



# **Provincial Resource Management Center**



# 1. Internal Control of Disbursement Voucher

A Disbursement Voucher is a form used to have a check made to pay an individual or an organization for merchandise sold or services rendered. To ensure that cash is *disbursed* only upon proper authorization of management, all *disbursements vouchers of PGLDN Hospitals and other Economic Enterprise Facilities* are properly control and recorded.

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PGLDN Hospitals and Economic Enterprises Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 4 copies of OBR; 2. 4 copies of DV; 3. 4 copies Approved Purchase Order; 4. 2 copies Abstract of Quotation; 5. 3 copies Canvass of Supplies; 6. Charge Invoice/Statement of Account; 7. Acceptance and Inspection Report; 8. Acknowledgement Receipt of Equipment; 9. 4 copies approved PR		Respective Offices/PGLDN Hospitals/ Economic Enterprises Facilities		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Voucher	1.Receives, reviews and controls voucher for signature of Department Head.	None	5 Minutes	Roseann Maratas Administrative Aide VI Vivian Estimo Accounting Clerk II Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III
	1.1 Validates, signs and approves endorsement of voucher	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim



				Project Development Officer II
	1.2 Routes the signed voucher to Provincial Accounting Office/ 1.3 to Provincial Budget Office	None	5 Minutes	Roseann Maratas Administrative Aide VI Vivian Estimo Accounting Clerk II Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III
<b>TOTAL:</b>		<b>None</b>	<b>15 Minuntes</b>	



## 2. Internal Control of Purchase Request

Review purchase request to ensure proper ordering of equipment, supplies (drugs, medicines and fluids) and to monitor the expenditures of the Six PGLDN Hospitals and other Economic Enterprise Facilities.

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Provincial Hospitals of Lanao del Norte and other Economic Enterprise Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. PPMP(1 copy only) 2. Request Letter(1 copy only)			Respective PGLDN Hospitals/ Economic Enterprise Facilities	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Purchase Request	1. Receives reviews and controls Purchase Request for signature of Department Head.	None	5 Minutes	Roseann Maratas Administrative Aide VI Vivian Estimo Accounting Clerk II Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III Merry Angelie S. Gabica Administrative Assistant II
	1.1 Validates, signs and approves PR	None	5 Minutes	Jocelyn Lontayao Acting department Head Noreen M. Lim Project Development Officer II



	1.2 Routes the signed PR to Provincial Accounting Office/ Provincial Budget Office	None	5 Minutes	Roseann Maratas Administrative Aide VI Vivian Estimo Accounting Clerk II Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III Merry Angelie S. Gabica Administrative Assistant II
<b>TOTAL:</b>		<b>None</b>	<b>15 Minuntes</b>	



### 3. Internal Control of Personnel Request Form

Review personnel request of the Six PGLDN Hospitals and other Economic Enterprise Facilities.

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Provincial Hospitals of Lanao del Norte and Economic Enterprise Facilities.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
PRF (1 copy only)			Respective PGLDN Hospitals/ Economic Enterprise Facilities	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Personnel Request Form (PRF)	1.Receives reviews and controls PRF for signature of Department Head.	None	5Minutes	Roseann Maratas Administrative Aide VI  Raquiza Sarip Accounting Clerk III
	1.1Validates, signs and approves endorsement of PRF	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer III
	1.2Routes the signed PRF to PHRMDO	None	5 Minutes	Roseann Maratas Administrative Aide VI  Raquiza Sarip Accounting Clerk III
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



#### 4. Internal Control of Travel Order

Review travel order of the employees of PGLDN Hospitals and Economic Enterprise Facilities.

