



39. Payment of job order employees

Preparing payment of job order employees.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All job order employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Daily Time Record (1pc., Original)		BLWD - Administrative Division		
2. Job Order (1pc., Original)		BLWD - Administrative Division		
3. Accomplishment Report (1pc., Original)		BLWD - Administrative Division		
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
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	None	3 minutes	General Manager



	Journal Voucher			
6. None	6. Prepares and signs the checks and then forward it to the General Manager	None	<i>5 minutes</i>	Supervising Cashier
7. None	7. Countersigns the check.	None	<i>3 minutes</i>	General Manager
8. None	8. Encashed the check to bank.	None	<i>30 minutes</i>	Supervising Cashier
9. None	9. Releases the cash to job order employees.	None	<i>20 minutes</i>	Supervising Cashier
Total:		None	1 hour and 27 minutes	