



36. Payment of services Above P50,000 to suppliers

Filing of payment for services above P50,000 to suppliers.

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| Office or Division: | Accounting Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B - Government to Business | | | |
| Who may avail: | All Suppliers of Services above P50,000 of Balanga Water District | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Notice of Award (1pc., Photocopy) | | Bid and Awards Committee | | |
| 2. Notice to Proceed (1pc., Photocopy) | | Bid and Awards Committee | | |
| 3. BAC Resolution (1pc., Photocopy) | | Bid and Awards Committee | | |
| 4. Board Resolution (1pc., Photocopy) | | Public Relations Assistant | | |
| 5. Pakyaw Contract (1pc., Photocopy) | | Supplier | | |
| 6. Abstract of Quotation (1pc., Photocopy) | | Senior Supply Officer | | |
| 7. Quotations (1pc. per bidder, Photocopy) | | Senior Supply Officer | | |
| 8. Surety Bond (1pc., Photocopy) | | Supplier | | |
| 9. Accomplishment Report (1pc., Original) | | Concerned Division Manager | | |
| 10. Request for payment (1pc., Original) | | Supplier | | |
| 11. Philgeps posting (1pc., Original) | | Bid and Awards Committee | | |
| 12. Official Receipt (1pc., Original) | | Supplier | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. None | 1. Accepts complete attachments and prepare the Disbursement Voucher & Budget Utilization Slip and forwards it to the responsible supervisor who requested the payment. | None | 10 minutes | Senior Accounting Processor A |
| 2. None | 2. Certifies that the charges to appropriation/allotment necessary, lawful and under his direct supervision and signs the BUS. | None | 3 minutes | Supervisor |



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| 3. None | 3. Checks items in the Budget Utilization Slip if included in the Budget. Certifies the BUS and forwards it to Finance Dept. Manager. | None | 10 minutes | OIC Cash Management Division Manager |
| 4. None | 4. Certifies and signs the correctness of DV and supporting documents and the forwards it to the General Manager. | None | 3 minutes | Finance Department Manager |
| 5. None | 5. Approves the Disbursement Voucher and Journal Voucher | None | 3 minutes | General Manager |
| 6. None | 6. Prepares and signs the checks and then forward it to the General Manager | None | 5 minutes | Supervising Cashier |
| 7. None | 7. Countersigns the check. | None | 3 minutes | General Manager |
| 8. Claims the check to the Supervising Cashier and issue official receipt. | 8. Releases the check to supplier. | None | 3 minutes | Supervising Cashier |
| Total: | | None | 40 minutes | |