

OFFICE OF THE CITY ACCOUNTANT

Bacolod City

The Accounting Department shall take charge of both the Accounting and Internal Audit Services of the Bacolod City Government. Records Financial Transaction and prepares financial statements for the city of Bacolod.

Location: 1st floor, Bacolod City Government Center, Barangay Villamonte, Bacolod City

Phone number/s: (034) 432-3592, (034) 432-3568

I. PROCESSING OF VOUCHERS/PAYROLLS

ABOUT THE SERVICE: Government transactions subject for payment by the City passes through this Office for processing of claim

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. RECEIVING VOUCHERS/PAYROLLS ALL FUNDS (General/Trust/SEF/PAGCOR Encodes to Register and Assigns Control Number/Source of Fund Verifies Unliquidated Cash Advances	5 Minutes	John Paul Jimenez
	5 Minutes	Cosette Piansay
Suppliers (Proceed to Step 3 after Step 1)		
2. CARDING Encode to Salary Card Employee's Cash Advance Encode Payroll-Regular Employees Encode Payroll - Casual /J.O. Reimbursement	1 hour for small size offices 3 hours for medium size offices 10 hours for large size offices	Surulie Jereza Emmylou Alingalan Krizza Joie Cañete Ramona Lizardo Jean Vicera Mary Joy Virtudazo
3. PRE-AUDIT (MASO) and audit approval of MASO Head Check as to propriety of transaction and	1 hour	Hernan Aragon Ma.Teresa Alonsagay Joery Jay Castellano Leonil Colegado Joemari Diola

completeness of documents		Perla Espartero Faustino Villalobos Dennis Belo Jose Ray Agpangan
4. Records audited transactions and journal entry for PAGCOR FUNDS	10 Minutes	Divine Grace Villa
5. Final of documents & signs summary lists of supporting documents	30 Minutes	Cosette Piansay
6. City Accountant Certifies Disbursement Voucher (Box A) of DV	10 Minutes	Ma. Corazon Cardel
7. RELEASING OF DOCUMENTS <ul style="list-style-type: none"> • To Budget Office: Signed vouchers/payrolls with OBR • To City Treasurer's Office signed vouchers- Trust Liabilities/Trust Fund 	20 Minutes	Rommel Bernal