



45. Payment of BODs' Per Diem & Miscellaneous Expenses

Filing of Payment of BODs' Per Diem & Miscellaneous Expenses.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All BLWD Board of Directors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Schedule of BODs Per Diem (2pcs., Original)		Senior Accounting Processor B		
2. Attendance Sheet of Board of Director's Meeting (1pc., Photocopy)		Public Relations Assistant A		
3. Official Receipts of Expenses to be reimbursed (for BODs' misc. exp.) (1pc., Original)		Board of Directors		
4. Schedule of Reimbursable Expenses & BODs		Senior Accounting Processor B		
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 JEV and the forwards it to the General Manager.	None	<i>3 minutes</i>	Finance Department 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. Prepares the payroll of BODs.	None	<i>15 minutes</i>	Cashier C
11. None	11. Releases the payroll envelope to BODs.	None	<i>5 minutes</i>	Cashier C
Total:		None	<i>1 hour and 27 minutes</i>	



1. Replenishment of Petty Cash Fund

Filing of Replenishment of Petty Cash Fund.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Petty Cash Fund Custodian			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Summary of Petty Cash Fund Voucher (1pc., Original)		Petty Cash Fund Custodian		
2. Petty Cash Fund Voucher (1pc., Original)		Petty Cash Fund Custodian		
3. Official Receipts reimbursed (1pc., Original)		Concerned BLWD Employees		
4. Purchased Request (for materials/supplies purchased) (1pc., Original)		BLWD - Administrative Division		
5. Job Order (for services availed) (1pc., Original)		BLWD - Administrative Division		
6. Accomplishment Report (for services availed) (1pc., Original)		BLWD - Administrative Division		
7. Travel Order (for expenses incurred on official business) (1pc., Original)		BLWD - Administrative Division		
8. Attendance Sheet (for department, committee & board meetings) (1pc., Original – Department / Committee Meetings) (1pc., Photocopy – Board Meetings)		Concerned BLWD Department		
9. Collection Adjustment (for refund of water bill) (1pc., Original)		Utilities Customer Service Assistant		
10. Return Slip (for refund of materials) (1pc., Original)		BLWD - Administrative Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepare Summary of Petty Cash Fund Voucher.	None	15 minutes	Petty Cash Fund Custodian
2. None	2. Accepts complete attachments and prepare the Disbursement Voucher, Journal Entry Voucher & Budget Utilization Slip and forwards it to the responsible supervisor who requested the	None	10 minutes	Senior Accounting Processor B



	payment.			
3. None	3. Certifies that the charges to appropriation/allotment necessary, lawful and under his direct supervision and signs the BUS.	None	3 minutes	Supervisor
4. None	4. 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
5. None	5. Certifies and signs the correctness of DV and supporting documents, checks JEV and the forwards it to the General Manager.	None	3 minutes	Finance Department Manager
6. None	6. Approves the Disbursement Voucher and Journal Voucher	None	3 minutes	General Manager
7. None	7. Prepare the check & forward it to Senior Financial Planning Specialist	None	3 minutes	Cashier C
8. None	8. Signs the checks and then forward it to General Manager	None	2 minutes	Senior Financial Planning Specialist
9. None	9. Countersigns the check.	None	3 minutes	General Manager
10. None	10. Encashed the check to bank.	None	30 minutes	Petty Cash Fund Custodian
Total:		None	1 hour and 22 minutes	



2. Payment of Long-term Loans

Filing of payment for long-term loans.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	BLWD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Amortization Schedule (1pc., Photocopy)		Senior Accounting Processor A		
2. Official Receipts (1pc., Original)		LWUA/DBP		
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 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, checks JEV and the forwards it to the General Manager.	None	3 minutes	Finance Department Manager
5. None	5. Approves the Disbursement Voucher and Journal Voucher	None	3 minutes	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. Deposit Check to Landbank account of LWUA (for Lwua Loan); Release check to DBP (for DBP Loan).	None	<i>5 minutes</i>	Cashier C
Total:		None	42 minutes	



