

GRANTING OF FINANCIAL ASSISTANCE TO BARANGAYS, SCHOOLS AND INDIVIDUALS

(At the Municipal Accounting Office)

Requirement to be submitted by the client:

A. Upon Request

1. Barangay Resolution
2. School Resolution or Letter Request
3. Letter Request (for individuals)
4. Other Supporting documents to justify the request
5. Program of works if it involves construction or repair of barangays or school properties

B. Granting of Request

1. Approval of request either by the following
 - a. Municipal Mayor
 - b. Municipal Vice Mayor
 - c. Sangguniang Bayan Member

HOW YO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	For Cash Assistance Submit Requirements A1 to 4 and B1 to the Accounting Office	a. Prepare Voucher 2 minutes b. Check Obligation Request Number and signature of the Municipal Budget Officer then prepare journal entry voucher 5 minutes c. Conduct final verification of document 3 minutes d. Approval of Journal Entry Voucher and Disbursement Voucher 3 minutes e. Submit the disbursement voucher to the Office of the Mayor for approval 2 minutes	Martina C. Abalos/ Myrna Y. Frias/ Michael A. Custodio Martina C. Abalos/ Myrna Y. Frias/ Michael A. Custodio Arlon C. Tamondong Arlon C. Tamondong Dr. Romulo M. Velasquez
Total Service Time per Client: 15 minutes			
END OF TRANSACTION			

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
2	<p>For Construction/ Repair/ Maintenance</p> <p>a. Submit three (3) copies of requirements A1 to 5 and B1 to the Office of the Municipal Engineer for the preparation of program of works and purchase request.</p> <p>b. Submit the above requirements to the Office of the Municipal Accountant</p>	<p>a. Check signature of the Budget Officer on the Purchase Request. Check PhilGEPS publication and preparation of BAC Resolution by the BAC, checkPurchase Order, Notice of Canvassing, Inspection and Acceptance Report and Certificate of Acceptance and Accomplishment Report.</p> <p>Prepare Disbursement Voucher. 7 minutes</p> <p>b. Check Obligation Request Number and signature of the Municipal Budget Officer then prepare journal entry voucher 5 minutes</p> <p>c. Conduct final verification of document 3 minutes</p> <p>d. Approval of Journal Entry Voucher and Disbursement Voucher 3 minutes</p> <p>e. Submit the disbursement voucher to the Office of the Mayor for approval 2 minutes</p>	<p>Martina C. Abalos/ Myrna Y. Frias/ Michael A. Custodio</p> <p>Martina C. Abalos/ Myrna Y. Frias/ Michael A. Custodio</p> <p>Arlon C. Tamondong</p> <p>Arlon C. Tamondong</p> <p>Dr. Romulo M. Velasquez</p>
Total Service Time per Client: 20 minutes			
END OF TRANSACTION			