



13. Payment of BODs' Per Diem & Miscellaneous Expenses

Filing of Payment of BODs' Per Diem & Miscellaneous Expenses.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All BLWD Board of Directors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Schedule of BODs Per Diem (2pcs., Original)	Accounting Processor B			
2. Schedule of Withholding Tax on Per Diems (1pc. Original)	Accounting Processor B			
3. Attendance Sheet of Board of Director's Meeting (1pc., Photocopy)	Public Relations Assistant A			
4. Official Receipts of Expenses to be reimbursed (for BODs' misc. exp.) (Original)	Board of Directors			
5. Schedule of Reimbursable Expenses & BODs (2pcs., Original)	Senior Accounting Processor B			
6. Appointment/designation as member of the Board for 1 st claim (1pc. Original/photocopy)	Public Relations Assistant A			
7. Certification that the claimant is not an appointee to a regular position for 1 st claim (1pc. Original/photocopy)	Public Relations Assistant A			
8. DBM Budget Circular for BOD's PBI (1pc. Photocopy)	Senior Corporate Budget Analyst			
9. Authority to Grant Performance-Based Incentive for BOD's PBI (1pc. Photocopy)	Public Relations Assistant A			
10. Board Resolution for BOD's PBI (1pc. Original)	Public Relations Assistant A			
11. Schedule of Performance-Based Incentive for BOD's PBI (1pc. Original)	Accounting Processor B			
12. Schedule of Withholding Tax on Performance-Based Incentive for BOD's PBI (1pc. Original)	Accounting Processor B			
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/allotm		3 minutes	Concerned Supervisor



	ent necessary, lawful and under his direct supervision and signs the BUS.	None		
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 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. None	9. Encashed the check to bank.	None	30 minutes	Angeline M. Santos (Cashier C)
10. None	10. Prepares the payroll of BODs.	None	15 minutes	Angeline M. Santos (Cashier C)
11. None	11. Releases the payroll envelope to BODs.	None	5 minutes	Angeline M. Santos (Cashier C)
Total:		None	1 hour and 27 minutes	