

OFFICE: PROVINCIAL ACCOUNTANT'S OFFICE (PAccO)

FRONTLINE SERVICE: ISSUANCE OF CERTIFICATION/S ON PREMIUMS, LOAN REMITTANCES, LAST SALARY/OTHER BENEFITS RECEIVED, TRAVELING EXPENSES/OTHER CLAIMS AND BIDDER'S PERFORMANCE BOND ON FILE

DESCRIPTION: Certification/s for payments, remittances, and/or claims as stated above are being issued by this Office for reconciliation and other legal purposes.

STEPS/PROCESSES		DOCUMENTS NEEDED	RESPONSE TIME(Maximum Time to Conclude the Process)	CHARGES/FEES	RESPONSIBLE PERSON/S	LOCATION
CLIENT	SERVICE PROVIDER					
1)Secure/accomplish request slip	1) Issue request slip and instruct client to proceed to the Land Tax Division of the Provincial Treasury office (PTO) for payment of Certification fee	None	1 min	None	Administrative Aide VI	PaccO Remittance Section, 1st Floor, right wing, Capitol Building I
2) Pay Certification fee	2. Pay certification fee			P50.00	PTO Land Tax Personnel	PTO- Land Tax 1st floor, left wing, Capitol, Building I
3) Submit accomplished request slip together w/ the Official Receipt (O.R.) to the respective personnel in-charge	3) Receive request slip, issue claim stub and prepare the certification as requested for signature of the Provincial Accountant:	Accomplished Request slip/official receipt (O.R.) claim stub				
	3.1) Premiums		22 minutes	None	Administrative Aide VI	PaccO Remittance Section, 1st floor
	3.2) Loans		17 minutes	None		
	3.3) Last Salary/Other benefits received		17 minutes	None		
	3.4) Traveling Expense/Other Claims;		17 minutes	None		
	3.5) Bidders/performance Bond on File;		12 minutes	None	Administrative Officer I	PaccO General Accounting Division Bookkeeping Division of PaccO
4) Present claim stub	4) Log and release certification/s		2 minutes	None	Administrative Aide IV	Remittance Section, 1st Floor
End of Transaction.		Maximum time to conclude the process= 25 mins. (Premium) 20 mins(Loans) 20 mins (Last Salary etc.) 20 mins (traveling Expenses etc) 15 mins (Bidders/Performance Bond)				