



## 7. Payment of job order employees

Preparing payment of job order employees.

<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>	All job order employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Daily Time Record (1pc., Original)	BLWD-Administrative & HR Department			
2. Job Order (1pc., Original)	BLWD-Administrative & HR Department			
3. Accomplishment Report (1pc., Original)	BLWD-Administrative & HR Department			
4. List of Job Order Employees for switch operator (1pc. Original)	Accounting Processor B			
5. List of Switch Operators/Lot Rental List of Job Order Employees for switch operator (1pc. Original)	Accounting Processor B			
6. Contract of Service List of Job Order Employees for switch operator (1pc. Photocopy)	BLWD-Water Resources Division			
7. Memorandum of Agreement (Lot Rental) for switch operator (1pc. Photocopy)	Public Relations Assistant A			
<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		3 minutes	<b>Jeanne M. Carpio</b>



	DV and supporting documents, checks JEV and then forwards it to the General Manager.	None		(Finance Dept. Manager)
5. None	5. Approves the Disbursement Voucher and Journal Voucher	None	<i>3 minutes</i>	<b>Engr. Charlito G. Rodriguez</b> (General Manager)
6. None	6. Prepare the check & forward it to Senior Financial Planning Specialist	None	<i>3 minutes</i>	<b>Angeline M. Santos</b> (Cashier C)
7. None	7. Signs the checks and the checks and then forward it to General Manager	None	<i>2 minutes</i>	<b>Sheila C. Baluyot</b> (Sr Fin. Planning Specialist)
8. None	8. Countersigns the check.	None	<i>3 minutes</i>	<b>Engr. Charlito G. Rodriguez</b> (General Manager)
9. None	9. Encashed the check to bank.	None	<i>30 minutes</i>	<b>Angeline M. Santos</b> (Cashier C)
10. None	10. Releases the cash to job order employees.	None	<i>20 minutes</i>	<b>Angeline M. Santos</b> (Cashier C)
<b>Total:</b>		None	1 hour and 27 minutes	