



5. Payment of bonuses & other benefits & refund of loans of regular and casual employees thru ATM

Filing of bonuses & other benefits & refund of loans of regular and casual employees thru ATM.

Office or Division:	Accounting Division	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	All regular & casual employees of BLWD	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Board Resolution (for payment of bonuses & other benefit, monetization of 50% or more and bonuses of retired/resigned employees) (1pc., Photocopy)	Public Relations Assistant A
2.	Administrative Order or DBM Circular (for bonuses & benefits) (1pc., Photocopy)	Senior Financial Planning Specialist
3.	Payroll Register (2pcs., Original)	Accounting Processor B
4.	Daily Time Record (for payment of RATA & Overtime) (1pc., Original)	BLWD-Administrative & HR Department
5.	List of employees receiving the bonuses & other benefits & refund of loans (2pcs., Original)	Senior Financial Planning Specialist
6.	Application for Leave (for monetization of leave benefits) (1pc., Photocopy)	BLWD-Administrative & HR Department
7.	Authority to Render Overtime (for payment of OT) (1pc., Original)	Concerned Department
8.	Leave Credits Monetization Form (for monetization of sick leave) (1pc., Photocopy)	BLWD-Administrative & HR Department
9.	Actual Performance for Overtime (1pc., Original)	Concerned Department
10.	Job Order (1pc., Original)	BLWD-Administrative & HR Department
11.	Accomplishment Report (1pc., Original)	BLWD-Administrative & HR Department
12.	Office Order (if applicable, 1pc., Original/Photocopy)	BLWD-Administrative & HR Department
13.	Authorization to Grant PBB (for PBB, 1pc., Original)	LWUA
14.	Transaction Acknowledgement-ATM Payroll Request (1pc, Original)	Senior Corporate Budget Analyst
15.	Transaction Acknowledgement-ATM Payroll Transaction (1pc, Original)	Finance Department Manager B
16.	Report on Successful Transactions - ATM Payroll (1pc, Original)	Senior Corporate Budget Analyst
17.	Clinical abstract/medical procedures to be undertaken in case of health, medical & hospital needs for monetization of 50% or more (1pc, Original/Photocopy)	BLWD- Administrative & HR Department
18.	Barangay Certification in case for need for financial assistance brought about by	BLWD- Administrative & HR Department



calamities, typhoon, fires, etc. for monetization of 50% or more (if applicable, 1pc, Original/Photocopy)	
19. Travel Order for travelling allowance (1pc, Original/Photocopy)	BLWD- Administrative & HR Department
20. Itinerary of Travel for travelling allowance (1pc, Original/Photocopy)	BLWD- Administrative & HR Department
21. Certificate of appearance for travelling allowance (1pc, Original/Photocopy)	Concerned Agencies
22. Certificate of Travel Completed for travelling allowance (1pc, Original/Photocopy)	BLWD- Administrative & HR Department
23. Service Record for loyalty incentive (1pc, Original/Photocopy)	BLWD- Administrative & HR Department
24. Certification that the claimant has not incurred more than 50 days authorized vacation leave without pay within the 10-yr period or aggregate of more than 25 days authorized vacation leave without pay within the 5-yr period for loyalty incentive (1pc, Original/Photocopy)	BLWD- Administrative & HR Department
25. Loyalty Cash Award/Incentive Payroll for loyalty incentive (1pc, Original/Photocopy)	BLWD- Administrative & HR Department
26. List of Pump Operators for compensatory allowance (1pc., Original)	Accounting Processor B
27. Summary of Performance Rating for PBB, Midyear Bonus and PEI (1pc, Original/Photocopy)	Performance Management Team
28. Complete Service Record for retired/deceased employees 1pc, Original/Photocopy)	BLWD- Administrative & HR Department
29. Office Clearance from money, property accountability & administrative/criminal liability for retired/deceased employees (1pc, Original/Photocopy)	BLWD- Administrative & HR Department
30. Statement of Assets, Liabilities & Net Worth (SALN) for retired/deceased employees (1pc, Original/Photocopy)	BLWD- Administrative & HR Department
31. Certified photocopy of employees leave card as at last date of service duly audited by Personnel Division & COA/Certificate of leave credits issued for retired/deceased employees (1pc.)	BLWD- Administrative & HR Department
32. Computation of terminal leave benefits duly signed & certified by the accountant for retired/deceased (1pc, Original/Photocopy)	BLWD- Administrative & HR Department
33. Authority to Deduct Accountabilities for retired/resigned/deceased employees (1pc, Original/Photocopy) (Deed of Undertaking)	BLWD- Administrative & HR Department
34. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her for retired/resigned/deceased employees (1pc, Original/Photocopy)	BLWD- Administrative & HR Department
35. Employee's Letter of Resignation duly accepted by the Head of Agency for resigned employees (1pc, Original/Photocopy)	BLWD-Employee



36. Death Certificate (PSA) for deceased employees (if applicable, 1pc, Original/Photocopy)	Surviving Spouse/Legal Heirs of BLWD Employee			
37. Marriage Contract (PSA) for deceased employees (if applicable, 1pc, Original/Photocopy)	Surviving Spouse/Legal Heirs of BLWD Employee			
38. Birth Certificates of surviving legal heirs (PSA) for deceased employees (if applicable, 1pc, Original/Photocopy)	Surviving Spouse/Legal Heirs of BLWD Employee			
39. Designation of next-of-kin for deceased employees (if applicable, 1pc, Original/Photocopy)	Surviving Spouse/Legal Heirs of BLWD Employee			
40. Waiver of right of children 18 years old and above for deceased employees (if applicable, 1pc, Original/Photocopy)	Children 18 years old and above of deceased Employees			
41. Authority from the claimant & identification documents, if claimed by person other than the payee (if applicable, 1pc, Original)	Claimant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepares List of employees receiving bonuses/other benefits/refund of loans.	None	15 minutes	Maria Gaybriel G. Datu (Senior Financial Planning Specialist)
2. None	2. Prepares and encode the Payroll Register to LGPS then print LGPR.	None	30 minutes	Elsa E. De Leon (Accounting Processor B)
3. None	3. Accepts complete attachments and prepare the Disbursement Voucher, Journal Entry Voucher & Budget Utilization Slip and forwards it to Admin. & Human Resource Dept. Manager	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	Loreto Q. Palad (Administrative & Human Resource Dept. Manager)
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,	None	3 minutes	Jeanne M. Carpio (Finance Dept. Manager)



	checks JEV and then forwards it to the Senior Financial Planning Specialist.			
7. None	7. Approves the DV, JEV and supporting documents.	None	<i>4 minutes</i>	Engr. Charlito G. Rodriguez (General Manager)
8. None	8. Upload the payroll thru Landbank weAccess Internet Banking	None	<i>4 minutes</i>	Francess Dianna B. Ponce (Sr. Corporate Budget Analyst)
9. None	9. Authorize and submit the atm payroll transaction thru Landbank weAccess Internet Banking	None	<i>4 minutes</i>	Jeanne M. Carpio (Finance Dept. Manager)
Total:		None	1 hour and 23 minutes	