



18. Payment of other Government Remittances

Filing of payment for other Government Remittances.

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 (2pcs., Original)		Senior Accounting Processor B		
2. Statement of Payroll Deduction (for Pag-ibig Housing Loan Amortization) (2pcs., Original)		Senior Accounting Processor B		
3. System generated remittances report (For GSIS) (2 pcs., Original)		Senior Accounting Processor B		
4. EBCS Summary of Totals (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)



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	