



**Citizens Charter**  
**Local Government Unit of San Francisco**  
 San Francisco, Agusan del Sur  
 Accounting Office

**Accounting Office Services**

1. Certification of CAFOA (Certification on Appropriations, Funds and Obligation of Allotment)
2. Audit of Payroll / Voucher for Claims, Supplies, and Infrastructure Projects
3. Audit of Voucher for Financial Assistance Claims
4. Journal Entry Voucher and Accountant's Advice Preparation

**1. Certification of CAFOA (Certification on Appropriations, Funds and Obligation of Allotment)**

<b>Service</b>	<b>Certification of CAFOA (Certification on Appropriations, Funds and Obligation of Allotment)</b>		
<b>Availability of Service</b>	<b>Monday to Friday, 8:00 am to 5:00 pm (No Noon Break)</b>		
<b>Requirements</b>	<b>Voucher/payroll, with pertinent supporting documents in accordance with COA Circular 2012-001 (Revised Documentary Requirements for Common Government Transactions)</b>		
<b>Fees</b>	<b>None</b>		
<b>Procedures</b>		<b>Processing Time</b>	<b>Person in Charge</b>
<b>Steps for Customer</b>	<b>Steps by Service Provider</b>		
1. Forward Financial Document to receiving Section	<b>Receipt of the payroll or voucher</b> Records receipt of payroll/voucher and updates the document tracking system	5-10 minutes	Receiver (Admin)
2. Wait while the documents are being processed	<b>Review of the transactions</b> Records or cards claims on applicable cards or ledgers Evaluates the documents as to completeness and correctness Foots totals	within 2 working days from receipt (depending on nature and bulk of transaction, and completeness of supporting documents submitted)	Pre-Audit Staff
3. Claim the documents	<b>Return of voucher/payroll to client if:</b> - it lacks supporting documents or requirements, or - if computation is erroneous	5 minutes	Person in charge of Releasing



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	Returns voucher/payroll to office concerned /client to comply with notations		
4. Wait while the documents are being processed	<b>Recording of transaction</b> Records the transaction to the registry of Appropriations, Allotment and Obligations	10 Minutes	Pre-Audit Staff
5. Wait while the documents are being processed	<b>Forwarding to the Municipal Accountant or OIC for final review and signature</b> Reviews and signs the reviewed voucher or payroll	10 minutes	Municipal Accountant or OIC
6. Claim the documents	<b>Release the voucher or payroll</b> Records the voucher or payroll on the log Releases the voucher to the client or office concerned	5 minutes	Person in charge of Releasing
	Total Response Time	2 days & 40 minutes	



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**2. Audit of Payroll / Voucher for Claims, Supplies, and Infrastructure Projects**

<b>Service</b>	<b>Audit of Payroll / Voucher for Claims, Supplies, and Infrastructure Projects</b>		
<b>Availability of Service</b>	<b>Monday to Friday, 8:00 am to 5:00 pm (No Noon Break)</b>		
<b>Requirements</b>	<b>Voucher/payroll, with pertinent supporting documents in accordance with COA Circular 2012-001 (Revised Documentary Requirements for Common Government Transactions)</b>		
<b>Fees</b>	<b>None</b>		
<b>Procedures</b>		<b>Processing Time</b>	<b>Person in Charge</b>
<b>Steps for Customer</b>	<b>Steps by Service Provider</b>		
1. Forward Financial Document to receiving Section	<b>Receipt of the payroll or voucher</b> Records receipt of payroll/voucher and updates the document tracking system	5-10 minutes	Receiver (Admin)
2. Wait while the documents are being processed	<b>Review of the payroll or voucher</b> Records or cards claims on applicable cards or ledgers Evaluates the documents as to completeness and correctness Computes the necessary taxes, if any Foots totals	within 5 working days from receipt (depending on nature and bulk of transaction, and completeness of supporting documents submitted)	Pre-Audit Staff
3. Claim the documents	<b>Return of voucher/payroll to client if:</b> - it lacks supporting documents or requirements, or - if computation is erroneous  Returns voucher/payroll to office concerned /client to comply with notations	5 minutes	Person in charge of Releasing
4. Wait while the documents are being processed	<b>Forwarding to the Municipal Accountant or OIC for final review and signature</b>	10 minutes	Municipal Accountant or OIC