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Employees of Provincial Hospitals of Lanao del Norte and other Economic Enterprise Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Details of Travel(1 copy only) 2. Invitation(1 copy only) 3. Indorsement(1 copy only)		Respective PGLDN Hospitals/ Economic Enterprise Facilities		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Personnel Travel Order (TO)	1. Receives reviews and controls TO for signature of Department Head.	None	5 Minutes	Roseann Maratas Administrative Aide VI Raquiza Sarip Accounting Clerk III Louname V. Nini Accounting Clerk II
	1.1 Validates, signs and approves endorsement of Travel Order	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer III
	1.2 Routes the signed TO to the Office of the Provincial Administrator	None	5 Minutes	Roseann Maratas Administrative Aide VI Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Merry Angelie S. Gabica Administrative Assistant II
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 5. Internal Control of Cash Advance

A cash advance is used by PGLDN hospitals and EE facilities for the payment of supplies, materials and/or services. It is controlled and reviewed to make sure that there is **systematic recording** of every transaction, with the accurate amount in their respective account.

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Provincial Hospitals of Lanao del Norte and Economic Enterprise Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved PR(1 copy only) 2.DV(1 copy only) 3. OBR(1 copy only)			Respective PGLDN Hospitals/ Economic Enterprise Facilities	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Cash Advance Voucher (CA)	1.Receives reviews and controls CA for signature of Department Head.	None	5 Minutes	Roseann Maratas Administrative Aide VI Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III
	1.1Validates, signs and approves endorsement of CA	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer II
	1.2Routes the signed Provincial Accounting Office/ Provincial Budget Office	None	5 Minutes	Roseann Maratas Administrative Aide VI Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	





## 6. Internal Control of Request Letter

Review request letters of the PGLDN Hospitals and other Economic Enterprise Facilities.

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Provincial Hospitals of Lanao del Norte and Economic Enterprise Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request letter (1 copy only)			Respective PGLDN Hospitals/ Economic Enterprise Facilities	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Request Letter	1.Receives reviews and controls Request Letter for approval of Department Head.	None	5 Minutes	Roseann Maratas Administrative Aide VI Raquiza Sarip Accounting Clerk III
	1.1Validates, signs and approves endorsement of Request Letter	None	5 Minutes	Jocelyn Lontayao Acting department Head Noreen M. Lim Project development Office III
	1.2Routes the signed to the concerned departments	None	5 Minutes	Roseann Maratas Administrative Aide VI Raquiza Sarip Accounting Clerk III
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 7. Internal Control of Memorandum

Receive memorandum of PGLDN Hospitals and Economic Enterprise Facilities.

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Provincial Hospitals of Lanao del Norte and Economic Enterprise Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Memoranda (1 copy only)			Respective PGLDN Hospitals/ Economic Enterprise Facilities	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Memorandum	1.Receives reviews and controls memorandum.	None	5 Minutes	Roseann Maratas Administrative Aide VI Raquiza Sarip Accounting Clerk III
	1.1Endorses memorandum to 6 Provincial Hospitals and Economic Enterprise Facilities	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer III
	1.2Routes the Memo to Six (6) Provincial Hospital and other Economic Enterprise Facilities	None	5 Minutes	Roseann Maratas Administrative Aide VI Raquiza Sarip Accounting Clerk III
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 8. Internal Control of Leave Form

Received leave forms of the PGLDN Hospitals and Economic Enterprise Facilities.

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Employees of Provincial Hospitals of Lanao del Norte and other Economic Enterprise Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Leave Form(1 copy only)		Respective PGLDN Hospitals/ Economic Enterprise Facilities		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Leave Form	1.Receives, reviews and controls Leave Form	None	5 Minutes	Roseann Maratas Administrative Raquiza Sarip Accounting Clerk III
	1.1 Signs Leave Form	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer III
	1.2 Routes the signed PRF to PHRMDO	None	5 Minutes	Roseann Maratas Administrative Aide VI Raquiza Sarip Accounting Clerk III
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 9. Internal Control of MCC Hotel Reservation Form

Receive Hotel Reservation Form of the PGLDN guests.

