



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
 Province of Pangasinan

GRANTING OF FINANCIAL ASSISTANCE TO BARANGAYS, SCHOOLS AND INDIVIDUALS
(At the Municipal Accounting Office)

Requirements to be submitted by the Client:

A. Upon Request

1. Barangay resolution
2. School resolution or letter of request
3. Letter of request (for individuals)
4. Other supporting documents to justify the request
5. Program of Works if it involves construction or repair of barangay or school properties

B. Granting of Request

1. Approval of request either by the following
 - a. Municipal Mayor
 - b. Municipal Vice-Mayor
 - c. Sangguniang Bayan Members

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENT SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN CHARGE
1	For Cash Assistance Submit Requirements A1 to 4 and B1 to the Accounting Office.	a. Prepare Disbursement Voucher. <p style="text-align: center;">5 mins.</p> b. Check Obligation Request Number, signature and completeness of supporting documents. <p style="text-align: center;">5 mins.</p> c. Prepare Journal Entry Voucher <p style="text-align: center;">5 mins.</p> d. Conduct final verification of documents & approval of Journal Entry Voucher and Disbursement Voucher. <p style="text-align: center;">5 mins.</p> e. Submit the Disbursement Voucher to the Office of the Municipal Mayor for approval. <p style="text-align: center;">5 mins.</p>	Felma Menor Hipolito Perlac Cara Charisma Baysa Felma Menor Mercedes Serafica Cara Charisma Baysa Mary Rose Aquino Flexner de Vera Elsie Dulay Mercedes Serafica
Total Service Time		25 mins.	
2	For Construction / Repair / Maintenance A1.) Submit three (3) copies of requirements A1 to 5 and B1 to the Office of the Municipal Engineer for the preparation of Program of Works and Purchase Request. A2.) Submit the above requirements to the Office of the Municipal Accountant.	a) Prepare Disbursement Voucher <p style="text-align: center;">5 mins.</p> b) Check Obligation Request Number, signature and completeness of supporting documents (PhilGEPS publication, Purchase Order, Purchase Request, Notice of Canvassing, Inspection and Acceptance Report). <p style="text-align: center;">5 mins.</p> c) Prepare Journal Entry	Marissa Lamban Cara Chrisma Baysa Hipolito Perlac Felma Menor Mercedes Serafica Cara Charisma Baysa Mary Rose Aquino



8 KILOMETERS
THE LONGEST BARBECUE
 Bayambang, Pangasinan, Philippines
 April 4, 2014



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		Voucher 5 mins. d) Conduct final verification of documents & approval of Journal Entry Voucher and Disbursement Voucher 5 mins. e) Submit Disbursement Vouchers to the Municipal Mayor's Office for approval. 5 mins.	Flexner de Vera Elsie Dulay Mercedes Serafica Felma Menor
TOTAL SERVICE TIME PER CLIENT 25 MINS.			
END OF TRANSACTION			



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