



16. 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		
2. Authority to Debit/Credit Form (2pcs., 1 Original & 1 Photocopy)		Cashier C		
1. 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 /Philhealth Remittances and system generated remittances reports.	None	1 hour	Maribelle C. Enriquez (Accounting Processor B)
2. None	2. Checks the Schedule of Pag-ibig/Philhealth Remittances.	None	30 minutes	Maria Gaybriel G. Datu (Senior Financial Planning Specialist)
3. None	3. Accepts complete attachments and prepare the Disbursement Voucher & Journal Entry Voucher	None	10 minutes	Maribelle C. Enriquez (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	Jeanne M. Carpio (Finance Dept. Manager)
5. None	5. Prepare the Authority to Debit/Credit form & then forwards it to Senior Financial Planning Specialist	None	2 minutes	Angeline M. Santos (Cashier C)
6. None	6. Authority to Debit/Credit Form.	None	1 minutes	Maria Gaybriel G. Datu (Senior Financial Planning Specialist)
7. None	7. Approves the DV and supporting documents.	None	4 minutes	Engr. Charlito G. Rodriguez (General Manager)



8. None	8. Submit Authority to Debit/Credit Form to DBP	None	<i>15 minutes</i>	Angeline M. Santos (Cashier C)
9. None	9. Update data in EGOV System	None	<i>15 minutes</i>	Maribelle C. Enriquez (Accounting Processor B)
10. None	10. Upload remittances to DBP Egov Beta website.	None	<i>15 minutes</i>	Maribelle C. Enriquez (Accounting Processor B)
Total:		None	2 hours and 35 minutes	