



ACCOUNTING DEPARTMENT

Internal Services

1. PERSONNEL CLAIMS and OTHER REMUNERATIONS					
Processing of Disbursement Voucher (DV) involving personnel claims - 1st salary, promotion & salary differential, last salary, terminal leave OT and other remunerations					
Office or Division:		DISBURSEMENT CONTROL DIVISION (DCD)			
Classification:		Simple/Complex			
Type of Transaction:					
Who may avail:		NHA Main Office Employees and Contract of Service Personnel (COSP)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Disbursement Voucher (DV-1 set) with complete supporting documents (1 original, 1 photocopy) Checklist at the back of DV			Originating Units/ Departments/HRMD		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit DV with complete supporting documents	1.1 Receive, record and forward the DV to Payroll Section for processing	None	15 minutes	Administrative Staff
		1.2 Check/evaluate the accuracy, computation and completeness of the attached supporting documents	None	1 hour	Payroll Section
		1.3 Process/Prepare DV and Journal Entry Voucher (JEV)	None	15 minutes	
		1.4 Review the DV, JEV, and supporting documents:	None	15 minutes	DCD - Chief and Div. Manager
		1.5 Review and sign the JEV and DV	None	5 minutes	Department Manager
		1.6 Forward to Treasury/Manager, FSG	None	2 minutes	Administrative Staff
		Total	None	1 hr. 52 mins.	



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit DV with complete supporting documents	<i>Overtime and Honorarium</i>			
		1.1 Receive, record and forward the DV to Payroll Section for processing	None	15 minutes	Administrative Staff
		1.2 Check/evaluate the accuracy, computation and completeness of the attached supporting documents	None	2 hours	DCD - Payroll Section
		1.3 Process/Prepare DV and Journal Entry Voucher (JEV)	None	15 minutes	
		1.4 Review the DV, JEV, and supporting documents:	None	15 minutes	DCD - Chief and Div. Manager
		1.5 Review and sign the JEV and DV	None	5 minutes	Department Manager
		1.6 Forward to Treasury/Manager, FSG	None	2 minutes	Administrative Staff
		Total	None	2 hr. 52 mins.	