



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.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All regular & casual employees of BLWD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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. Payroll Register (2pcs., Original)		Senior Financial Planning Specialist		
4. Daily Time Record (for payment of RATA & Overtime) (1pc., Original)		Senior Accounting Processor A		
5. List of employees receiving the bonuses & other benefits & refund of loans (2pcs., Original)		BLWD - Administrative Division		
6. Application for Leave (for monetization of leave benefits) (1pc., Photocopy)		Senior Financial Planning Specialist		
7. Authority to Render Overtime (for payment of OT) (1pc., Original)		Human Resource Division		
8. Leave Credits Monetization Form (for monetization of sick leave) (1pc., Photocopy)		Concerned Department		
9. Actual Performance for Overtime (1pc., Original)		Human Resource Division		
10. Job Order (1pc., Original)		Concerned Department		
11. Accomplishment Report (1pc., Original)		BLWD-Administrative Department		
12. Authorization to Grant PBB (for PBB, 1pc., Original)		BLWD-Administrative Department		
13. Certificate of Appearance/Any Valid Documents serve as proof of appearance for Travel Allowance (1pc, Original)		LWUA		
14. Certificate of Travel Completed for Travel Allowance (1pc, Original)		Human Resource Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepares List of employees receiving bonuses/other benefits/refund of loans.	None	15 minutes	Maria Gaybriel G. Datu (Senior Financial Planning Specialist)
2. None	2. Prepares and encode the Payroll Register to LGPS then print LGPR.	None	30 minutes	Elsa E. De Leon (Accounting Processor B)
3. None	3. Accepts complete attachments and prepare the Disbursement Voucher, Journal Entry Voucher & Budget Utilization Slip and	None	10 minutes	Maribelle C. Enriquez (Accounting Processor B)



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