



8. Payment of refund of water bill/materials above P1,000 to concessionaires

Filing of payment of refund of water bill / materials above P1,000 to concessionaires.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Concessionaires of Balanga Water District with refund of water bill/materials above P1,000			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Collection Adjustment (applicable for water bill) (1pc., Original)		Utilities Customer Service Assistant		
2. Return Slip (applicable for materials) (1pc., Original)		BLWD - Administrative Division		
3. Official Receipt (1pc., Original)		Concessionaire		
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/allowment necessary, lawful and under his direct supervision and signs the BUS.	None	3 minutes	Concerned Supervisor
3. None	3. 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 the 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	3 minutes	Angeline M. Santos (Cashier C)
7. None	7. Signs the checks and then forward it to General Manager	None	2 minutes	Sheila C. Baluyot (Sr Fin. Planning Specialist)
8. None	8. Countersigns the check.	None	3 minutes	Engr. Charlito G. Rodriguez (General Manager)
9. Claims the check to the Supervising Cashier and issue official receipt.	9. Releases the check to supplier.	None	3 minutes	Angeline M. Santos (Cashier C)
Total:		None	40 minutes	