



10. Facilitate Submission of Barangay Reports

The Barangay reports consist of the monthly to yearly bank reconciliation reports and other financial reports of 57 barangays that is required by the Commission on Audit for submission.

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
Punong Barangay Certification (1Original & 1Duplicate Copy)		by barangay
Transmittal (1Original & 1Duplicate)		by barangay
Reports of Appropriations and Obligations (1Original & 1Duplicate Copy)		by barangay
Reports of Appropriations and Obligations - SK (1Original & 1Duplicate Copy)		by barangay
Reports of Appropriations and Obligations - LDRRM (1Original & 1Duplicate Copy)		by barangay
Reports of Appropriations and Obligations - GF and PS (1Original & 1Duplicate Copy)		by barangay
Reports of Appropriations and Obligations - Senior Citizen (1Original & 1Duplicate Copy)		
Reports of Appropriations and Obligations - GAD and BCPC (1Original & 1Duplicate Copy)		by barangay
Statements of Appropriations Obligations and Balances (1Original & 1Duplicate Copy)		by barangay
Snapshot (1Original & 1Duplicate Copy)		by barangay
Cashbook (1Original & 1Duplicate Copy)		by barangay
Deposit slip (1Original & 1Duplicate Copy)		by barangay
Official Receipt of Collection (1Original & 1Duplicate Copy)		by barangay
Report of Collection and Deposits (1Original & 1Duplicate Copy)		by barangay



Reports of Accountability for Accountable Form (1Original & 1Duplicate Copy)	by barangay
Report of Collection and Remittance (1Original & 1Duplicate Copy)	by barangay
Report of Estimated of Actual Income (1Original & 1Duplicate Copy)	by barangay
Cash Advance of Payment for Barangay Officials Honorarium	
Photocopy of Check (1Duplicate)	by barangay
Disbursement Vouchers (1Original & 1Duplicate Copy)	by barangay
Approved Payroll (1Original & 1Duplicate)	by barangay
Cash Advance of Payment for Barangay Officials Loan Remittance	
Photocopy of Check (1Duplicate)	by barangay
Disbursement Vouchers (1Original & 1Duplicate Copy)	by barangay
Official Receipt (1Original & 1Duplicate Copy)	by barangay
Certification (1Original & 1Duplicate Copy)	by barangay
Cash Advance of Payment for Barangay Workers	
Photocopy of Check (1Duplicate)	by barangay
Disbursement Vouchers (1Original & 1Duplicate Copy)	by barangay
Certification (1Original & 1Duplicate)	by barangay
Accomplishment Report (1Original & 1Duplicate Copy)	by barangay
Daily Time Record (1Original & 1Duplicate Copy)	by barangay
Approved Payroll (1Original & 1Duplicate Copy)	by barangay
Cash Advance of Payment for Services Rendered	
Photocopy of Check (1Duplicate)	by barangay



Disbursement Vouchers (1Original & 1Duplicate)	by barangay
Approved Payroll (1Original & 1Duplicate Copy)	by barangay
Certification (1Original & 1Duplicate Copy)	by barangay
Project Design (1Original & 1Duplicate Copy)	by barangay
Cash Advance of Payment for Prices	
Photocopy of Check (1Duplicate)	by barangay
Disbursement Vouchers (1Original & 1Duplicate Copy)	by barangay
Project Design (1Original & 1Duplicate Copy)	by barangay
Purchase Request (1Original & 1Duplicate Copy)	by barangay
Cash Advance of Payment for Market Supplies	
Photocopy of Check (1Duplicate)	by barangay
Disbursement Vouchers (1Original & 1Duplicate Copy)	by barangay
Purchase Request (1Original & 1Duplicate Copy)	by barangay
Project Design (1Original & 1Duplicate Copy)	by barangay
Cash Advance of Payment of Labor Payroll	
Photocopy of Check (1Duplicate)	by barangay
Disbursement Vouchers (1Original & 1Duplicate Copy)	by barangay
Summary of Payroll (1Original & 1Duplicate Copy)	by barangay
Appointment (1Original & 1Duplicate Copy)	by barangay
Approved Payroll (1Original & 1Duplicate Copy)	by barangay
Certificate of Completion (1Original & 1Duplicate Copy)	by barangay



