



Republic of the Philippines Province of Bohol Municipality of Loon	Doc. Code:
	Effectivity:
	Revision No.:
	Section No.:
	Page: 1
Document Title	CITIZEN'S CHARTER
Office/Department	ACCOUNTING OFFICE



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

MUNICIPAL ACCOUNTING OFFICE

Frontline Service: Review of Disbursement Vouchers as to Completeness of Supporting Documents

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION			
	CLIENT	MACCO								
1	<ul style="list-style-type: none"> ▪ Submit the documents for pre-audit (simple/routinely disbursement vouchers) 	<ul style="list-style-type: none"> ▪ Evaluate and review as to completeness of supporting documents. 	1 hr	Supporting documents per COA Circular 2012-001 and other documents deemed necessary		MAA II	Accounting Office			
	<ul style="list-style-type: none"> ▪ Submit the documents for pre-audit (billings from contractors or suppliers) 		2 days							
2		<ul style="list-style-type: none"> ▪ Final review and sign the document certifying completeness of supporting documents. 	10 min						Municipal Accountant	Accounting Office
3		<ul style="list-style-type: none"> ▪ Forward the approved documents to the Treasurer's Office 	5 min						Document Processor	Accounting Office
			2 days, 1 hr, 11 min							