



48. Online payment of remittances on Pag-ibig and Philhealth

Filing of online payment for remittances on Pag-ibig and Philhealth.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Balanga Water District			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Schedule of Pag-ibig & Philhealth Remittances (2pcs., Original)		Senior Accounting Processor A		
1. Authority to Debit/Credit Form (2pcs., 1 Original & 1 Photocopy)		Supervising Cashier		
2. System generated remittances report (2pcs., Original)		Senior Accounting Processor A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepares Schedule of Pag-ibig /Philhealth Remittances and system generated remittances reports.	None	1 hour	Senior Accounting Processor A
2. None	2. Checks the Schedule of Pag-ibig / Philhealth Remittances.	None	30 minutes	Financial Planning Specialist A
3. None	3. Accepts complete attachments and prepare the Disbursement Voucher & Journal Voucher	None	10 minutes	Senior Accounting Processor A
4. None	4. Certifies and signs the correctness of DV and supporting documents and the forwards it to the Supervising Cashier.	None	3 minutes	Finance Department Manager
5. None	5. Prepares and signs Authority to Debit/Credit Form.	None	3 minutes	Supervising Cashier
6. None	6. Approves the DV and supporting documents.	None	4 minutes	General Manager
7. None	7. Submit Authority to Debit/Credit Form to DBP	None	15 minutes	Supervising Cashier
8. None	8. Update data in EGOV System	None	15 minutes	Senior Accounting Processor A



9. None	9. Upload remittances to DBP Egov Beta website.	None	<i>15 minutes</i>	Senior Accounting Processor A
Total:		None	2 hours and 35 minutes	