



24. Payment of Salaries and Wages and Honorariums

The process of payment for the salaries and wages and honorariums of Barangay Health Workers, Day Care Workers and different Line Agencies

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved check for encashment (1 original copy)		Office of the Municipal Treasurer		
Payroll		Office concerned		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
Present all approved checks for encashment including payrolls.	1. Accept and verify all approved checks and payrolls. 1.1 Encashment of all approved checks at the Land Bank of the Philippines – Midsayap Branch	None	10 Minutes	<i>Administrative Officer I</i> Office of the Municipal Treasurer
	2. Payment of salaries and wages and honorariums of Barangay Health Workers, Day Care Workers and different Line Agencies	None	3 Minutes	<i>Administrative Officer I</i> Office of the Municipal Treasurer
	TOTAL	None	13 Minutes	