



50. Payment of other Government Remittances

Filing of payment for other Government Remittances.

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 Government Remittances (3pcs., Original)		Senior Accounting Processor A		
2. Statement of Payroll Deduction (for Pag-ibig Housing Loan Amortization) (3pcs., Original)		Senior Accounting Processor A		
3. System generated remittances report (for GSIS) (2 pcs., Original)		Senior Accounting Processor A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepares Schedule of Government Remittances and system generated remittances reports.	None	1 hour	Senior Accounting Processor A
2. None	2. Checks the Schedule of Government Remittances.	None	30 minutes	Financial Planning Specialist A
3. None	3. 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
4. None	4. Certifies that the charges to appropriation/allotment necessary, lawful and under his direct supervision and signs the BUS.	None	3 minutes	Supervisor
5. None	5. Checks items in the Budget Utilization Slip if included in the Budget. Certifies the BUS and forwards it to Finance	None	10 minutes	OIC Cash Management Division Manager



	Dept. Manager.			
6. None	6. Certifies and signs the correctness of DV and supporting documents and the forwards it to the General Manager.	None	<i>3 minutes</i>	Finance Department Manager
7. None	7. Approves the Disbursement Voucher and Journal Voucher	None	<i>3 minutes</i>	General Manager
8. None	8. Prepares and signs the checks and then forward it to the General Manager	None	<i>5 minutes</i>	Supervising Cashier
9. None	9. Countersigns the check.	None	<i>3 minutes</i>	General Manager
10. None	10. Forwards the check and DV to Liaison Officer for payment to Govt. Offices	None	<i>3 minutes</i>	Supervising Cashier
Total:		None	2 hours and 10 minutes	