



Title of Frontline Service: **PROCESSING OF PAYROLLS & VOUCHERS FOR PERSONNEL BENEFITS**

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
<p>Monday to Friday 8:00 a.m. - 5:00 p.m.</p>	<p>All DepEd Cebu City Employees</p>	<p>For 1st Salary: <u>Original Documents:</u></p> <ul style="list-style-type: none"> • DTR • Certificate First day of service • Affidavit • Panunumpa • Personal Data Sheet • Philhealth No. • BIR Form 2305 <p><u>Photocopy:</u></p> <ul style="list-style-type: none"> • Assignment Order • Approved Appointment • Plantilla of Personnel • Statement of Assets, Liabilities and Networth • GSIS Membership Information Sheet • <p><u>For Step Increments:</u></p> <ul style="list-style-type: none"> • Payslip before & after implementation <p><u>For Promotion:</u></p> <ul style="list-style-type: none"> • Payslip before & After implementation • Appointment <p><u>For Maternity Leave Benefit:</u></p> <ul style="list-style-type: none"> • Form 6 • Doctor's Certificate • School Clearance • Fit to work Certification • Reinstatement letter • Payslip <p><u>For Loyalty Benefit:</u></p> <ul style="list-style-type: none"> • Service Record 	<p>6 working days and 4 hours</p>

		Certification of No Personal Leave without pay	
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How to Avail of the Service?

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Submit the required documents according to their claim to Payroll Section	Receives and checks as to completeness of documents	2 hours	Myrin Abadilla (for First Salary of Newly hired personnel and Promotion) Lourdes Salera (Step Increment- Elem) Farida Remedios (Step Increment- JHS/SHS) Ardianna Mahusay (Maternity Benefit- Elem) Ave Criste Aguilar (Maternity Benefit- JHS/SHS)	None	As mentioned
2		Prepares Payroll / Disbursement Vouchers	1 day	Assigned personnel mentioned above	None	None
3		Signs Payroll / Disbursement Vouchers	1 hour	Araceli Gudelosao	None	None
4		Receives, preaudits and processes payroll / vouchers	4 hours	Mary Ann Cubar	None	None
5		Prepares and signs Obligation Request Status	4 hours	Yolanda Villamor/ Beatriz Malait	None	None
6		Signs Disbursement	1 hour	Jaene Aguila	None	None

		Vouchers/payroll				
7		Approves Disbursement Vouchers/payroll for payment	4 hours	SDS Rhea Mar Angtud	None	None
8		Prepares ADA/ACIC, checks, prooflist and transmittal	1 day	Marie Angeli Pascual/Lee Datan	None	None
9		Signs ADA/ACIC, checks and transmittal	4 hours	SDS Rhea Mar Angtud Rizalina Bacalso/Marie Angeli Pascual	None	None
10	Receives check/payment thru ATM	Transmits ADA to DBP and releases check	2 days	Lee Datan/Marie Angeli Pascual	None	None
END OF TRANSACTION						