



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF LOON



VISION: *A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance*
MISSION: *To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth*

CITIZEN'S CHARTER
OFFICE OF THE MUNICIPAL ACCOUNTANT

REVIEW OF DISBURSEMENT VOUCHERS AS TO COMPLETENESS OF SUPPORTING DOCUMENTS

ABOUT THE SERVICE

To safeguard the use and disposition of the Municipal Government's assets and to determine its liabilities from claims, pre-audit is undertaken by the Municipal Accountant to determine that all necessary supporting documents for vouchers/claims are submitted.

STEP	ACTIVITIES/ PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	Client	Municipal Accountant					
1	Submit the documents for pre-audit (simple/routinely disbursement vouchers)	Evaluates and reviews as to completeness of supporting documents	1 hour	Supporting documents per COA Circular 2012-001 and other documents deemed necessary	None	MAA II	Accounting
	Submit the documents for pre-audit (billings from contractors or suppliers)		2 days				
2		Final reviews and signs the document certifying completeness of supporting documents	10 mins		None	Municipal Accountant	Accounting
3		Forwards the approved documents to the Treasurer's Office	5 mins		None	Document Processor	Accounting

For complaints, comments and suggestions please contact:

✉ Loon, Bohol 6327 Philippines e✉ lguloon@yahoo.com ☎ (038) 505-9131 ☎ (038) 505-7058 (connecting all departments) 📘 <https://www.facebook.com/lguloonofficial/>