Certificate of Acceptance (1Original & 1Duplicate Copy)	by barangay
Program of Works (1Original & 1Duplicate Copy)	by barangay
Daily Time Record (1Original & 1Duplicate Copy)	by barangay
Cash Advance of Payment for Traveling Expenses	
Photocopy of Check (1Duplicate)	by barangay
Disbursement Vouchers (1Original & 1Duplicate Copy)	by barangay
Travel Order (1Original & 1Duplicate Copy)	by barangay
Itinerary of Travel (1Original & 1Duplicate Copy)	by barangay
Invitation Letter (1Original & 1Duplicate Copy)	by barangay
Payment of Office and Other Supplies	
Photocopy of Check (1Duplicate)	by barangay
Disbursement Vouchers (1Original & 1Duplicate Copy)	by barangay
Inspection & Acceptance Report (1Original & 1Duplicate Copy)	by barangay
Delivery Receipt, Cash Invoice (1Original & 1Duplicate Copy)	by barangay
Purchase Order (1Original & 1Duplicate Copy)	by barangay
Abstract of Canvass (1Original & 1Duplicate Copy)	by barangay
Sealed Canvass (1Original & 1Duplicate Copy)	by barangay
Purchase Request (1Original & 1Duplicate Copy)	by barangay
Program of Works (1Original & 1Duplicate Copy)	by barangay
Remittance of Tax/Vat	



Photocopy of Check (1Duplicate)	by barangay
Disbursement Vouchers (1Original & 1Duplicate Copy)	by barangay
BIR Form (1Original & 1Duplicate Copy)	by barangay
Payment of Utilization	
Photocopy of Check (1Duplicate)	by barangay
Disbursement Vouchers (1Original & 1Duplicate Copy)	by barangay
Billing Statement (1Original & 1Duplicate Copy)	by barangay
Statement of Account (1Original & 1Duplicate Copy)	by barangay
Liquidation of Market Supply and Prices	
Liquidation Report (1Original & 1Duplicate Copy)	by barangay
Reimbursement Expense Receipt (1Original & 1Duplicate Copy)	by barangay
Attendance Sheet (1Original & 1Duplicate Copy)	by barangay
Certification (1Original & 1Duplicate Copy)	by barangay
Liquidation of Cash Advance for Traveling Expenses	
Liquidation Report (1Original & 1Duplicate Copy)	by barangay
Reimbursement Expense Receipt (1Original & 1Duplicate Copy)	by barangay
Official Receipt (1Original & 1Duplicate Copy)	by barangay
Ticket (1Original & 1Duplicate Copy)	by barangay
Certificate of Appearance (1Original & 1Duplicate Copy)	by barangay
Certificate of Travel Appendix B (1Original & 1Duplicate Copy)	by barangay



Travel Order (1Original & 1Duplicate Copy)		by barangay		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1.Forward PPSAS Report to the accounting information desk	1. Receive and record Barangay reports for transaction number	None	2 Minutes	<i>Staff In Charge</i> Office of the Municipal Accountant
	1.1. Check & review completeness of attachments on the submitted barangay reports	None	6 Minutes	<i>Administrative Aide I</i> <i>Administrative Aide II</i> <i>Administrative Assistant I</i> <i>Staff in Charge</i> Office of the Municipal Accountant
	1.2. Encoding/recording of transaction and preparation of Journal Entry Vouchers in the NGAS System.	None	10 Minutes	<i>Administrative Aide I</i> <i>Administrative Aide II</i> <i>Administrative Assistant I</i> <i>Staff in Charge</i> Office of the Municipal Accountant
	1.3. Review & Approval of Journal Entry Vouchers by the Municipal Accountant	None	2 Minutes	<i>Municipal Accountant</i> Office of the Municipal Accountant
	TOTAL:	None	20 Minutes	