



Republic of the Philippines
 PROVINCE OF QUIRINO
 Cabarroguis
 OFFICE OF THE PROVINCIAL ACCOUNTANT
 CITIZEN'S CHARTER INFORMATION BILLBOARD



VISION:

A leading support office committed to help watch over the Provincial Government's coffers without sacrificing local programs and projects gearing towards sustainable progress and development of the Province and its citizenry.

MISSION:

Guided with the sense of utmost responsibility and accountability coupled with the values of integrity, excellence and unselfish dedication to public service, we endeavor to: (1) Establish and maintain an effective and efficient pre-audit and internal control system; (2) Promote greater transparency in the operations of the Provincial Government within a climate of trust and confidence among its active partners and staunch clientele through useful, timely and accurate financial reports.

OFFICE	STEP	STEP BY STEP PROCEDURE		PERSON RESPONSIBLE	MAXIMUM WAITING TIME	REQUIREMENTS/SUPPORTING DOCUMENTS	FEES COLLECTED, IF ANY	LOCATION
		CLIENT	SERVICE PROVIDER					
PROVINCIAL ACCOUNTING OFFICE Processing of Disbursement Voucher (DV)	1	Submit copies of Disbursement Voucher (DV), original supporting documents (SDs) and Obligation Request (ObR) from the Budget Office, if appropriate	Receive copies of DV, SDs and ObR. Stamp the documents 'Received' indicate date of receipt and initial on the stamped "Received" portion of the SDs. Assign DV number record in the logbook the DV number and date, payee, particulars and amount. Forward copies of DV, SDs and ObR to designated staff for processing.	Ryan S. Carbonel Manolito A. Lumanog Racquel C. Agustin	5 minutes per claim	Disbursement Voucher, Payroll Obligation Request Purchase Request Purchase Order Invoice Acceptance and Inspection Report Request Letter Canvass Abstract of Quotation Additional requirements for projects: Bidding Documents Abstract of Bids Notice of Award Resolution, if required Statement of Work Accomplished Certificate of Final Inspection Contractor's Confidential Statement, Change order, if any	None	First Floor, Capitol Building, Cabarroguis, Quirino.
	2		Receive copies of DV, original supporting documents and ObR from Receiving/Releasing Staff. Review DV for completeness	Beverly T. Catu Carmelita T. Sulio Cardelito M. Andres Jocelyn I. Dantes Rolly N. Pabellena	10 minutes per claim-simple			

			and propriety of supporting documents. If not complete, return to Receiving/Releasing Staff to be returned to claimant. If complete, accomplish Box A and initial. Accomplished the "Journal Entry" portion and sign. Forward copies of DV, original supporting documents and ObR to the Head of Accounting Unit for review and signature.	Michelle Joy L. Bicos Faith Pia M. Tablada Angierose S. Garnace Ryan S. Carbonel	40 minutes per claim-complex			
	3		Review DV and supporting documents, sign in Box A of DV then forward the documents to the Receiving/Releasing Staff.	Cecilia B. Valdez Beverly T. Catu	10 minutes per claim			
	4	Receive the documents duly processed and forward to the Treasurer's Office	Record in the logbook the date of release of the DV and supporting documents and release to the client.	Ryan S. Carbonel Manolito A. Lumanog Racquel C. Agustin	5 minutes per claim			
			Total Response Time		40-70 minutes per claim			
PROVINCIAL ACCOUNTING OFFICE								
Preparation and issuance of Accountant's Advice of Local Check Disbursements	1	Submit duly processed DV and original supporting documents with signed checks in payment thereof from Treasurer's Office	Receive the documents, enter in the logbook and forward to designated Accounting staff	Rolly N. Pabellena Jocelyn I. Dantes Manolito A. Lumanog Racquel C. Agustin Michelle Joy L. Bicos Joann Laine Toelentino	1 minute per voucher package		None	First Floor, Capitol Building, Cabarroguis, Quirino.
	2		Verify cash availability. Prepare Accountant's Advice of Local Check Disbursement. Sign the portion "Prepared by" and forward to Head of Accounting Unit for signature.	Carmelita T. Sulio Cardelito M. Andres Jocelyn I. Dantes Rolly N. Pabellena Michelle Joy L. Bicos Faith Pia M. Tablada Joann Laine Tolentino	5 minutes per check			

