

## OFFICE OF THE CITY ACCOUNTANT

The Bacoor Office of the City Accountant takes charge of both the accounting and internal audit services of the city. Prepares and submits financial statements to the Local Chief Executive and to the Sangguniang Panlungsod. Apprise the sanggunian and other local government officials on the financial condition and operations of the city. The Office of the City Accountant is responsible in the recording, classifying, analyzing, summarizing and communicating all transactions involving the receipt and disposition of the city, barangays and other government funds.

### **The Office of the City Accountant Objectives:**

- To certify to the availability of budgetary allotment to which expenditures and obligations may be properly charged;
- To review supporting documents before preparation of vouchers to determine completeness or requirements;
- To prepare statements of journal vouchers and liquidation of the same and other adjustments related thereto;
- To post individual disbursements to the subsidiary ledger and index cards;
- To account for all issued requests for obligations and maintain and keep all records and reports related there;
- To report on financial position and the results of operation of the city and barangays;
- To produce information concerning past operations and presents conditions;
- To provide control in the receipt, disposition and utilization of funds and properly.

Always at your service  
As authorized and properly identified personnel from  
Mondays to Fridays  
8:00 AM – 12:00 to 5:00 PM  
Contact No. (046) 481-4100 local nos. 304 and 305  
2<sup>nd</sup> Floor Bacoor Government Center, Bacoor Boulevard,  
Barangay Bayanan, City of Bacoor,  
Province of Cavite

**CITIZEN’s CHARTER SERVICES**

City of Bacoor, Province of Cavite

Responsible Department/Unit	<b>Office of the City Accountant</b>
Service Name	<b>Requests for Payment</b>
Service Description	<b>Detailed Process of Requests for Payment</b>
Client	<b>City Officers and Employees, Contractors, Suppliers and Service Providers</b>
Maximum Duration of Process	<b>1 Hour and 25 Minutes</b>
Requirements	<b>Disbursement Vouchers with Complete Supporting Documents</b>

How to Avail Service

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/complete requirements)	Fees	Form/s Use
	Applicant / Client	Frontline Service Unit				
1	Present / submit Disbursement Vouchers with complete supporting documents	Accepts and records in the logbook the disbursement vouchers with complete supporting documents submitted for payment.	Prencisa Mercado	3 minutes	None	
2		Logs in the Index for Payment	Maria Cristina Conte (GF) Victor Contawe (SEF & Trust Fund)	5 - 10 minutes	None	Index for Payment
3		Verifies/reviews the completeness of the supporting documents depending on the transactions and its supporting documents. Basis for reviews are subject to COA’s requirements.	Floren Pama / Rosemarie Pardilla / Sheila Naig / Emma Lorenzo / Maria Cristina Conte / Edna Eugenio	15 – 30 Minutes for Infra Projects and Supplies (Goods) / PPE 15 Minutes for Utilities 20 - 45 Minutes Financial Assistance (Hospital/Burial) 15 Minutes for Seminar & Transportation	None	Disbursement Voucher

				15 – 45 Minutes for Payroll (Permanent & Job Order)		
4		Prepares Journal Entry Vouchers	Joel Blacer	5 Minutes	None	Journal Entry Voucher
5		Reviews JEV's Entry	Janet Concepcion	2 Minutes	None	
6		Reviews and approves DV and JEV	Jerry C. Macalatan	5 to 10 Minutes	None	
7		Signs the DV and JEV	Jerry C. Macalatan	1 Minute	None	
8		Records and assigns DV Numbers	Prencisa Mercado (GF) Shany Vie Cadigal (SEF & Trust Fund)	2 Minutes	None	
9		Logs & transmits the signed DV to Treasury Office for cheque preparation	Shany Vie Cadigal	2 Minutes	None	
10	Treasury Office forwards the prepared cheque together with the fully signed DV by the LCE and City Treasurer to Office of the City Accountant for Accountant's Advice preparation	Receives the prepared cheque and posts the Disbursement Voucher to Summary Check Issued	Judy Barron	2 to 5 Minutes	None	
11		Prepares Accountant's Advice	Edna Eugenio	2 - 5 Minutes	None	Accountant's Advice
12		Prepares BIR Forms 2306 & 2307 for Suppliers & 2316 for Utilities	Edilyn Francisco /Judy Barron	2 Minutes	None	BIR Form 2306, 2307 & 2316

13		Signs Accountant's Advice	Jerry C. Macalatan	1 Minutes	None	Accountant's Advice
14		Releasing of the Accountant's Advice	Sheila Naig	2 Minutes	None	

**CITIZEN’s CHARTER SERVICES**  
City of Bacoor, Province of Cavite

Responsible Department/Unit  
Service Name  
Service Description  
Client  
Maximum Duration of Process  
Requirements

**Office of the City Accountant**  
**Creditable Tax BIR Forms 2306 & 2307 and F2316**  
**Issuance of Creditable Tax BIR Forms 2306 & 2307 and F2316**  
**Contractors, Suppliers & City Employees**  
**10 Minutes to 1 Hour Depending on Whose the Requesting Client**  
**Creditable Tax BIR Forms 2306 & 2307 is being issued upon Request of the Client and 2316 for the City Employees**