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	Reviews and signs the reviewed voucher or payroll		
5. Claim the documents	<b>Release the voucher or payroll for payment</b>  Records the voucher or payroll on the log Releases the voucher to the client or office concerned	5 minutes	Person in charge of Releasing
	Total Response Time	5 days & 30 minutes	



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**3. Audit of Voucher for Financial Assistance Claims**

<b>Service</b>	<b>Audit of Voucher for Financial Assistance Claims</b>		
<b>Availability of Service</b>	<b>Monday to Friday, 8:00 am to 5:00 pm (No Noon Break)</b>		
<b>Requirements</b>	<b>Voucher/payroll, with pertinent supporting documents in accordance with COA Circular 2012-001 (Revised Documentary Requirements for Common Government Transactions)</b>		
<b>Fees</b>	<b>None</b>		
<b>Procedures</b>		<b>Processing Time</b>	<b>Person in Charge</b>
<b>Steps for Customer</b>	<b>Steps by Service Provider</b>		
1. Forward Financial Document to receiving Section	<b>Receipt of the voucher for financial assistance</b> - from walk-in clients with vouchers from MSWDO - from MWDO personnel  Records receipt of payroll/voucher and updates the document tracking system.	5-10 minutes	Receiver (Admin)
2. Wait while the documents are being processed	<b>Review of the payroll or voucher</b>  Evaluates the documents as to completeness and correctness	within 2 working day from receipt (depending on nature and bulk of transaction, and completeness of supporting documents submitted)	Pre-Audit Staff
3. Claim the documents	<b>Return of voucher if it lacks supporting documents or requirements</b>  Returns the voucher to OCSWDO or client to comply with notations	5 minutes	Person in charge of Releasing
4. Wait while the documents are being processed	<b>Forwarding to the Municipal Accountant or OIC for final review and signature</b>  Reviews and signs the reviewed voucher	10 minutes	Municipal Accountant or OIC
5. Claim the documents	<b>Release the voucher for signature of the Treasurer</b>  Records the voucher or payroll on the log Releases the voucher to the client	5 minutes	Person in charge of Releasing
Total Response Time		2 days, 30 minutes	



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**4. Journal Entry Voucher and Accountant's Advice Preparation**

<b>Service</b>	<b>Journal Entry Voucher and Accountant's Advice Preparation</b>		
<b>Availability of Service</b>	<b>Monday to Friday, 8:00 am to 5:00 pm (No Noon Break)</b>		
<b>Requirements</b>	<b>Voucher/payroll, with pertinent supporting documents in accordance with COA Circular 2012-001 (Revised Documentary Requirements for Common Government Transactions) Properly accomplished and signed Bank Check</b>		
<b>Fees</b>	<b>None</b>		
<b>Procedures</b>		<b>Processing Time</b>	<b>Person in Charge</b>
<b>Steps for Customer</b>	<b>Steps by Service Provider</b>		
1. Forward Financial Document to receiving Section	<b>Receipt of the payroll or voucher</b>  Records receipt of payroll/voucher and updates the document tracking system	5-10 minutes	Receiver (Admin)
2. Wait while the documents are being processed	<b>Review of the voucher for Journal Entry Voucher</b>  1. Logs Voucher 2. Encodes voucher information to the Electronic New Government Accounting System (e-NGAS)	within 2 working days from receipt (depending on nature and bulk of transaction, and completeness of supporting documents submitted)	Bookkeeping Staff
3. Claim the documents	<b>Return of voucher/payroll to client if: - if computation is erroneous</b>  Returns voucher/payroll to office concerned /client to comply with notations	5 minutes	Person in charge of Releasing
4. Wait while the documents are being processed	<b>Preparation of Accountants Advice</b>  Encodes Voucher details in the Accountants Advice	30 Minutes	Bookkeeping Division
5. Wait while the documents are being processed	<b>Forwarding to the Municipal Accountant or OIC for final review and signature</b>  Reviews and signs the reviewed Accountant's Advice	10 minutes	Municipal Accountant or OIC



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6. Claim the documents	<b>Release the voucher and Accountant's Advice</b>  Records the voucher or payroll on the log Releases the voucher to the client or office concerned	10 minutes	Person in charge of Releasing
	Total Response Time	2 days & 65 minutes	