3. 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 B		
3. Authority to Debit/Credit Form (2pcs., 1 Original & 1 Photocopy)		Cashier C		
4. System generated remittances report (2pcs., Original)		Senior Accounting Processor B		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepares Schedule of Pag-ibig /Philheath Remittances and system generated remittances reports.	None	1 hour	Senior Accounting Processor B
2. None	2. Checks the Schedule of Pag-ibig/Philhealth Remittances.	None	30 minutes	Senior Financial Planning Specialist
3. None	3. Accepts complete attachments and prepare the Disbursement Voucher & Journal Entry Voucher	None	10 minutes	Senior Accounting Processor B
4. None	4. Certifies and signs the correctness of DV and supporting documents, checks JEV and then forwards it to the Cashier C.	None	3 minutes	Finance Department Manager
5 None	5. Prepare the Authority to Debit/Credit form & then forwards it to Senior Financial Planning Specialist	None	2 minutes	Cashier C



6. None	6. Authority to Debit/Credit Form.	None	<i>1 minutes</i>	Senior Financial Planning Specialist
7. None	7. Approves the DV and supporting documents.	None	<i>4 minutes</i>	General Manager
8. None	8. Submit Authority to Debit/Credit Form to DBP	None	<i>15 minutes</i>	Cashier C
9. None	9. Update data in EGOV System	None	<i>15 minutes</i>	Senior Accounting Processor B
10. None	10. Upload remittances to DBP Egov Beta website.	None	<i>15 minutes</i>	Senior Accounting Processor B
Total:		None	2 hours and 35 minutes	



4. Online payment of remittances on BIR

Filing of online payment for remittances on BIR.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Government Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Schedule of BIR Remittances		Senior Accounting Processor B		
2. BIR Form 1601C, 1600, 1601EQ, 2551Q		Senior Accounting Processor B		
3. EFPS Payment Form		Senior Accounting Processor B		
4. BIR Confirmation Receipt		Senior Accounting Processor B		
5. System generated remittances report		Senior Accounting Processor B		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepares Schedule of BIR Remittances and system generated remittances reports.	None	1 hour	Senior Accounting Processor B
2. None	2. Checks the Schedule of BIR Remittances.	None	30 minutes	Senior Financial Planning Specialist
3. None	3. Upload online report to BIR Website (EFPS).	None	30 minutes	Senior Accounting Processor B
4. None	4. Prepares Disbursement Voucher & Journal Entry Voucher	None	10 minutes	Senior Accounting Processor B
5. None	5. Certifies and signs the correctness of DV and supporting documents and checks JEV	None	3 minutes	Finance Department Manager
6. None	6. Approves the DV, JEV and supporting documents.	None	4 minutes	General Manager
Total:		None	2 hours and 17 minutes	



5. 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 B		
2. Statement of Payroll Deduction (for Pag-ibig Housing Loan Amortization) (3pcs., Original)		Senior Accounting Processor B		
3. System generated remittances report (for GSIS) (2 pcs., Original)		Senior Accounting Processor B		
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 B
2. None	2. Checks the Schedule of Government Remittances.	None	30 minutes	Senior Financial Planning Specialist
3. None	3. 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 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 Dept. Manager.	None	10 minutes	Cash Management Division Manager
6. None	6. Certifies and signs the correctness of DV and supporting documents, checks JEV and the forwards it to the General Manager.	None	3 minutes	Finance Department Manager
7. None	7. Approves the Disbursement Voucher and Journal Entry Voucher	None	3 minutes	General Manager
8. None	8. Prepares check & then forward it to Senior Financial Planning Specialist	None	3 minutes	Cashier C
9. None	9. Signs the checks and then forward it to the General Manager	None	2 minutes	Senior Financial Planning Specialist
10. None	10. Countersigns the check.	None	3 minutes	General Manager
11. None	11. Forwards the check and DV to Liaison Officer for payment to Govt. Offices	None	3 minutes	Cashier C
Total:		None	2 hours and 10 minutes	