

# **CITY ACCOUNTING AND INTERNAL AUDIT SERVICES OFFICE**

## **EXTERNAL SERVICES**



## 1. CERTIFICATE OF INCOME TAX WITHHELD

Process request of Certificate of Income Tax Withheld.

<b>OFFICE OR DIVISION</b>	City Accounting and Internal Audit Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen, G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	All supplier, contractor of the City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Photo copy of voucher		City Treasurer's Office		
Tax Identification Number (TIN)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements	1. Process the request	None	5 minutes	Florie Arevalo
2. Claim Certificate	2. Release the BIR Forms (Forms 2306, 2307)	None	5 minutes	Florie Arevalo
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	

# **CITY ACCOUNTING AND INTERNAL AUDIT SERVICES OFFICE**

**INTERNAL SERVICES**



## 1. PROCESS/CERTIFY CLAIMS

Process Disbursement Vouchers.

<b>OFFICE OR DIVISION</b>	City Accounting and Internal Audit Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government			
<b>WHO MAY AVAIL THE SERVICE</b>	All authorized department representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Disbursement Vouchers with supporting documents (see attached checklist)		Authorized department Representatives		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Disbursement Vouchers and its supporting documents	1.1 Receives Disbursement Vouchers and its supporting documents.	None	5 minutes	Ruzelia Aguilar
	1.2 Review the completeness of supporting documents and check the correctness of the mathematical computation.	None		
	1.3 Coordination	None	5 minutes	Ma. Isabel Fajardo (for General Fund)  Emelita Saringayat (for Special Education Fund)
	1.4 Approve/ Certify Claims	None	5 minutes	Susana Bautista (for Trust Fund)  Roselie A. Pangilinan City Accountant
2. Release the Disbursement	2. Releases the disbursement	None	5 minutes	Ruzelia Aguilar

Vouchers and its supporting Documents	vouchers and supporting documents			
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>20 minutes</b>	