	3		Sign the Advice and return documents to Receiving/Releasing Staff.	Cecilia B. Valdez Beverly T. Catu	5 minutes per advice			
	4	Receive Advice	Deliver copy of Advice to the bank.	Edward Paul A. Valdez Ryan S. Carbonel	45 minutes per advice			
	5	Receive the documents	Return DV, Check and supporting documents to the Cashier/Treasurer.	Rolly N. Pabellena Manolito A. Lumanog Racquel C. Agustin	1 minute			
			Total Response Time		57 minutes			
PROVINCIAL ACCOUNTING OFFICE								
Preparation and issuance of Certifications	1	Submit request letter together with copy of official receipt (OR) for the payment of certification fee.	Receive request letter with OR, record in the logbook and forward to designated staff for processing.	Ryan S. Carbonel	1 minute		P30.00/certification	First Floor, Capitol Building, Cabarroguis, Quirino.
	2		Retrieve file/folder of remittances and/or summary of payments. Encode to certification form. Sign "Prepared by" portion and forward the same to the Head of the Accounting Unit.	Angierose S. Garnace Imelda T. Gatuz Dennis F. Whigan	22 minutes			
	3		Sign the certification form and forward to the Receiving/Releasing Staff.	Cecilia B. Valdez Beverly T. Catu	1 minute			
	4	Receive Certification	Release Certification	Ryan S. Carbonel	1 minute			
			Total Response Time		25 minutes			

SERVICE PLEDGE

We, the officers and employees of the Office of the Provincial Accountant, commit to:

- Strongly support all the programs and projects of PGQ that are geared towards the sustainable progress and development of the province and its citizenry;
- Expediently maintain a functional accounting and internal control system to be able to: (a) provide accurate, reliable and timely financial information; (b) ensure adherence to prescribed government accounting and auditing rules, policies and procedures; and (c) safeguard the funds and resources of the government from wastage and/or losses.
- Religiously report on the performance and financial condition of the PGQ and its instrumentalities on a timely manner or as the need arises to maintain transparency in its operations.
- Vigorously pursue innovative methods, measures and procedures for a more effective and efficient use of the resources entrusted to our care.
- Energetically exercise due care and diligence in the performance of our assigned duties and responsibilities.

CECILIA B. VALDEZ, CPA, MSBA
Provincial Accountant

BEVERLY T. CATU, MBA
Chief Administrative Officer

INTERNAL CONTROL DIVISION

CARDELITO M. ANDRES, MBA
Management & Audit Analyst IV

CARMELITA T. SULIO, MBM
Management & Audit Analyst IV

FAITH PIA M. TABLADA, REA, MBA
Fiscal Examiner I

ROLLY N. PABELLENA
Administrative Assistant I

CONTRACTUAL /CASUAL EMPLOYEES:

RACQUEL C. AGUSTIN

JUNABEL B. BAYUCAN

ACCOUNTING DIVISION

JOANN LAINE S. TOLENTINO, CPA, MBA
Accountant I

JOCELYN I. DANTES, MBA
Management & Audit Analyst II

MICHELLE L. BICOS, MBA
Fiscal Examiner I

MANOLITO A. LUMANOG
Process Server

RYAN S. CARBONEL

EDWARD PAUL A. VALDEZ

SHERLY P. SANCHEZ

ADMINISTRATIVE DIVISION

ANGIEROSE S. GARNACE
Administrative Officer II

IMELDA T. GATUZ
Administrative Assistant VI

DENNIS F. WHIGAN
Administrative Assistant III

NOEMI P. DELA CRUZ, LPT, MBM
Administrative Aide III

EDEN-LOIZA C. ALAGAY

GLORIA Y. JORDAN

ALLOWABLE PERIOD OF EXTENSION OF THE MAXIMUM RESPONSE TIME

The PGQ gives (5) working days for the extension of time to the provision of frontline services to its clients in case of unforeseen events, man-made or natural.

FEEDBACK/COMPLAINT MECHANISMS

If your request has not been attended promptly and courteously, please send your suggestions and complaints to Gov. Junie E. Cua or you may fill up the prescribed form from the Officer of the Day and drop it in the Suggestion Box provided for the purpose at the lobby of the Capitol Building or you may call (078) 692-5088.