



### 37. Payment of bonuses & other benefits & refund of loans of regular and casual employees thru ATM

Filing of bonuses & other benefits & refund of loans of regular and casual employees thru ATM.

<b>Office or Division:</b>	Accounting Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All regular & casual employees of BLWD			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Board Resolution (for payment of bonuses & other benefits) (1pc., Photocopy)		Public Relations Assistant		
2. Administrative Order or DBM Circular (for bonuses & benefits) (1pc., Photocopy)		Financial Planning Specialist A		
3. Advice to Debit Agency Bank Account (3pcs., Original)		Financial Planning Specialist A		
4. Payroll Register (4pcs., Original)		Financial Planning Specialist A		
5. Daily Time Record (for payment of RATA & Overtime) (1pc., Original)		BLWD - Administrative Division		
6. List of employees receiving the bonuses & other benefits & refund of loans (2pcs., Original)		Financial Planning Specialist A		
7. Application for Leave (for monetization of leave benefits) (1pc., Photocopy)		Human Resource Division		
8. Authority to Render Overtime (for payment of OT) (1pc., Original)		Concerned Department		
9. Leave Credits Monetization Form (for monetization of sick leave) (1pc., Photocopy)		Human Resource Division		
10. Actual Performance for Overtime (1pc., Original)		Concerned Department		
11. Job Order (1pc., Original)		BLWD-Administrative Department		
12. Accomplishment Report (1pc., Original)		BLWD-Administrative Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. None	1. Prepares List of employees receiving bonuses/other benefits/refund of loans.	None	15 minutes	Financial Planning Specialist A
2. None	2. Prepares Payroll Register	None	30 minutes	Corporate Budget Examiner



3. None	3. Prepares Advice to Debit Agency Bank Account and save payroll register in a CD.	None	<i>5 minutes</i>	Financial Planning Specialist A
4. None	4. Accepts complete attachments and prepare the Disbursement Voucher & Budget Utilization Slip and forwards it to Admin. & Human Resource Dept. Manager	None	<i>10 minutes</i>	Senior Accounting Processor A
5. None	5. Certifies that the charges to appropriation/allotment necessary, lawful and under his direct supervision and signs the BUS.	None	<i>3 minutes</i>	Administrative & Human Resource Dept. Manager
6. None	6. Checks items in the Budget Utilization Slip if included in the Budget. Certifies the BUS and forwards it to Finance Dept. Manager.	None	<i>10 minutes</i>	OIC Cash Management Division Manager
7. None	7. Certifies and signs the correctness of DV and supporting documents and the forwards it to the Supervising Cashier.	None	<i>3 minutes</i>	Finance Department Manager
8. None	8. Signs the Advice to Debit Agency Bank Account and then forward all documents to the General Manager	None	<i>5 minutes</i>	Supervising Cashier
9. None	9. Approves the DV and supporting documents.	None	<i>4 minutes</i>	General Manager
10. None	10. Submit the CD, Payroll Register and Advice to Debit Agency Bank Account to Landbank.	None	<i>15 minutes</i>	Supervising Cashier



<b>Total:</b>	None	1 hour and 40 minutes	
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