



**CITY TREASURER’S OFFICE – CASH DIVISION
BACOLOD CITY**

Functions:

In charge of collecting cash, checks, other fees and charges, market fees and rentals for which it issues official receipts. Receives remittances from liquidating officers and regularly deposits collections to the bank. Likewise, it is responsible in preparing checks, releasing salaries and financial assistance, paying for subscription fees and other services availed by the City Government.

1. REMITTANCE OF CASH COLLECTION

Revenue Collection Clerk(s), bonded Liquidating Officers are required to prepare the Report of Collections and Remittances (RCR) at the end of business hours, and remit the collection to Cashier III at the Cash Division.

Office or Division:	City Treasurer’s Office – Cash Division			
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government			
Who may avail:	All Bacolod City bonded Liquidating Officers; and Barangay Treasurers			
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Report of Collection and Remittances (RCR)			Accountable Officer	
Duplicate copy of Issued Official Receipt or CEDULA			Accountable Officer	
Summary of Collections			Accountable Officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duplicate copy of issued Official Receipt(s) with attached Summary of Collections and	1. Verify the accuracy of the amount collected based on the submitted Summary of	None	15 minutes	<i>Cash Division</i>

Reports of Collections and Remittances (RCR)	Collections and duplicate copy of Official Receipts.			
2. Proceed to the Cashier for the remittance of Collection	2. Receive and count the cash / check remitted	None	30 minutes	<i>Cashier III</i>
3. Receive the signed RCR as proof of remittance	3. Release the signed RCR	None	5 minutes	<i>Cashier III</i>
TOTAL		None	50 minutes	

2. CASH DISBURSEMENT

Releasing of cash relative to salaries, wages, provident loans, allowances and financial assistance.

Office or Division:	City Treasurer's Office – Cash Division			
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	Non-ATM holders who are employees or with contract with the City (Casual and Job Order status) National Employee(s) (DepEd, PNP, BFP, RTC, MTC, PAO, Prosecutor) Claimant(s) of Financial Assistance			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
4. Valid Identification Card - original document		1. Claimant(s)		
5. Cedula - Current year, original document		2. City Treasurer's Office		
<i>For Representative (additional document):</i>				
1. Authorization Letter and/or Special Power of Attorney - original document		1. Requesting Property		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the name and payroll number as listed on the bulletin	1. Post list on bulletin board	None	5 minutes	<i>None</i>

board at the hallway.				
2. Affix signature on the payroll supplying required details of CEDULA	2.1 Verify the name and signature on the payroll with the ID and CEDULA presented; 2.2 Check the completeness & authenticity of the document presented	None	30 minutes	<i>Disbursing Officer</i>
3. Acknowledge Receipt of Cash	3. Count and Release exact amount to the claimant basing on the payroll	None	10 minutes	
TOTAL		None	45 minutes	

3. RELEASING OF CHECKS

Releasing of checks which covers all settlement of claims pertaining to the City Government's personnel services, maintenance and other operating expenses, capital outlay and debt services.

Office or Division:	City Treasurer's Office - Cash Division
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government
Who may avail:	Individual (Personnel, National Employees and others with valid claims) Corporations (Suppliers, contractors)
CHECKLIST REQUIREMENTS	
WHERE TO SECURE	
1. Valid Identification Card (ID) - original document For Corporation: additional requirement 1. Official Receipt of the Company he/she represents 2. Valid ID-original document For representative: 1. Special Power of Attorney (SPA) - 1 original document	1. Claimant, or his/her authorized representative

2. Valid ID of the Claimant/representative - original document				
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed at Window G to verify if check is available for release of payment	1. verify records of check is available	None	5 minutes	<i>Disbursing Officer assigned at Window G</i>
2.1 IF PAYMENT: Issue Official Receipt to acknowledge payment from the city; affix signature and date in the logbook and voucher	2.1 Release the Check after the claimant signed on the voucher and logbook and issued a receipt	None	30 minutes	<i>Disbursing Officer</i>
2.2 IF CLAIMS: Acknowledge receipt by affixing signature and date on the logbook and voucher	2.2 Provide the client a copy of the voucher her/she received from the city government			
TOTAL		None	35 minutes	

6. CERTIFICATION OF AVAILABILITY OF FUNDS

Collection of fees and charges as required by law and imposed by City Government of Bacolod.

Office or Division:	City Treasurer's Office - Cash Division			
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All Bacolod City Taxpayers			
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Original order of payment generated from various revenue generating offices in Bacolod revenue offices			Company/Corporation	
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>For Payments of :</p> <ol style="list-style-type: none"> 1. PEZA Share 2. City Ordinance 3. Judicial Fine 4. Cash Bond and Performance 5. Accountable Form(s) 6. Mental Health Fee 7. Late Filing Fee 8. Bidding Documents 9. Suppliers Registration Fee <p>Taxpayer submits original order of payment and proceed to pay the indicated amount</p> <p>Received the Official Receipt from the Cashier</p>	<p>Accepts payment and issue the official receipt</p>	<p>As stated on the Order of Payment</p>	<p>30 minutes</p>	<p>Window G (RCC II)</p>
<p>TOTAL</p>		<p>As stated on the Order of Payment</p>	<p>20 minutes</p>	