



## **Office of the City Accountant**



## I. VISION

The Office of the City Accountant envisioned an efficient internal control system geared toward the safeguard of assets and the achievement of well – cost benefits and is committed to provide timely and relevant information concerning past operations and present conditions to provide a basis for guidance of future operations. Furthermore, we as service-oriented public servants shall keep abreast with all developments in accounting and general awareness in public administration with employees of high professionalism, integrity, competence and open for personal growth.

## II. MISSION

We, at the Office of the City Accountant, shall perform activities directed towards a progressive and globally competitive industrializing city through efficient and effective fiscal administration, protection of public funds and installation of strong internal control system and live up with the values of professionalism for the betterment of service.

## III. MANDATE

Protection of public funds and installation of strong internal control

## IV. SERVICE PLEDGE

1. To establish good governance in the execution of office function.
2. To protect and safeguard the assets of the government, ensure the accuracy and reliability of accounting data & promote operational efficiency.
3. To ensure fast, complete and valid processing of government transactions.
4. To render an accurate and timely financial reports for transparency and effective decision making.
5. To apprise the Chief Executive and the legislative regarding financial status of the City.



**1. ISSUANCE OF CLEARANCE TO BARANGAY OFFICIALS**

Barangay Officials secure clearance upon separation from the service

Office or Division:	Office of the City Accountant – Barangay Accounting Division
Classification:	Simple
Types of Transaction:	G2C - Government to Client
Who may avail:	Barangay Officials

Checklist of Requirements		Where to Secure		
Clearance Form		City Mayor’s Office – Community Affairs Division		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Present Clearance	1.1. Verify unliquidated cash advances and other accountabilities	None	5 min	Administrative Officer IV Administrative Assistant III Administrative Assistant II Administrative Aide VI
		None	1min	City Accountant
	1.2. Initial prior signature of City Accountant			
2. Receive signed clearance	2.1 Issue Clearance to Barangay Officials			



	<b>TOTAL</b>		6 min	
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## 2.ISSUANCE OF CERTIFICATE OF GROSS RECEIPTS / CERTIFICATE OF NO TRANSACTION

Suppliers and Contractors secure certificate of gross receipts / certificate of no transaction as the basis for renewal of business permit

Office or Division:	Office of the City Accountant – Administrative Division
Classification:	Simple
Types of Transaction:	Government to Business Owners
Who may avail:	Business Owners

Checklist of Requirements		Where to Secure		
Filled up request form		Office of the City Accountant - Administrative Division		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit letter of request or fill-up request form	1.1. Retrieve Supplier's Records and Prepare Certificate	None	26 min	Administrative Officer II
2.Receive signed certificate	2.1. Certify correctness and signed certificate	None	2 min	City Accountant
	<b>TOTAL</b>		28 min	

## 3.PROCESSING OF UTILITY BILLS

Checking and verification of supporting documents for all Utility Bills against the funds of the City Government



Office or Division:	Office of the City Accountant – Pre Audit Division
Classification:	Simple to Complex
Types of Transaction:	G2C - Government to Client
Who may avail:	Government Suppliers/Contractors and Constituency

Checklist of Requirements		Where to Secure		
Disbursement Vouchers with Supporting documents		Office of the City Accountant – Pre Audit Division		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Present vouchers to the Pre - Audit Division	1.1. Check and encode the claimant and type of claim	None	3 min	Administrative Aide II
	1.2. Check authenticity of documents. Compute withholding tax.	None	5 min	Administrative Officer IV Administrative Officer II
	1.3. Pre-Audit and counter check	None	2 min	Administrative Officer IV
	1.4. Final review and initial prior to signature of City Accountant	None	2 min	Supervising Administrative Officer
	1.5. Prepare BIR Form 2306 / 2307	None	3 min	Administrative Assistant III



	1.6. Sign Voucher			City Accountant
	1.7. Encode disbursement voucher for release	None	2` min	Administrative Aide II
	1.8. Record and Detach File Copy	None	2 min	Administrative Aide II
	<b>TOTAL</b>		<b>19 min</b>	

**4. PROCESSING OF FINANCIAL ASSISTANCE**

Checking and verification of supporting documents for all financial assistance claims against the funds of the City Government

Office or Division:	Office of the City Accountant – Pre Audit Division
Classification:	Simple to Complex
Types of Transaction:	G2C - Government to Client
Who may avail:	Government Employees / Constituency

Checklist of Requirements		Where to Secure		
Voucher with complete requirements		Office of the City Accountant – Pre Audit Division		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
<b>1. Present vouchers to the Pre - Audit Division</b>	1.1. Check and encode claimant and type of claim for proper tracking l	<b>None</b>	<b>2 min</b>	<b>Administrative Aide II</b>
	1.2. Check authenticity of	<b>None</b>	<b>5 min</b>	<b>Administrative</b>



	documents.			<b>Officer IV Administrative Officer II</b>
	1.3. Counter-check and initial prior signature of City Accountant	<b>None</b>	<b>2 min</b>	<b>Supervising Administrative Officer</b>
	1.4. Sign Voucher	<b>None</b>	<b>3 min</b>	<b>City Accountant</b>
	1.5. Encode disbursement voucher and release	<b>None</b>	<b>2 min</b>	<b>Administrative Officer II</b>
	1.6. Record and detach file copy	<b>None</b>	<b>2 min</b>	<b>Administrative Aide II</b>
	<b>TOTAL</b>		<b>16 min</b>	

### 5.PROCESSING OF PAYROLLS

Checking and verification of supporting documents for all payrolls of the government employees

<b>Office or Division:</b>	Office of the City Accountant – Pre Audit Division
<b>Classification:</b>	Simple to Complex
<b>Types of Transaction:</b>	Government to Client
<b>Who may avail:</b>	Government Employees

<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
Disbursement Vouchers/Payrolls with supporting documents		Office of the City Accountant – Pre Audit Division		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Present vouchers to the Pre - Audit Division	1.1. Check claimant and type of claim for proper tracking	None	2 min	Administrative Aide II



	1.2. Check authenticity & validity of documents	None	5 min	Administrative Officer IV Administrative Officer II
	1.3. Pre-Audit and counter check	None	2 min	Administrative Officer IV
	1.4. Initial prior to signature of City Accountant	None	2 min	Supervising Administrative Officer
	1.5. Sign Payroll	None	3 min	City Accountant
	1.6. Record and release	None	2 min	Administrative Aide II
	1.7. Record and detach file	None	2 min	Administrative Aide II
	TOTAL		18 min	

## Feedback and Suggestion

**FEEDBACK AND SUGGESTION MECHANISM**





<p>How to send feedback and suggestions?</p>	<p>Answer the client feedback /suggestion form and drop it at the designated drop box in front of the Office of the City Accountant or email at <a href="mailto:batangascitypreaudit@gmail.com">batangascitypreaudit@gmail.com</a></p> <p>Contact info: (043) 723-3620/<a href="mailto:batangascitypreaudit@gmail.com">batangascitypreaudit@gmail.com</a></p>
<p>How feedback and suggestion is processed?</p>	<p>Every Friday, the officer in charge opens the drop Box and compiles and records all feedback / suggestions submitted.</p> <p>The answer of the office is then relayed to the client.</p> <p>The client will be advised to contact Ms. Emelita Austria at (043) 723 – 3620, for any concern.</p>
<p>Contact Information of the Office of the City Accountant</p>	<p>(043) 723-3620 / <a href="mailto:batangascitypreaudit@gmail.com">batangascitypreaudit@gmail.com</a></p>