



1. Facilitate Request for Net Take Home Pay, Photocopy of Payrolls and Certification

The said documents are required for loan application or renewal and other random requests not related loans.

Office or Division	Office of the Municipal Accountant			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who May Avail	Employees			
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt (1 original copy)		Office of the Municipal Treasurer (Windows 1-6)		
Net take home pay (1 original copy)		Office of the Municipal Accountant		
Certificate of loan repayment (1 original copy)		Office of the Municipal Accountant		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Fill up request letter at the accounting information desk	1. Prepare Order of Payment	None	3 Minutes	<i>Staff In Charge</i> Office of the Municipal Accountant
2. Pay required fees at the Municipal Treasurer's Office (Window 1-6)	2. Issuance of Official Receipt	PHP 75.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1. Preparation of Net take home Pay/Certification	None	5 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Municipal Accountant
	2.2. Review and Approval of Net Take Home Pay/Certification form	None	2 Minutes	<i>Municipal Accountant</i> Office of the Municipal Accountant
3. Claim the certification/net take home pay	3. Releasing of Net Take Home Pay/Certification form	None	2 Minutes	<i>Staff In Charge</i> Office of the Municipal Accountant
TOTAL:		PHP 75.00	12 Minutes	