



1. Facilitation of Finance Related Claims and other Documents

The facilitation of finance-related claims and other documents typically refers to the process by which financial claims, or other related requests are submitted, processed, and approved in the Local Government Unit of General Santos City

Office or Division:	City Mayor's Office - Finance Unit
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	All Employees of the Local Government Unit- General Santos City
HONORARIUM	
CHECKLIST OF REQUIREMENT/S	WHERE TO SECURE
1. Duly approved Memorandum (1 original copy)	1. City Mayor's Office
2. Approved Authority to Claim	2. City Mayor's Office
3. Certificate of Satisfactory Performance	3. City Mayor's Office
4. Signed Activity Design	4. Requesting Department/Division
5. Approved PPA (Plans, Projects, and Activities)	5. Requesting Department/Division
PROVISIONAL FEES	
CHECKLIST OF REQUIREMENT/S	WHERE TO SECURE
1. Duly approved Memorandum (1 original copy)	1. City Mayor's Office
2. Signed Obligation Report	2. Requesting Department/Division
3. Approved Payroll	3. Requesting Department/Division
4. Accomplishment Report	4. Requesting Department/Division
TRAVELING EXPENSE	
CHECKLIST OF REQUIREMENT/S	WHERE TO SECURE
1. Duly approved Memorandum (1 original copy)	1. City Mayor's Office
2. Letter of Invitation; Confirmation (if necessary) (1 copy)	2. Inviting agency who will conduct the activity
CASH INCENTIVES	
CHECKLIST OF REQUIREMENT/S	WHERE TO SECURE
1. Payroll signed by the Department Head	1. Requesting Department
2. Duly approved Memorandum (1 original copy)	2. City Mayor's Office
3. Certified True Copy of Sangguniang Panglungsod Resolution/ Ordinance/ Guidelines on the grant of incentives and awards.	3. Sangguniang Panglungsod
4. Certified True of Birth Certificate	4. End-user



5. Results of BAR Exams and Top Notched (If applicable)		5. End-user		
DESIGNATION OF SDO FOR CASH ADVANCE				
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Approved Payroll		1. Requesting Department		
2. Copy of signed Obligation Report		2. Requesting Department		
3. Duly approved Memorandum (1 original copy) as Special Disbursing Officer		3. City Mayor's Office		
4. Signed Fidelity Bond		4. Requesting Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents	1. Verifies completeness of submitted documents, and acknowledge receipt thereof	None	1-5 hours	*Designated Personnel *AO Designate City Mayor's Office
	1.1 Forward to designated action officer for the initial of the documents	None	1-2 hours	*Designated Personnel *Finance Action Officers City Mayor's Office
	1.2 Once the initial has done. Forward to the City Mayor for signature of the documents.	None	1-3 days	*City Mayor
	1.3 Once the signature has done, release the documents to the releasing unit.	None	30 minutes	*Designated Personnel City Mayor's Office
	TOTAL	None	3 days, 7 hours, and 30 minutes	
END OF TRANSACTION				

* Please note that the processing time is intended for one client being served at one time. The time shall be extended when there are two or more clients.