



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, Journal Entry Voucher & Budget Utilization Slip and forwards it to the responsible supervisor who requested the payment.	None	10 minutes	Senior Accounting Processor B
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	Cash Management Division Manager
4. None	4. Certifies and signs the correctness of DV and supporting documents, checks	None	3 minutes	Finance Department Manager



	JEV and then forwards it to the General Manager.			
5. None	5. Approves the Disbursement Voucher and Journal Voucher	None	<i>3 minutes</i>	General Manager
6. None	6. Prepare the check & forward it to Senior Financial Planning Specialist	None	<i>3 minutes</i>	Cashier C
7. None	7. Signs the checks and then forward it to General Manager	None	<i>2 minutes</i>	Senior Financial Planning Specialist
8. None	8. Countersigns the check.	None	<i>3 minutes</i>	General Manager
9. None	9. Encashed the check to bank.	None	<i>30 minutes</i>	Cashier C
10. None	10. Releases the cash to job order employees.	None	<i>20 minutes</i>	Cashier C
Total:		None	<i>1 hour and 27 minutes</i>	