



Republic of the Philippines
CITY GOVERNMENT OF TACLOBAN
CITY ACCOUNTANT'S OFFICE
Tacloban City, Leyte

CITIZEN'S CHARTER

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
Receives the Certificate of Clearance from Requisitioner	<ul style="list-style-type: none"> •Submit requests to the receiving clerk •Stamp "received" and records in the logbook •Forward to Imelda Kempis 	1 minute	REGEME ALGO Admin Aide I Receiving Section	Certificate of Clearance	
Receives the Certificate of Clearance for Money Accountability Verification	<ul style="list-style-type: none"> • Write the Money accountability, if any, and initials besides the name of the City Accountant •Forward the clearance form to David Tatierra & Noel Yu 	1 minute	IMELDA KEMPIS Admin Asst II Admin Officer-Designate	Certificate of Clearance	
Receives the Certificate of Clearance for Property Accountability Verification	<ul style="list-style-type: none"> • Verify the property accountability, if any • Attach a photocopy of the memorandum receipt, if any •Write the amount of accountability on the clearance form and initials besides the name of the City Accountant •Forward the clearance form to Imelda Kempis 	2 minutes	DAVID TATIERRA Admin Asst II Supply Officer NOEL YU Admin Asst II	<ol style="list-style-type: none"> 1. Certificate of Clearance 2. Bank Certificate of Loan Balances 3. Service Record 4. Computation of Leave Credits 5. Affidavit of Undertaking 	

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
Receives the Certificate of Clearance for Approval	<ul style="list-style-type: none"> • Approve the clearance • Forward to Imelda Kempis 	1 minute	SALVADOR A. ABINA JR. City Accountant	Approved Certificate of Clearance	
Released of the Accomplished Certificate of Clearance (Money and Property Accountability)	<ul style="list-style-type: none"> • Release the Certificate of Clearance to Requisitioner before acknowledging the same through a signature in the logbook 	1 minute	IMELDA KEMPIS Admin Asst II Admin Officer-Designate	Certificate of Clearance	
Receives the Barangay Annual Budget for Review	Review correctness of the budget	10 minute	ANALYN REYES Admin. Aide VI	Barangay Annual Budget	

Approved by:

SALVADOR A. ABINA, JR.
City Accountant

