



Municipal Government
Of Burgos, Ilocos Sur



MUNICIPAL GOVERNMENT OF BURGOS, ILOCOS SUR

CITIZEN'S CHARTER 2022, First Edition



Municipal Government
Of Burgos, Ilocos Sur

Office of the Municipal Accountant

External Services



1. FINANCIAL ASSISTANCE THRU AICS

- Receiving and documenting of Financial Assistance thru AICS (Assistance for Individual in Crisis Situation)

Office:	Municipal Accounting Office			
Classification:	Simple (External)			
Type of transaction:	G2C – Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			FROM WHERE TO SECURE	
Disbursement Voucher (2 Original Copy)			Municipal Social Welfare and Development Office	
Certificate of Appropriation, Funds and Obligation of Allotment (2 Original Copy)			Municipal Budget Office	
Social Case Findings (1 Original Copy and 1 Photocopy)			Municipal Social Welfare and Development Office	
Proof of Eligibility - Death Certificate, Medical Certificate, etc. - (1 Original Copy and 1 Photocopy)			Health Officer	
Certificate of Indigency (1 Original Copy and 1 Photocopy)			Barangay Officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Disbursement Voucher and supporting documents.	1.1 Check, review and verify attached documents as to completeness and correctness .	None	5 minutes	Admin. Assistant II
	1.2 Prepare Journal Entry Voucher (JEV)	None	1 minute	Admin. Assistant II
	1.3 Final review and approval and signature on the DV and JEV.	None	3 minutes	Mun. Accountant I



	1.4 Records the voucher on the log	None	1 minute	Admin. Assistant III
	1.5 Release of the approved DV.		1 minute	Admin. Assistant III
TOTAL			11 minutes	

2. PROCESSING OF BIDDED TRANSACTION

- Processing of bidded transaction

Office:	Municipal Accounting Office
Classification:	Simple (External)
Type of transaction:	G2B – Government to Business
Who may avail:	All Suppliers and Contractors/ Bids and Awards Committee
CHECKLIST OF REQUIREMENTS	
FROM WHERE TO SECURE	
Disbursement Voucher (2 Original Copy)	Municipal Accounting Office
Certificate of Appropriation, Funds and Obligation of Allotment (2 Original Copy)	Municipal Budget Office
Auditorial and Legal Review Checklist	Municipal Accounting Office
PTO Certification for Sand and Gravel Fee(1 Original Copy and 1 Photocopy)	Office of the Municipal Treasurer/ Office of the Provincial Treasurer
Notice to Proceed(1 Original Copy and 1 Photocopy)	Bids and Awards Committee
Statement of Work Accomplished/ Accomplishment Report(1 Original Copy and 1 Photocopy)	Office of the Municipal Engineer
Notice of Award(1 Original Copy and 1 Photocopy)	Bids and Awards Committee
Inspection and Acceptance Report(1 Original Copy and 1 Photocopy)	Office of the Municipal Engineer
Such other document peculiar to the contract and/ or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation(1 Original Copy and 1 Photocopy)	Bids and Awards Committee/ Office of the Municipal Engineer



Other requirements in compliance with RA 9184 and COA Circular No. 2012-001(1 Original Copy and 1 Photocopy)		Bids and Awards Committee/ Office of the Municipal Engineer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement vouchers with the corresponding attachments/ supporting documents to Receiving Personnel	1.1 Comprehensive evaluation the documents as to completeness and correctness.	None	30 minutes	Admin. Assistant III
	1.2 Computes the necessary taxes, if any.		1 minute	
	1.3 Prepare Journal Entry Voucher (JEV).		2 minutes	
2. Comply with the notations in the voucher/payroll	2.1 Return of voucher /payroll to client if: - It lacks supporting documents or requirements, or - If computations is erroneous	None	5 minutes	Admin. Assistant III
	2.2 Final review and approval and signature on the voucher and JEV.		30 minutes	
	2.3 Records the voucher on the log	None	1 minute	Admin. Assistant III
	2.4 Release of the approved disbursement voucher.		1 minute	Admin. Assistant III
TOTAL			1 hour and 20 minutes	



