

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 : RELEASING OF CHECKS

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 : Iligan City Government Employees, City Officials, Barangay Officials and Employees,
Suppliers and others who may have claims to be paid in check by the City

What are the Requirements : Valid Identification Card/s

Duration : 4 minutes



How to Avail the Service:

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	Approach Disbursing Officer/Cashier and inquire about claim (state payee)	Ask name of payee and check name in Check Register	1 minute	Disbursing Officer/Cashier	-	Check Register
		Look for check and voucher	1 minute	Disbursing Officer/Cashier	-	
2	Present Identification Card	Ask for and validate Identification Card, if check is ready for release: * If check is not yet ready for release advise client of its status	1 minute	Disbursing Officer/Cashier	-	
3	Sign the voucher/check register as proof of receipt of check	Ask client to sign the voucher and check register	30 seconds	Disbursing Officer/Cashier	-	Check Register; Voucher
4	Receive check	Release check	30 seconds	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.