



7. Payment of job order employees

Preparing payment of job order employees.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All job order employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Daily Time Record (1pc., Original)		BLWD - Administrative Division		
2. Job Order (1pc., Original)		BLWD - Administrative Division		
3. Accomplishment Report (1pc., Original)		BLWD - Administrative Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	Maribelle C. Enriquez (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	Rosario P. Legaspi (Cash Mngt. Division Manager)
4. None	4. Certifies and signs the correctness of DV and supporting documents, checks JEV and then forwards it to the General Manager.	None	3 minutes	Jeanne M. Carpio (Finance Dept. Manager)
5. None	5. Approves the Disbursement Voucher and Journal Voucher	None	3 minutes	Engr. Charlito G. Rodriguez (General Manager)



6. None	6. Prepare the check & forward it to Senior Financial Planning Specialist	None	<i>3 minutes</i>	Angeline M. Santos (Cashier C)
7. None	7. Signs the checks and the checks and then forward it to General Manager	None	<i>2 minutes</i>	Sheila C. Baluyot (Sr Fin. Planning Specialist)
8. None	8. Countersigns the check.	None	<i>3 minutes</i>	Engr. Charlito G. Rodriguez (General Manager)
9. None	9. Encashed the check to bank.	None	<i>30 minutes</i>	Angeline M. Santos (Cashier C)
10. None	10. Releases the cash to job order employees.	None	<i>20 minutes</i>	Angeline M. Santos (Cashier C)
Total:		None	1 hour and 27 minutes	