3. RECEIVING OF BARANGAY RECEIPTS AND REPORTS

- Receipt of Barangay Accounts and Reports

Office:	Municipal Accounting Office			
Classification:	Simple (External)			
Type of transaction:	G2C – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			FROM WHERE TO SECURE	
Disbursement Voucher and supporting documents in compliance with RA 9184 and COA Circular No. 2012-001			Barangay Treasurer	
Official Receipt (AF51)			Barangay Treasurer	
Monthly NGAS Reports			Requesting Party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Transmittal Letter, Disbursement Vouchers and supporting documents.	1.1 For DV's: Ensure the existence of the following: <ul style="list-style-type: none"> • Punong Barangay Certification • Transmittal Letter • Supporting Documents • Schedule of Summary of Checks Issued 	None	20 minutes	Admin. Assistant III
	For AF51: Check the existence of the following:		10 minutes	Admin. Assistant III



	<ul style="list-style-type: none"> • Series of AF51 number • Deposit Slip • Summary of Collection and Deposits 		2 minutes	Municipal Accountant I
	1.2 Sign the Transmittal Letter			
TOTAL			32 minutes	



Municipal Government
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Office of the Municipal Accountant

Internal Services



1. PROCESSING OF MISCELLANEOUS DISBURSEMENT

- Receiving, checking and documenting Municipal Voucher/s.

Office:	Municipal Accounting Office			
Classification:	Simple (Internal)			
Type of transaction:	G2C – Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		FROM WHERE TO SECURE		
Disbursement Voucher (2 Original Copy)		Municipal Accounting Office		
Certificate of Appropriation, Funds and Obligation of Allotment (2 Original Copy)		Municipal Budget Office		
Purchase Request (PR) (1 Original Copy and 1 Photocopy)		Originating Department		
Request for Quotation (RFQ) (1 Original Copy and 1 Photocopy)		Originating Department		
Abstract of Quotation (1 Original Copy and 1 Photocopy)		Bids and Awards Committee		
Bids and Awards Committee Resolution (1 Original Copy and 1 Photocopy)		Bids and Awards Committee		
Purchase Order (PO) (1 Original Copy and 1 Photocopy)		Originating Department		
Inspection and Acceptance Report(1 Original Copy and 1 Photocopy)		Originating Department		
Other requirements in compliance with RA 9184 and COA Circular No. 2012-001(1 Original Copy and 1 Photocopy)		Originating Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit vouchers with the corresponding attachments to Receiving Personnel	1.1 Evaluate the documents as to completeness and correctness.		5 minutes	Admin. Assistant III
	1.2 Computes the necessary taxes, if any.	None	1 minute	
	1.3 Journal Entry Voucher (JEV).		2 minutes	
2. Comply with the notations in the voucher/payroll	2.1 Return of voucher to client if: - It lacks supporting documents or requirements, or - If computations is erroneous	None	5 minutes	Admin. Assistant III
	2.2 Final review and approval and signature on the DV and JEV.	None	5 minutes	Mun. Accountant I
	2.3 Records the DV on the log	None	1 minute	Admin. Assistant III
	2.4 Release of the approved DV.	None	1 minute	Admin. Assistant III
TOTAL			20 minutes	

2. PROCESSING OF CASH ADVANCE FOR TRAVEL

- Processing of cash advance for travel

Office:	Municipal Accounting Office
Classification:	Simple (Internal)
Type of transaction:	G2C – Government to Government
Who may avail:	All Municipal Officials and Employees
CHECKLIST OF REQUIREMENTS	
FROM WHERE TO SECURE	



Disbursement Voucher (2 Original Copy)	Municipal Accounting Office			
Certificate of Appropriation, Funds and Obligation of Allotment (2 Original Copy)	Municipal Budget Office			
Travel Order	Originating Department			
Itinerary of Travel	Originating Department			
Communication Letter from the sponsoring agency	Originating Department			
Project Proposal Design (group travel)	Originating Department			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Vouchers and supporting documents	1.1 Evaluate the documents as to completeness and verify if the claimant has any outstanding cash advance	None	5 minutes	Admin. Assistant III
	1.2 Prepare Journal Entry Voucher (JEV).		2 minutes	Admin. Assistant III
2. Comply with the notations in the voucher	2.1 Return of voucher to client if: - It lacks supporting documents or requirements, or	None	5 minutes	Admin. Assistant III
	2.2 Final review and approval and signature on the DV and JEV.		5 minutes	Mun. Accountant I
	2.3 Records the DV on the log	None	1 minute	Admin. Assistant III
	2.4 Release of the approved DV.	None	1 minute	Admin. Assistant III
TOTAL			20 minutes	