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PGLDN Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. MCC Hotel Reservation Form(1 copy only)			MCC Hotel	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits MCC Hotel Reservation Form	1.Receives, reviews and controlsMCC Hotel Reservation Form	None	5 Minutes	Raquiza Sarip Accounting Clerk III Allen A. Laranjo DEMO III
	1.1Signs MCC Hotel Reservation Form	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer III
	1.2Routes the signed reservation form to the Office of the Provincial Administrator's Office	None	5 Minutes	Allen A. Laranjo DEMO III
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	

## 10. Internal Control of Compensatory Time Off (CTO)Form



Receive CTO forms of employees of PGLDN Hospitals and Economic Enterprise Facilities.

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Employees of Provincial Hospitals of Lanao del Norte and Economic Enterprise Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved Memo(1 copy only) 2. Approved DTR(1 copy only) 3. Attendance(1 copy only)			Respective PGLDN Hospitals/ Economic Enterprise Facilities	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Compensatory Time Off Form	1.Receives, reviews and controls Compensatory Time Off Form	None	5 Minutes	Roseann Maratas Administrative Aide VI Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II
	1.1Validates and Signes Compensatory Time Off Form	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer III
	1.2Routes the signed Compensatory Time Off (CTO) form to the Office of the Provincial Administrator's Office	None	5 Minutes	Roseann Maratas Administrative Aide VI Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 11. Internal Control of Liquidation Report

Liquidation report is used to liquidate cash advances for travel and related expenses by the employees of PGLDN hospitals and EE facilities. It is received and reviewed to ensure systematic recording of the account.

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Employees of PGLDN Hospitals and EE Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Liquidation Report(1 copy only) 2. OBR(1 copy only) 3. DV(1 copy only) 4. Approved PR(1 copy only) 5. Approved PO(1 copy only) 6. Official Receipts(1 copy only) 7. Summary of Official Receipts		Respective PGLDN Hospitals/ Economic Enterprise Facilities		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Liquidation Report	1. Receives, reviews and controls liquidation report with complete supporting documents	None	5 Minutes	Roseann Maratas Administrative Aide VI Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III
	1.1 Validates and Signs liquidation report	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer III
	1.2 Routes the signed liquidation report to the Office of the Provincial Administrator's Office	None	5 Minutes	Roseann Maratas Administrative Aide VI Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 12. Preparation of Purchase Request

Prepare Purchase Request for approval of the Provincial Governor

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Economic Enterprise Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter(1 copy only) 2. PPMP(1 copy only)			Respective PGLDN Hospitals/ Economic Enterprise Facilities	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Purchase Request	1.Prepare, reviews and controls Purchase Request with complete supporting documents	None	5 Minutes	Roseann Maratas Administrative Aide VI Vivian Estimo Accounting Clerk II Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III Merry Angelie S. Gabica Administrative Assistant II
	1.1Validates and Signs Purchase Request	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer III
	1.2Routes the signed liquidation report to the	None	5 Minutes	Roseann Maratas Administrative Aide VI



	Office of the Provincial Accounting Office/ Provincial Budget Office			Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III Merry Angelie S. Gabica Administrative Assistant II
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	





### 13. Preparation of Travel Order

Prepare travel order for approval of the provincial Governor

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Employees of PGLDN Hospitals and EE Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Details of Travel(1 copy only) 2. Invitation(1 copy only) 2. Endorsement(1 copy only)		Respective PGLDN Hospitals/ Economic Enterprise Facilities		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Details of Travel/Invitation /Endorsement	1.Prepare, reviews and controls Travel Order	None	5 Minutes	Roseann Maratas Administrative Aide VI Raquiza Sarip Accounting Clerk III Merry Angelie S. Gabica Administrative Assistant II
	1.1Validates and Signs Purchase Request	None	5 Minutes	Jocelyn Lontayao Acting department Head Noreen M. Lim Project Development Officer III
	1.2Routes the signed travel order to the Office of the Provincial Administrator/ Governor for approval	None	5 Minutes	Roseann Maratas Administrative Aide VI Raquiza Sarip Accounting Clerk III Merry Angelie S. Gabica Administrative Assistant II
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 14. Preparation of Memorandum

