

Office of the Municipal Treasurer
Cash Disbursement

CASH DISBURSEMENT

1. PAYMENT FOR SALARIES AND WAGES OF MUNICIPAL OFFICIALS, PERMANENT AND JOB ORDER EMPLOYEES, DCOMC TEACHING AND NON-TEACHING PERSONNEL, SENIOR CITIZENS AND OTHER OBLIGATIONS.

Office or Division:	Municipal Treasurers office			
Classification:	Official			
Type of Transaction:	G2C, G2G			
Who may avail:	Recipient / Regular Employee			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
*Valid Identification Card				
*Special Power of Attorney				
*Authorization letter				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present valid ID. Claimants shall affix their signature or thumb mark to acknowledge receipt of payment.	Verify list of approved payroll for payment.	None	1 minute/client	Michelle May B Mañago Acting Municipal Treasurer Gerly Mirabuna Admin Officer III <i>Edwin Paglingayen</i> Admin Asst I
End of transaction				

2. ISSUANCE OF CHECKS TO CREDITORS AS PAYMENT FOR VARIOUS OPERATIONAL EXPENSES OF THE DIFFERENT DEPARTMENT OF THE MUNICIPALITY OF DARAGA

Office or Division:	Municipal Treasurer's Office		
Classification:	Simple		
Type of Transaction:	G2G, G2B		
Who may avail:			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Valid Identification Card			
2. Official Receipts			
3. Sales Invoice			

4. Special Power of Attorney				
5. Authorization				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present valid ID. Client to acknowledge receipt of check by affixing his signature.	Maintain a check register.	none	5 minutes/ check	Elsie Encisa <i>Admin Asst I</i> Joann Luna <i>Admin III</i> Ma Madelyn Llaneta <i>Admin Admin V</i>
End of transaction				

3. RELEASING OF FINANCIAL ASSISTANCE.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Recipient			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Identification Card				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present valid ID. Client to acknowledge receipt of check by affixing his signature.	Maintains a logbook.	none	2-3 minutes	Elsie Encisa <i>Admin Asst I</i> Joann Luna <i>Admin III</i> Ma Madelyn Llaneta <i>Admin Aide V</i>
End of transaction				

4.ENCASHMENT OF CHECK FOR CASH ADVANCES FOR PAYMENT OF SALARIES AND WAGES, SIGNED PAYROLLS AND SETTLEMENT OF CASH ADVANCE.

Office or Division:	Municipal Treasurer's Office
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	Recipient / Regular Employee

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Municipal Treasurer Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
none	checks for cash advances for payments of salaries & wages and other obligations.	none	1-2 hours	Michelle May B Mañago <i>Acting Municipal Treasurer</i>
			1 Hour/payroll	Gerly Mirabuna <i>Admin Officer III</i> Edwin Paglingayen <i>Admin Asst I</i>
	30minutes		Michelle May B Mañago <i>Acting Municipal Treasurer</i> Gerly Mirabuna <i>Admin Officer III</i>	
	1 hour		Edwin Paglingayen <i>Admin Asst I</i>	
	Preparation and recording of paid payrolls of permanent and job orders employees and other obligations.			Michelle May B Mañago <i>Acting Municipal Treasurer</i> Gerly Mirabuna <i>Admin Officer III</i>
	Preparation of report of disbursement of Cash Advances for submission to Accounting Office.			Edwin Paglingayen <i>Admin Asst I</i>

	Recording and maintenance of daily transactions in the cashbook.			Michelle May B Mañago Acting Municipal Treasurer Gerly Mirabuna Admin Officer III Edwin Paglingayen Admin Asst I
End of transaction				

5.POSTING OF CASH BOOK (GENERAL FUND, TRUST FUND & SEF)

Office or Division: Classification: Type of Transaction: Who may avail:	Municipal Treasurer's Office			
	Simple			
	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Report of Collections & Deposit / remittance		Municipal Treasurer Office		
Time deposit slip				
Cash Book				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Daily posting of all transactions to the cash book and balances of all accounts (General Fund) Daily posting of all transactions to the cash book and balances of all accounts (Trust Fund and SEF)	none		Nevel Teves Admin Aide III Nevel Teves Admin Aide III

End of transaction				
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6. PREPARATION OF CHECKS AND RECORDING OF CASH AND CHECK DISBURSEMENTS

Office or Division:	Municipal Treasurer's Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Prepare check disbursements.	none	3-5 mins	Elsie Encisa <i>Admin Asst I</i>
	Prepare logbook for disbursement check and send for the LCE's signature.		3-5mins	Elsie Encisa <i>Admin Asst I</i> Ma Madelyn Llaneta <i>Admin Aide V</i>
	Recording of vouchers and report on collection for submission to Accounting Department.		5 mins.	Elsie Encisa <i>Admin Asst I</i> Ma Madelyn Llaneta <i>Admin Aide V</i>
	Recording of check disbursement, incoming and outgoing vouchers.		2-3minutes	Joann Luna <i>Admin Aide III</i> Ma Madelyn Llaneta <i>Admin Aide V</i>
End of transaction				