How to Avail Service

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/complete requirements)	Fees	Form/s Use
	Applicant / Client	Frontline Service Unit				
1	Request of Client for the issuance of Creditable Tax BIR Forms 2306 & 2307 and 2316;	Verifies the transactions completed with the City Government	Edilyn Francisco	15 minutes	None	BIR Forms 2306 & 2307 and 2316
2		Prepares the Creditable Tax BIR Forms 2306 & 2307 upon request of the creditors (contractors & suppliers). Annually prepares the BIR Form 2316 for the city employees	Edilyn Francisco	10 Minutes for the creditable BIR Form 2306 & 2307 30 to 1 Hour for BIR Form 2316 for the city employees	None	
3		Reviews and Signs the BIR Forms 2306, 2307 and 2316 for the city employees	Jerry C. Macalatan	10 Minutes	None	BIR Forms 2306, 2307 & 2316
4		Releasing of the BIR	Edilyn Francisco	1 to 2 Minutes	None	

		Forms 2306 & 2307 and F2316				
--	--	--------------------------------	--	--	--	--

**CITIZEN’s CHARTER SERVICES**  
 City of Bacoor, Province of Cavite

Responsible Department/Unit

Office of the City Accountant

Service Name

Liquidation of Cash Advances

Service Description

Detailed Process of Liquidation for Cash Advances

Client

City Officers and Employees

Maximum Duration of Process

1 to 2 days Depending on the Nature of Cash Advances

Requirements

Liquidation Report with Complete Supporting Documents

How to Avail Service

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/complete requirements)	Fees	Form/s Use
	Applicant / Client	Frontline Service Unit				
1	Present / submit Liquidation Report with complete supporting documents	Accepts the Liquidation Report with complete supporting documents;	Prencisa Mercado	5 minutes	None	Liquidation Report
2		Verifies the completeness of the supporting documents of the liquidation;	Jovita Diola/Prencisa Mercado	1 – 2 days for AICS, PCSO, and for other Trust Funds Cash Advance Transactions 10 Minutes for Individual Liquidation	None	
3		Prepares Journal Entry Vouchers;	Jovita Diola	5 Minutes	None	
4		Reviews and Signs the JEV	Jerry C. Macalatan	2 -3 Minutes	None	

**CITIZEN’s CHARTER SERVICES**  
City of Bacoor, Province of Cavite

Responsible Department/Unit      **Office of the City Accountant – Barangay Affairs Bookkeeping Section**  
Service Name                            **Requests for Payment**  
Service Description                   **Detailed Process of Requests for Payment**  
Client                                        **Barangay Captains, Treasurers and Bookkeepers**  
Maximum Duration of Process      **35 Minutes**  
Requirements                            **Disbursement Vouchers with Complete Supporting Documents**

How to Avail Service

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/complete requirements)	Fees	Form/s Use
	Applicant / Client	Frontline Service Unit				
1	Barangay Officials - Present / submit Disbursement Vouchers with complete supporting documents	Accepts, verifies / reviews the completeness of the supporting documents depending on the transactions and its supporting documents. Basis for reviews are subject to COA’s requirements.	Jhobien Mariano / John Edward Jalbay / Jeriz Angela Macalatan / Roland Ablang	10 – 20 Minutes for Infra Project and Supplies (Goods) / PPE	None	Disbursement Voucher
2		Prepares Journal Entry Vouchers		15 Minutes for Seminar, Transportation & Honorarium		
3		Reviews, approves and signs the JEV	Jerry C. Macalatan	5 Minutes	None	Journal Entry Voucher
				5 to 10 Minutes	None	Journal Entry Voucher



**CITIZEN’s CHARTER SERVICES**

City of Bacoor, Province of Cavite

Responsible Department/Unit	<b>Office of the City Accountant – Barangay Bookkeeping Section</b>
Service Name	<b>Barangay Financial Statements Report</b>
Service Description	<b>Preparation of Barangay Financial Statements</b>
Client	<b>Barangay Captains and Barangay Treasurers</b>
Maximum Duration of Process	<b>40 Minutes to 2 – 3 Days</b>
Requirements	<b>Barangay Disbursement Vouchers and Other Related Reports</b>

How to Avail Service

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/complete requirements)	Fees	Form/s Use
	Applicant / Client	Frontline Service Unit				
1	Barangay Officials - Present / submit Barangay Vouchers and SACB with complete supporting documents	Accepts the submitted Disbursement Vouchers with the complete supporting documents;	Jhobien Mariano / John Edward Jalbay / Jeriz Angela Macalatan / Roland Ablang	2 minutes	None	
2		Reviews and encodes the submitted vouchers together with the supporting documents per barangay	Jhobien Mariano / John Edward Jalbay / Roland Ablang	30 Minutes	None	
3		Double check the Financial Statement against the Bank Statement and Disbursement Vouchers monthly;	Jhobien Mariano / John Edward Jalbay / Jeriz Angela Macalatan / Roland Ablang	5 Minutes	None	
4		Submission of Barangay Budget to the City for	Jhobien Mariano / John Edward Jalbay / Jeriz Angela	2 – 3 days	None	

5		review and approval	Macalatan / Roland Ablang	15 to 30 Minutes	None	
		Reviews and approves the barangay budget	Jerry C. Macalatan			

OFFICE OF THE CITY ACCOUNTANT  
TABLE OF ORGANIZATION