Prepares memorandum

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Employees of Provincial Hospitals of Lanao del Norte and Economic Enterprise Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Memorandum			PRMC	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Memorandum	1.Prepares, reviews and controls memorandum	None	5 Minutes	Roseann Maratas Administrative Aide VI Vivian Estimo Accounting Clerk II Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Merry Angelie S. Gabica Administrative Assistant II
	1.1Validates and initials memorandum	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer III
	1.2Submit the memorandum to the Office Provincial Administrator/	None	5 Minutes	Roseann Maratas Administrative Aide VI Vivian Estimo



	Governor for approval			Accounting Clerk II Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Merry Angelie S. Gabica Administrative Assistant II
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 15. Distribution of Drugs & Medicines, Medical, Dental & Laboratory Supplies and Janitorial Supplies

Distribute and deliver of drugs, meds, medical, dental, laboratory and janitorial supplies to the Six (6) Provincial Hospitals.

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Six (6) Provincial Hospital of Lanao del Norte			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Requisition Slip (1 copy only)		1. Requisition Slip from Hospital		
2. Delivery Receipt (1 copy only)		2. Delivery Receipt from PRMC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Presents approved Requisition Slip	1. Gives feedback regarding the status of the request	None	5 Minutes	Vivian M. Estimo Accounting Clerk II Jessie S. Casanos Administrative Aide I
	1.1 Prepares delivery receipt	None	10 Minutes	Vivian M. Estimo Accounting Clerk II Jessie S. Casanos Administrative Aide I Roseann Q. Maratas Administrative Aide VI
	1.2 Prepares requested supplies	None	1 Hour and 45 Minutes	Vivian M. Estimo Accounting Clerk II Jessie S. Casanos Administrative Aide I Roseann Q. Maratas Administrative Aide VI Levy Armada



				Light Equipment Operator I
2. Awaits Delivery	2. Informs hospital supply officer	None	2 Minutes	Vivian M. Estimo Accounting Clerk II
	2.1 Deliver the requested supplies	None	4 Hours per hospital	Jessie S. Casanos Administrative Aide I Levy Armada Light Equipment Operator I
<b>TOTAL:</b>		<b>None</b>	<b>6.02 Hours</b>	



## 16. Internal Control of Rice Loan

The rice assistance and loan services offered to line agencies and PGLDN Employees respectively. It aims to promotes

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G			
<b>Who may Avail:</b>	Provincial Government Employees and Line Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Rice Withdrawal Slip (1 copy only)			PRMC Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Proceeds to PGPC Rice Loan In-Charge to secure withdrawal slip and other requirement and make necessary inquiries	1.Provides the client information on payment scheme and balances of previous loan	None	5 Minutes	Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III
2. Brings the withdrawal slip to their respective department of office for the approval of the payroll maker and department head.	2.Receives, validates, reviews and approves for withdrawal of rice at MTC warehouse	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer III Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	



## 17. Receiving of Incoming Documents

Receive incoming documents

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G			
<b>Who may Avail:</b>	Provincial Government Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Incoming documents			Respective PGLDN offices/hospitals	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits documents	1.Receives, reviews and controls documents	None	5 Minutes	Roseann Maratas Administrative Aide VI Vivian Estimo Accounting Clerk II Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Merry Angelie S. Gabica Administrative Assistant II Miraflor G. Gicos Accounting Clerk III Allen A. Laranjo DEMO III
	1.1Validates documents for appropriate action	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer III
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	



## 18. Daily Time Record Printing

Print Daily Time Record of PRMC employees and Economic Enterprise facilities as supporting documents of payroll.

