

Service Name	Service Description	Documentary requirements	Fees (peso)	Processing time	Person Responsible
Pre-audit for payment of travelling expenses (reimbursement)	Processing of claims for travelling expenses of various government officials and employees	1. Disbursement Voucher (DV)	none	1. Posting of transactions in Registry of Allotment & Obligation (RAAO) - <u>5 minutes</u>	1. Luz M. Batilo
		2. Obligation request (ObR)		2. Pre-audit of transactions - for completeness and propriety of supporting documents - <u>10 minutes</u>	2. Mercy C. Embile
		3. Approved Travel Order (T.O.) - original		3. Certify as to allotment obligated and completeness of supporting documents - <u>5 minutes</u>	3. Gener E. Lagata
		4. Approved itinerary of travel (Appendix A)			
		5. Approved certificate of travel completed (Appendix B)			
		6. Certificate of appearance/attendance/participation			
		7. Communication/letter of invitation (for trainings/seminars)			
		8. Travel fare tickets (bus/PUV), boarding pass (if plane)			
		9. Original copy of official receipt (OR) for hotel accommodation			
		(not needed if the claimant opted for per diem)			
10. Certification of the Head of Agency that the expense is necessary if it exceeded the allowed per diems.					
Pre-audit for cash advance - travel	Processing of cash advance of various government officials and employees	1. Disbursement Voucher (DV)	none	1. Posting of transactions in Registry of Allotment & Obligation (RAAO) - <u>5 minutes</u>	1. Luz M. Batilo
		2. Obligation request (ObR)		2. Pre-audit of transactions - for completeness and propriety of supporting documents - <u>10 minutes</u>	2. Mercy C. Embile
		3. Approved Travel Order (T.O.) - photocopy		3. Certify as to allotment obligated and completeness of supporting documents - <u>5 minutes</u>	3. Gener E. Lagata
		4. Approved itinerary of travel (Appendix A)			
		5. Communication/letter of invitation (for trainings/seminars)			

Service Name	Service Description	Documentary requirements	Fees (peso)	Processing time	Person Responsible
Pre-audit for liquidation of cash advance for travel	Recording of liquidation reports of various government officials and employees	1. Liquidation report	none	1. Pre-audit of transactions - for completeness propriety of supporting documents - <u>10 minutes</u>	1. Mercy C. Embile
		2. Obligation request (ObR) - for refund of unspent CA			
		3. Approved Travel Order (T.O.) - original			
		4. Approved itinerary of travel (Appendix A)			
		5. Approved certificate of travel completed (Appendix B)			
		6. Certificate of appearance/attendance/participation			
		7. Communication/letter of invitation (for trainings/seminars)			
		8. Travel fare tickets (bus/PUV), boarding pass (if plane)			
		9. Original copy of official receipt (OR) for hotel accommodation			
		(not needed if the claimant opted for per diem)			
10. Certification of the Head of Agency that the expense is	2. Approval of liquidation - <u>5 minutes</u>	2. Gener E. Lagata			
Pre-audit for payment of financial assistance (AICS)	Processing of payment for financial assistance (AICS)	1. Disbursement Voucher (DV)	none	1. Posting of transactions in Registry of Allotment & Obligation (RAAO) - <u>5 minutes</u>	1. Luz M. Batilo
		2. Obligation request (ObR)			
		3. Case study by MSWDO			
		4. Certificate of Indigency by concerned Punong Barangay			
		5. Photocopy of the following documents:			
		a) Burial assistance - funeral contract and death certificate			
		b) Medical assistance - medical abstract/certificate, physician's prescription.			
		c) Educational assistance - white form/enrollment form school ID.			
d) Transportation assistance - police blotter	2. Pre-audit of transactions - for completeness and propriety of supporting documents - <u>10 minutes</u>	2. Mercy C. Embile			
	3. Certify as to allotment obligated and completeness of supporting documents - <u>5 minutes</u>	3. Gener E. Lagata			