



## 47. Payment of Long-term Loans

Filing of payment for long-term loans.

<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>	BLWD			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Amortization Schedule (1pc., Photocopy)		Senior Accounting Processor A		
1. Official Receipts (1pc., Original)		LWUA/DBP		
<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. 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	3 minutes	Cashier C
7. None	7. Signs the checks and then forward it to General Manager	None	2 minutes	Senior Financial Planning Specialist
8. None	8. Countersigns the check.	None	3 minutes	General Manager
9. None	9. Deposit Check to Landbank account of LWUA (for Lwua Loan); Release check to DBP (for DBP Loan).	None	5 minutes	Cashier C
<b>Total:</b>		None	42 minutes	