

# CITIZEN'S CHARTER

Local Government Unit of Cabadbaran City

Department: CITY ACCOUNTANT'S OFFICE

Revision No: \_\_\_\_\_

Issue No: \_\_\_\_\_

FRONTLINE SERVICE	STEPS	LOCATIONS OF TRANSACTION PER STEP	PROCESSING TIME	FORM/S REQUIRED	DOCUMENTARY REQUIREMENTS	FEES AND CHARGES	RESPONSIBLE EMPLOYEE/S
1.) Preparation of Disbursement Vouchers (DV) for payment of financial assistance (ISDAP), mortuary, burial, medical, educational, etc. to indigents and scholars.	a. Submit documentary requirements for review and evaluation as to the legality and completeness of supporting documents for processing.	Accounting Office	10 mins. (if the system is under normal condition)	none	- <b>Brgy. Certification</b> - CSWD Assessment/Intake Form/CE - Death Certificate - Hospital Bill - Official Receipts - Doctor's Prescription/Referrals, etc - Grades, School Billing/Assessment - Liquidation Report - Contract (for new scholars).	none	Ma. Jucille P. Nakila Georgette D. Monton Sigay S. Said Christine Diane O. Tagarao
	b. Receive/acknowledge the approved DV.	Accounting Office	5 mins.	none			Georgette D. Monton Cindy E. Madrona
2.) Preparation of Accountant's Advice (AA) for check issued.	c. Proceed to City Treasurer's Office ( <b>window 2</b> ) for check issuance.	City Treasurer's Office	5 mins.	none			Evangeline D. Bulasa Reyna A. Miole
	a. Submit the approved check with the supporting documents for preparation of AA.	Accounting Office	10 mins. (if the system is under normal condition)	None	- Approved check - Check Register	none	Aida J. Sajolga Kevin E. Curato Philip Ceasar A. Saga-ad
	b. Proceed to City Treasurer's Office ( <b>window 1</b> ) for check releasing.	City Treasurer's Office	5 mins.	none			Mary Lil N. Beldad Tessa Joey Ceniza

Prepared by:

Approved:

**JULIUS V. ONDOY**  
Acting City Accountant

**KATRINA MARIE "KAT" O. MORTOLA**  
City Mayor