



6. Payment of payroll of regular and casual employees thru ATM

Preparing payment of payroll 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.	General Payroll (2pcs., Original)	Senior Financial Planning Specialist
2.	Payroll Register (2pcs., Original)	Senior Corporate Budget Analyst
3.	List of Employees with leave without pay (1pc., Original)	BLWD- Administrative & HR Department
4.	Notice of change of data, salary and allowances (1pc., Original)	BLWD- Administrative & HR Department
5.	Weekly Payroll List (1pc., Original)	Senior Financial Planning Specialist
6.	Approved Daily Time Record (1pc., Original/Photocopy)	BLWD- Administrative & HR Department
7.	Certified true copy of duly approved Appointment for first salary (1pc., Original/Photocopy)	BLWD- Administrative & HR Department
8.	Certified true copy of Oath of Office for first salary (1pc., Original/Photocopy)	BLWD- Administrative & HR Department
9.	Certificate of Assumption for first salary (1pc.)	BLWD- Administrative & HR Department
10.	Statement of Assets, Liabilities & Net Worth (if applicable, 1pc., Original/Photocopy)	BLWD- Administrative & HR Department
11.	Bureau of Internal Revenue (BIR) withholding certificates (Forms 1902 & 2305) for the first salary (1pc., Original/Photocopy)	BLWD- Administrative & HR Department
12.	Certified true copy of the pertinent contract/appointment for first claim casual (1piece)	BLWD- Administrative & HR Department
13.	Copy of the ROPA of the pertinent contract/appointment marked received by the CSC for first claim casual (1pc., Original/Photocopy)	BLWD- Administrative & HR Department
14.	Clearance from money, property & legal accountabilities (if applicable, 1pc., Original/Photocopy)	BLWD- Administrative & HR Department
15.	Certification by the Chief Accountant of last salary received from previous office duly verified by the assigned auditor for transferee employees from one government office to another (1pc., Original/Photocopy)	BLWD- Administrative & HR Department
16.	BIR Form 2316 for transferee employees from one government office to another (if applicable, 1pc., Original/Photocopy)	BLWD- Administrative & HR Department
17.	Service Record for transferee employees from one government office to another (if applicable, 1pc., Original/Photocopy)	BLWD- Administrative & HR Department



18. Certificate of Available Leave Credits for transferee employees from one government office to another (if applicable, 1pc., Original/Photocopy)	BLWD- Administrative & HR Department
19. Notice of Assumption for resumption of employees if deleted from payroll for resumption of employee (1pc., Original/Photocopy)	BLWD- Administrative & HR Department
20. Approved Application for Leave, Clearances, & Medical Certificate, if on sick leave for 5 days or more for resumption of employees (if applicable, 1pc., Original/Photocopy)	BLWD- Administrative & HR Department
21. Certified true copy of approved appointment (promotion) or NOSA (step increment/salary increase) for salary differential due to promotion or step increment (1pc.)	BLWD- Administrative & HR Department
22. Certificate of Assumption for salary differential due to promotion or step increment (if applicable, 1pc., Original/Photocopy)	BLWD- Administrative & HR Department
23. Complete Service Record for step increment (1pc., Original/Photocopy)	BLWD- Administrative & HR Department
24. Certification by Personnel Officer that the claimant has not incurred more than 15 days of vacation leave without pay for promotion or step increment (if applicable, 1pc., Original/Photocopy)	BLWD- Administrative & HR Department
25. Certified true copy of approved application for leave (For maternity leave) (1pc., Original/Photocopy)	BLWD- Administrative & HR Department
26. Certified true copy of Maternity Leave Clearance for leave (For maternity leave) (1pc., Original/Photocopy)	BLWD- Administrative & HR Department
27. Medical Certificate for Maternity Leave for leave for maternity leave (For maternity leave) (1pc., Original/Photocopy)	BLWD- Administrative & HR Department
28. Certified photocopy of employees leave card as at last date of service duly audited by Personnel Division & COA/Certificate of leave credits for retired/resigned employee (If applicable, 1pc.)	BLWD- Administrative & HR Department
29. Affidavit of Undertaking for authority to deduct accountabilities for retired/resigned employees (if applicable, 1pc., Original/Photocopy)	BLWD- Administrative & HR Department
30. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her for retired/resigned employees (if applicable, 1pc., Original/Photocopy)	BLWD- Administrative & HR Department
31. Employee's Letter of Resignation duly accepted by the Head of Agency for resigned employees (if applicable, 1pc., Original/Photocopy)	BLWD- Administrative & HR Department
32. Death Certificate (PSA) for deceased	BLWD- Administrative & HR Department



employees (if applicable, 1pc, Original/Photocopy)				
33. Marriage Contract (PSA) for deceased employees (if applicable, 1pc, Original/Photocopy)		BLWD- Administrative & HR Department		
34. Birth Certificates of surviving legal heirs (PSA) for deceased employees (if applicable, 1pc, Original/Photocopy)		BLWD- Administrative & HR Department		
35. Designation of next-of-kin for deceased employees (if applicable, 1pc, Original/Photocopy)		BLWD- Administrative & HR Department		
36. Waiver of right of children 18 years old and above for deceased employees (if applicable, 1pc, Original/Photocopy)		BLWD- Administrative & HR Department		
37. Transaction Acknowledgement-ATM Payroll Request (if applicable, 1pc, Original)		Senior Corporate Budget Analyst		
38. Transaction Acknowledgement-ATM Payroll Transaction (if applicable, 1pc, Original)		Finance Department Manager B		
39. Report on Successful Transactions - ATM Payroll (if applicable, 1pc, Original)		Senior Corporate Budget Analyst		
40. 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 General Payroll.	None	1 hour	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	Francess Dianna B. Ponce (Sr. Corporate Budget Analyst)
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	None	3 minutes	Loreto Q. Palad



	appropriation/allotment necessary, lawful and under his direct supervision and signs the BUS.			(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, checks JEV and then forwards it to the Senior Financial Planning Specialist.	None	3 minutes	Jeanne M. Carpio (Finance Dept. Manager)
7. None	7. Approves the DV, JEV and supporting documents.	None	4 minutes	Engr. Charlito G. Rodriguez (General Manager)
8. None	8. Upload the payroll thru Landbank weAccess Internet Banking	None	4 minutes	Francess Dianna B. Ponce (Sr. Corporate Budget Analyst)
9. None	9. Authorize and submit the atm payroll transaction thru Landbank weAccess Internet Banking	None	4 minutes	Jeanne M. Carpio (Finance Dept. Manager)
Total:		None	2 hours and 8 minutes	