

OFFICE OF THE CITY ADMINISTRATOR

REVIEW OF VOUCHERS/ALOBS AND OTHER RELATED DOCUMENTS

Various Departments/Offices/Units, employees and suppliers/contractors who have business transactions in the City Government.

Office or Division:	City Administrator's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to citizen			
Who may avail:	Department Heads/Section Chiefs, employees and suppliers/contractors who have business transactions in the City Government.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Vouchers/PR/ALOBS		Accounting Department/other Departments or Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits documents	Receiving/Submission of various Documents (e.g. Vouchers/PR/ALOBS and Other related documents)	none	5 minutes	Administrative Aide
	2. Validation of documents		10 minutes	Executive Assistant
	3. Approval/ Disapproval of request		1 hour	City Administrator
	4. Recording and releasing of documents		3 minutes	Administrative Aide

END OF TRANSACTION