



City Accounting Office

Internal / External

Mandate:

The City Accountant's Office is tasked to consolidate and record all financial transactions to be able to provide financial information concerning past operations and present conditions. Its responsibility is to provide timely and reliable information about the financial position and results of operation of the local government that can aid in planning future endeavors, and in controlling the acts of public bodies and offices regarding receipts, disposition and utilization of government funds and properties.

Vision:

An effective and efficient accounting office envisioned to promote good governance with utmost competence in the discharge of its duties and responsibilities, in conformity with the existing laws of governing bodies, to support in the decision making process for the best interest of the public.

Mission:

To ensure fast and appropriate recording and processing of transactions in order to generate prompt and accurate financial reports that will provide reliable financial information to stakeholders in accordance with PPSAs and submit reportorial requirements to other regulating agencies and aid the management in its decision-making in its goal to provide efficient and cost-effective public services while maintaining a safe and healthy environment.

Service Pledge:

We commit to:

1. Practice utmost integrity and honesty in the exercise of our duties.
2. Attend to our clients with courtesy and respect and accomplish the requested task the soonest possible time.
3. Provide reliable financial information to management for proper assessment of the operations and as a tool for future planning purposes.
4. Maximize productivity and provide our mandated services effectively and efficiently.
5. Maintain a clean, safe and healthy environment for both clients and personnel.



Accounting Services

Processes and records all financial claims from the city and consolidates transactions to provide reliable financial information to stakeholders.

Office or Division:	Office of the City Accountant			
Classification:	Complex			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Any person or entity with legal financial claims from the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Payroll (2 copies)		Department concerned		
Supporting documents:				
Obligation request (2 copies)		Department concerned		
Daily time record (1 copy)		Department concerned		
Application for leave, if any (1 copy)		Department concerned		
Disbursement Voucher (2copies)		Department concerned		
Supporting documents as required:				
Obligation request (2 copies)		Department concerned		
Purchase Order etc. (2 copies)		General Services Office		
Official receipts (1 original)		Client		
Other documentary requirement specific to the claim (1 copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Register the Disbursement voucher/Payroll -Both Client and Personnel must properly wear face mask at all times, client transacts at the window and sanitize with alcohol provided before	1. Log the documents and stamp register number	None	3 minutes	Utility Worker at Front Desk



<p>handing in the documents</p> <p>2. Client has the option to wait on the seat outside the office or to leave the documents (the department will forward the same to next corresponding department)</p> <p>3. If client wishes or the office deem it necessary that he enter the office premises, he must scan his SilayTrackerID at the entrance</p>				
	<p>2. Concerned Personnel forwards the DV/Payroll to the Controller (maintains distance among themselves)Clerk</p>	None	1 minute	Utility Worker
	<p>3. Accountant reviews, records and prepares JEV</p>	None	5 minutes	Accountant/ Accounting Clerk
	<p>4. The City Accountant signs the DV & JEV if transaction is found to be proper and documents are complete</p>	None	3 minutes	City Accountant
<p>3. Receives the document back (if opted to wait) through the window or</p>	<p>5. Log-out of documents The papers are logged out and</p>	None	3 minutes	Utility Worker/Front Desk



personally	are forwarded to the client or to Office for which next steps are to be processed			
------------	---	--	--	--