



### 3. Issuance and Verification of Loan Repayments and Availability of Funds

The said document is issued for any request on loan application, loan renewal and repayment.

<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>	Employees			
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Form (1 original copy)		Office of the Municipal Accountant		
Official Receipt (1 original copy)		Office of the Municipal Treasurer (Windows 1-6)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill up the request form at the accounting information desk	1. Submit accomplished request form for transaction number	None	2 Minutes	<i>Staff In Charge</i> Office of the Municipal Accountant
	1.1. Verify from records – subsidiary ledger balances of loan and in the registries for availability of funds	None	10 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Municipal Accountant
	1.2. Preparation and Issuance of statement of loan repayments and Certificate of funds available	None	10 Minutes	<i>Sr. Administrative Assistant II</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 50.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1 Review & Approval of statements and certificate	None	2 Minutes	<i>Municipal Accountant</i> Office of the Municipal Accountant



3.Claim the certification	3. Releasing of certificate of loan repayment and cash availability	None	2 Minutes	<i>Staff In Charge</i> Office of the Municipal Accountant
	<b>TOTAL:</b>	<b>PHP 50.00</b>	<b>26 Minutes</b>	