Logbook
END OF TRANSACTION						

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