



## 16. Online payment of remittances on Pag-ibig and Philhealth

Filing of online payment for remittances on Pag-ibig and Philhealth.

<b>Office or Division:</b>	Accounting Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Balanga Water District			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Philhealth Employees Premium Remittance List (2pcs., Original)		Senior Accounting Processor B		
2. Pag-ibig MC Prooflist Report-Contributions (2pcs., Original)		Senior Accounting Processor B		
3. Pag-ibig MC Prooflist Report-MPL (2pcs., Original)		Senior Accounting Processor B		
4. Pag-ibig MC Prooflist Report-Calamity Loan (2pcs., Original)		Senior Accounting Processor B		
5. All System Generated Reports (2pcs., Original)		Senior Accounting Processor B		
6. Payment List (Pag-ibig) (2pcs., Original)		Senior Accounting Processor B		
7. Statement of Premium Account (Philhealth) (2pcs., Original)		Senior Accounting Processor B		
8. Payment of Instruction Transaction Receipt (2pcs. Original)		Senior Accounting Processor B		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. None	1. Prepares Schedule of Pag-ibig /Philhealth Remittances and system generated remittances reports.	None	1 hour	<b>Maribelle C. Enriquez</b> (Accounting Processor B)
2. None	2. Checks the Schedule of Pag-ibig/Philhealth Remittances.	None	30 minutes	<b>Maria Gaybriel G. Datu</b> (Senior Financial Planning Specialist)
3. None	3. Accepts complete attachments and prepare the Disbursement Voucher & Journal Entry Voucher	None	10 minutes	<b>Maribelle C. Enriquez</b> (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	<b>Jeanne M. Carpio</b> (Finance Dept. Manager)
5 None	5. Prepare the Authority to Debit/Credit form & then forwards it to Senior Financial	None	2 minutes	<b>Angeline M. Santos</b> (Cashier C)



	Planning Specialist			
6. None	6. Authority to Debit/Credit Form.	None	<i>1 minutes</i>	<b>Maria Gaybriel G. Datu</b> (Senior Financial Planning Specialist)
7. None	7. Approves the DV and supporting documents.	None	<i>4 minutes</i>	<b>Engr. Charlito G. Rodriguez</b> (General Manager)
8. None	8. Submit Authority to Debit/Credit Form to DBP	None	<i>15 minutes</i>	<b>Angeline M. Santos</b> (Cashier C)
9. None	9. Update data in EGOV System	None	<i>15 minutes</i>	<b>Charlotte B. Triguero</b> (Senior Accounting Processor B)
10. None	10. Upload remittances to DBP Egov Beta website.	None	<i>15 minutes</i>	<b>Charlotte B. Triguero</b> (Senior Accounting Processor B)
<b>Total:</b>		None	2 hours and 35 minutes	