



## ACCOUNTING DEPARTMENT

### External Services

<b>1. PAYMENT OF BILLINGS/CLAIMS - CONTRACTORS/DEVELOPER</b>					
Processing of Disbursement Voucher for payment of progress billings and other claims by the Contractors/Developer					
<b>Office or Division:</b>		DISBURSEMENT CONTROL DIVISION/BRANCH ACCOUNTING & PROPERTY DIVISION			
<b>Classification:</b>		Highly Technical			
<b>Type of Transaction:</b>		G2B			
<b>Who may avail:</b>		Contractors/Developers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
Disbursement Voucher (DV-1 set) with complete supporting documents (1 original, 1 photocopy) Checklist at the back of DV			District/Regional/Main Office/Concerned Agencies		
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Submit DV with complete supporting documents	1.1 Receive, record and forward the DV to Voucher Section for processing	None	15 minutes	Administrative Staff
		1.2 Check/evaluate the accuracy, computation and completeness of the attached supporting documents		3 hours	DCD-Voucher Section
		1.3 Validate deduction such as withholding tax as well as retention and recoupmeny of advances (for contractor)		30 minutes	
		1.4 Accomplish Tax Certificate		5 minutes	
		1.5 Prepare Journal Entry Voucher (JEV)		15 minutes	
		1.6 Review the DV, JEV, and supporting documents:		40 minutes	



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.7 Validate proper chargeability/JEV, secure copies of pertinent documents	None	20 minutes	Branch Accounting & Property Division
		1.8 Review and sign the JEV and DV		5 minutes	Department Manager
		1.9 Forward to Treasury/Manager, FSG		2 minutes	DCD-Voucher Section
<b>TOTAL</b>			<b>None</b>	<b>5 hrs. &amp; 12 mins.</b>	