



18. Payment of other Government Remittances

Filing of payment for other Government Remittances.

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| 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 Government Remittances (3pcs., Original) | | Senior Accounting Processor B | | |
| 2. Statement of Payroll Deduction (for Pag-ibig Housing Loan Amortization) (3pcs., Original) | | Senior Accounting Processor B | | |
| 3. System generated remittances report (for GSIS) (2 pcs., Original) | | Senior Accounting Processor B | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. None | 1. Prepares Schedule of Government Remittances and system generated remittances reports. | None | 1 hour | Maribelle C. Enriquez (Accounting Processor B) |
| 2. None | 2. Checks the Schedule of Government 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 & Budget Utilization Slip and forwards it to the responsible supervisor who requested the payment. | None | 10 minutes | Maribelle C. Enriquez (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 | 3 minutes | Concerned Supervisor |
| 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) |



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| 6. None | 6. Certifies and signs the correctness of DV and supporting documents, checks JEV and the forwards it to the General Manager. | None | 3 minutes | Jeanne M. Carpio (Finance Dept. Manager) |
| 7. None | 7. Approves the Disbursement Voucher and Journal Entry Voucher | None | 3 minutes | Engr. Charlito G. Rodriguez (General Manager) |
| 8. None | 8. Prepares check & then forward it to Senior Financial Planning Specialist | None | 3 minutes | Angeline M. Santos (Cashier C) |
| 9. None | 9. Signs the checks and then forward it to the General Manager | None | 2 minutes | Sheila C. Baluyot (Sr Fin. Planning Specialist) |
| 10. None | 10. Countersigns the check. | None | 3 minutes | Engr. Charlito G. Rodriguez (General Manager) |
| 11. None | 11. Forwards the check and DV to Liaison Officer for payment to Govt. Offices | None | 3 minutes | Angeline M. Santos (Cashier C) |
| Total: | | None | 2 hours and 10 minutes | |