



3. Issuance of copy of Accountant's Advice

Certification of checks issued by the LGU.

Office or Division:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government; G2B – Government to Business; G2C – Government to Citizen			
Who may avail:	LGU Employees, Suppliers/Creditors, Other Claimants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Check		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out necessary information in the logbook and present the check.	Find and photocopy the corresponding Accountant's Advice.	None	5 minutes	Ciriaca M. Mendoza <i>Administrative Aide I</i>
2. Receive the copy of Accountant's Advice.	Release the copy of the advice and secure acknowledgement receipt of the requesting person in the logbook.	None	2 minutes	Ciriaca M. Mendoza <i>Administrative Aide I</i>
TOTAL		None	7 minutes	