



## 2. Issuance of Accountant's Advice for Check Issued

The Accountant's Advice is the final step in the releasing of check, the payee's name and amount and the check number. The said document upon approval by the Accountant will be submitted to the Land Bank of the Philippines for recording purposes.

<b>Office or Division</b>	Office of the Municipal Accountant			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who May Avail</b>	Suppliers & Employees			
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Journal Entry Voucher		Office of the Municipal Accountant		
Checks		Office of the Municipal Treasurer		
Advice of checks issued		Office of the Municipal Accountant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Forward Checks to the accounting information desk	1. Receive and record approved checks for Journal Entries	None	2 Minutes	<i>Staff In Charge</i> Office of the Municipal Accountant
	1.1. Preparation of Journal Entry Voucher- records transaction, maintain & update Journal, subsidiary ledgers, registries and inventories of supplies, property, plant & Equipment	None	5 Minutes	<i>Administrative Officer II</i> <i>Sr. Administrative Assistant II</i> <i>Administrative Assistant I</i> Office of the Municipal Accountant
	1.2. Review & Approval of Journal Entry Vouchers	None	2 Minute	<i>Municipal Accountant</i> Office of the Municipal Accountant
	1.3. Prepare Accountant's Advice of Local Check Issued	None	5 Minutes	<i>Administrative Aide I</i> Office of the Municipal Accountant
	1.4. Review & Approval of Advice of Check Issued	None	2 Minute	<i>Municipal Accountant</i> Office of the Municipal Accountant



2. Deliver Accountant's Advice to the Landbank of the Phillipines - Midsayap Branch - Verifier Window	2. Receive and verify Accountant's Advice	None		Verifier Land Bank of the Phillipines - Midsayap Branch
	2.1. Forward validated advice of check issued to the Municipal Treasurer's Office w/ corresponding approved checks	None	2 Minutes	<i>Staff In Charge</i> Office of the Municipal Accountant
	<b>TOTAL:</b>	<b>None</b>	<b>18 Minutes</b>	