



#### 4. Payment of services Above P50,000 to suppliers

Filing of payment for services above P50,000 to suppliers.

<b>Office or Division:</b>	Accounting Division		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2B - Government to Business		
<b>Who may avail:</b>	All Suppliers of Services above P50,000 of Balanga Water District		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Notice of Award (1pc., Photocopy)		Bid and Awards Committee	
2. Notice to Proceed (1pc., Photocopy)		Bid and Awards Committee	
3. Proof of Posting of Notice of Award (1pc., Original/Photocopy)		Bid and Awards Committee	
4. Annual Procurement Plan (1pc. Photocopy)		Senior Supply Officer	
5. BAC Resolution (1pc., Photocopy)		Bid and Awards Committee	
6. Board Resolution (1pc., Photocopy)		Public Relations Assistant A	
7. Pakyaw Contract (1pc., Photocopy)		Supplier	
8. Abstract of Quotation (1pc., Photocopy)		Senior Supply Officer	
9. Quotations (1pc. per bidder, Photocopy)		Senior Supply Officer	
10. Surety Bond (1pc., Photocopy)		Supplier	
11. Accomplishment Report (1pc., Original)		Concerned Division Manager	
12. Request for payment (1pc., Original)		Supplier	
13. Philgeps posting (1pc., Original)		Bid and Awards Committee	
14. Service Invoice/Collection Receipts (1pc., Original)		Supplier	
15. Incident Report Form for repair/replacement of PPE and as needed (1pc., Original or Photocopy)		Concerned Department	
16. Device Maintenance Report for replacement/repair and maintenance of IT Equipment (1pc., Original or Photocopy)		BLWD-Administrative & HR Department	
17. Motor Vehicle Incident/Maintenance Report Form for Repair and Maintenance of office vehicles (1pc., Original or Photocopy)		BLWD-Administrative Dept. and Water Resources Division	
18. Emergency Justification during emergency purchased (1pc., Original)		Concerned Department	
19. Notarized Omnibus Sworn Statement (1pc, Original/Photocopy)		Supplier	
20. Request for Augmentation/Supplemental Budget (if applicable, 1 pc. Original/ Photocopy)		Concerned Department	
21. Board Resolution (Augmentation/ Supplemental Budget) (if applicable, 1 pc. Original/Photocopy)		Public Relations Assistant A	
22. Copy of document indicating the history of repair for emergency purchases (if applicable, 1 pc. Original/ Photocopy)		Concerned Department	
23. Proposed Program for BLWD activities (if applicable, 1 pc. Original/ Photocopy)		Public Relations Assistant A	
24. Office Order for training and seminars (if		BLWD-Administrative & HR Department	



applicable, 1 pc. Original/ Photocopy)				
25. Invitation Letter for training and seminars (if applicable, 1 pc. Original/ Photocopy)	BLWD-Administrative & HR Department			
26. Confirmation of Registration for training and seminars (if applicable, 1 pc. Original/ Photocopy)	BLWD-Administrative & HR Department			
27. GSIS Policy Rates & Premiums for payment of GSIS Insurance (if applicable, 1 pc. Original/ Photocopy)	BLWD-Administrative & HR Department			
28. List of Bonded Accountable Public Officers for payment of bonded official (if applicable, 1 pc. Original/ Photocopy)	BLWD-Administrative & HR Department			
29. Bureau of Treasury Confirmation Letter payment of bonded official (if applicable, 1 pc. Original/ Photocopy)	BLWD-Administrative & HR Department			
30. Statement of Account/Charge Sales Invoice for payment of desludging of septic tank (if applicable, 1 pc. Original/ Photocopy)	Supplier			
31. Billing and Sales Performance for payment of desludging of septic tank (if applicable, 1 pc. Original/ Photocopy)	Supplier			
32. Manifest Form for payment of desludging of septic tank (if applicable, 1 pc. Original/ Photocopy)	Supplier			
33. Delivery Receipts for payment of desludging of septic tank (if applicable, 1 pc. Original/ Photocopy)	Supplier			
34. Laboratory Test Results for payment of bacte-test & HPC (if applicable, 1 pc. Original/ Photocopy)	BLWD- Water Resources Division			
35. Post-inspection Report for repair & maintenance of motor vehicles (if applicable, 1 pc. Original/ Photocopy)	BLWD- Water Resources Division			
36. Warranty Certificate for repair & maintenance of motor vehicles (if applicable, 1 pc. Original/ Photocopy)	Senior Supply Officer			
37. Request for payment for repair & maintenance of motor vehicles (if applicable, 1 pc. Original/ Photocopy)	Senior Supply Officer			
38. Certificate of Acceptance for repair & maintenance of motor vehicles (if applicable, 1 pc. Original/ Photocopy)	BLWD- Water Resources Division			
39. Report of Lost, Stolen, Damaged or Destroyed Semi-Expendable Properties (if applicable, 1 pc. Original/Photocopy)	Senior Supply Officer			
40. Inventory Transfer Report for repair/replacement of Semi-expendable Properties (if applicable, 1 pc. Original or Photocopy)	Senior Supply Officer			
41. Waste Materials Report for repair/replacement of Semi-expendable Properties (if applicable, 1 pc. Original/Photocopy)	Senior Supply Officer			
<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. 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	<b>Maribelle C. Enriquez</b> (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	<b>Rosario P. Legaspi</b> (Cash Mngt. Division Manager)
4. None	4. Certifies and signs the correctness of DV and supporting documents, check JEV and then forwards it to the General Manager.	None	3 minutes	<b>Jeanne M. Carpio</b> (Finance Dept. Manager)
5. None	5. Approves the Disbursement Voucher and Journal Entry Voucher	None	3 minutes	<b>Engr. Charlito G. Rodriguez</b> (General Manager)
6. None	6. Prepare the check & forward it to Senior Financial Planning Specialist	None	3 minutes	<b>Angeline M. Santos</b> (Cashier C)
7. None	7. Signs the checks and then forward it to General Manager	None	2 minutes	<b>Sheila C. Baluyot</b> (Sr Fin. Planning Specialist)
8. None	8. Countersigns the check.	None	3 minutes	<b>Engr. Charlito G. Rodriguez</b> (General Manager)
9. Claims the check to the Supervising Cashier	9. Releases the check and BIR Form	None	3 minutes	<b>Angeline M. Santos</b>



and issue official receipt.	No. 2307 to supplier.			(Cashier C)
<b>Total:</b>		None	40 minutes	