



#### 4. Payment of services Above P50,000 to suppliers

Filing of payment for services above P50,000 to suppliers.

<b>Office or Division:</b>	Accounting Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	All Suppliers of Services above P50,000 of Balanga Water District			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notice of Award (1pc., Photocopy)		Bid and Awards Committee		
2. Notice to Proceed (1pc., Photocopy)		Bid and Awards Committee		
3. BAC Resolution (1pc., Photocopy)		Bid and Awards Committee		
4. Board Resolution (1pc., Photocopy)		Public Relations Assistant A		
5. Pakyaw Contract (1pc., Photocopy)		Supplier		
6. Abstract of Quotation (1pc., Photocopy)		Senior Supply Officer		
7. Quotations (1pc. per bidder, Photocopy)		Senior Supply Officer		
8. Surety Bond (1pc., Photocopy)		Supplier		
9. Accomplishment Report (1pc., Original)		Concerned Division Manager		
10. Request for payment (1pc., Original)		Supplier		
11. Philgeps posting (1pc., Original)		Bid and Awards Committee		
12. Official Receipt (1pc., Original)		Supplier		
13. Incident Report Form for repair/replacement of PPE and as needed (1pc., Original or Photocopy)		Concerned Department		
14. Device Maintenance Report for replacement/repair and maintenance of IT Equipment (1pc., Original or Photocopy)		BLWD-Administrative Department		
15. Motor Vehicle Incident/Maintenance Report Form for Repair and Maintenance of office vehicles (1pc., Original or Photocopy)		BLWD-Administrative Dept. and Water Resources Division		
16. Emergency Justification during emergency purchased ( 1pc., Original)		Concerned 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. 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	<b>Maribelle C. Enriquez</b> (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	Concerned 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	<b>Rosario P. Legaspi</b> (Cash Mngt. Division Manager)
4. None	4. Certifies and signs the correctness of DV and supporting documents, check JEV and then forwards it to the General Manager.	None	3 minutes	<b>Jeanne M. Carpio</b> (Finance Dept. Manager)
5. None	5. Approves the Disbursement Voucher and Journal Entry Voucher	None	3 minutes	<b>Engr. Charlito G. Rodriguez</b> (General Manager)
6. None	6. Prepare the check & forward it to Senior Financial Planning Specialist	None	3 minutes	<b>Angeline M. Santos</b> (Cashier C)
7. None	7. Signs the checks and then forward it to General Manager	None	2 minutes	<b>Sheila C. Baluyot</b> (Sr Fin. Planning Specialist)
8. None	8. Countersigns the check.	None	3 minutes	<b>Engr. Charlito G. Rodriguez</b> (General Manager)
9. Claims the check to the Supervising Cashier and issue official receipt.	9. Releases the check and BIR Form No. 2307 to supplier.	None	3 minutes	<b>Angeline M. Santos</b> (Cashier C)
<b>Total:</b>		None	40 minutes	