



## 5. 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 A		
2. Administrative Order or DBM Circular (for bonuses & benefits) (1pc., Photocopy)		Senior Financial Planning Specialist		
3. Advice to Debit Agency Bank Account (3pcs., Original)		Senior Financial Planning Specialist		
4. Payroll Register (4pcs., Original)		Senior Accounting Processor 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)		Senior Financial Planning Specialist		
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		
13. Authorization to Grant PBB (for PBB, 1pc., Original)		LWUA		
<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	<b>Maria Gaybriel G. Datu</b> (Senior Financial Planning Specialist)
2. None	2. Prepares and encode the Payroll Register to LGPS then print LGPR.	None	30 minutes	<b>Elsa E. De Leon</b> (Accounting Processor B)
3. None	3. Accepts complete attachments and prepare the Disbursement Voucher, Journal Entry Voucher & Budget Utilization Slip and forwards it to Admin. & Human Resource Dept. Manager	None	10 minutes	<b>Maribelle C. Enriquez</b> (Accounting Processor B)



4. None	4. Certifies that the charges to appropriation/allotment necessary, lawful and under his direct supervision and signs the BUS.	None	<i>3 minutes</i>	<b>Aurea O. Adrados</b> (Administrative & Human Resource Dept. Manager)
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	<i>10 minutes</i>	<b>Rosario P. Legaspi</b> (Cash Mngt. Division Manager)
6. None	6. Certifies and signs the correctness of DV and supporting documents, checks JEV and then forwards it to the Senior Financial Planning Specialist.	None	<i>3 minutes</i>	<b>Jeanne M. Carpio</b> (Finance Dept. Manager)
7. None	7. Approves the DV, JEV and supporting documents.	None	<i>4 minutes</i>	<b>Engr. Charlito G. Rodriguez</b> (General Manager)
8. None	8. Upload the payroll thru Landbank weAccess Internet Banking	None	<i>4 minutes</i>	<b>Francess Dianna B. Ponce</b> (Sr. Corporate Budget Analyst)
9. None	9. Authorize and submit the atm payroll transaction thru Landbank weAccess Internet Banking	None	<i>4 minutes</i>	<b>Jeanne M. Carpio</b> (Finance Dept. Manager)
<b>Total:</b>		None	1 hour and 23 minutes	