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G			
<b>Who may Avail</b>	Provincial Resource Management Center Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved Memorandum (1 copy only) 2. Approved Travel Order (1 copy only) 3. Approved Compensatory Time Off (1 copy only) 4. Approved Leave (1 copy only) 5. Approved Schedule of Duties (1 copy only)			Respective Economic Enterprises Facilities	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits approved and complete supporting documents	1.Receives and reviews documents	None	3Minutes	Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Merry Angelie S. Gabica Administrative Assistant II Allen Laranjo DEMO III
	1.1Prints Daily Time Record	None	5 Minutes	Raquiza Sarip Accounting Clerk III Allen Laranjo DEMO III
	1.2Returns DTR to certify correctness	None	2 Minutes	Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	





## 19. Payroll Processing

Processing of Payroll of PRMC employees and Economic Enterprise Facilities

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G			
<b>Who may Avail:</b>	Provincial Resource Management Center Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. 4 copies of OBR 2. 4 copies of DV 3. 2 copies of General Payroll 4. 4 copies Summary Net Payroll 5. Approved Daily Time Record (DTR) Attachments: Approved Memorandum, Travel Order, CTO, Leave and Schedule of Duties			Respective Economic Enterprise Facilities	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Daily Time Record	1.Receives, reviews DTR	None	5 Minutes	Roseann Maratas Administrative Aide VI Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Merry Angelie S. Gabica Administrative Assistant II
	1.1 Gathers Attachments of DTR	None	2 Hours	Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III
	1.2 Approves DTR	None	5 Minutes	Jocelyn Lontayao Acting Department Head



				Noreen M. Lim Project Development Officer III
	1.3 Generates Payroll	None	10 Minutes	Raquiza Sarip Accounting Clerk III PHRMDO
	1.4 Returns payroll to respective facility for correctness	None	30 Minutes	Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Allen A. Laranjo DEMO III
	1.5 Approves payroll	None	5 Minutes	Jocelyn Lontayao Acting Department Head NoreenLim Project Development Officer III
	1.6 Releases payroll to PHRMDO	None	5 Minutes	Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Merry Angelie S. Gabica Administrative Assistant II Allen A. Laranjo DEMO III
<b>TOTAL:</b>		<b>None</b>	<b>3 Hours</b>	



## 20. Remittance of Collection

Remit collections of all Economic Enterprise Facilities

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G			
<b>Who may Avail</b>	Provincial Resource Management Center Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Official Receipts (1 copy only) 2. Summary of Collection (1 copy only) 3. Cash			Respective Economic Enterprise Facilities	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits Official Receipts, Summary of Collection and Cash	1.Receives and reviews official receipts and cash	None	10Minutes	Hobaib M. Cayongcat Accountant I Allen A. Laranjo DEMO III
	1.1 Encodes official receipt to ETRACS	None	3 Hours	Allen A. Laranjo DEMO III
	1.2 Prints Receipt Deposit and Collections (RCD)	None	10Minutes	Allen A. Laranjo DEMO III
	1.3 Counter checks RCD	None	5 Minutes	Hobaib M. Cayongcat Noreen M. Lim
	1.4 Approves RCD	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M.Lim Project Development Officer III
	1.5 Remits to PTO	None	30 Minutes	Allen A. Laranjo DEMO III
<b>TOTAL:</b>		<b>None</b>	<b>4Hours</b>	



## 21. Receiving of Incoming Documents

Receive incoming documents

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G			
<b>Who may Avail</b>	Line Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Any documents			Concerned office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits documents	1.Receives, reviews and controls documents	None	5 Minutes	Roseann Maratas Administrative Aide VI Vivian Estimo Accounting Clerk II Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Merry Angelie S. Gabica Administrative Assistant II Mirafior G. Gicos Accounting Clerk III Allen A. Laranjo DEMO III
	1.1Validates documents for appropriate action	None	5 Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer III
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	



## 22. Providing Basic Information

Provide basic information

<b>Office or Division:</b>	Provincial Resource Management Center			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G			
<b>Who may Avail:</b>	Line Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Sign in to logbook			PRMC	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Inquire information	1.Provides information	None	10Minutes	Jocelyn Lontayao Acting Department Head Noreen M. Lim Project Development Officer III  Roseann Maratas Administrative Aide VI Raquiza Sarip Accounting Clerk III Louname Nini Accounting Clerk II Merry Angelie S. Gabica Administrative Assistant II Miraflor G. Gicos Accounting Clerk III Jessie S. Casanos Administrative Aide I
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	