

## **NATIONAL TRANSMISSION CORPORATION**

CITIZEN'S CHARTER (2<sup>ND</sup> REVISION: AUGUST 1, 2016)

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**DEPARTMENT/DIVISION CONCERNED: *FINANCE DEPARTMENT***

**FRONTLINE SERVICE: PRE-AUDIT PROCESSING OF DISBURSEMENT CLAIMS OF EXTERNAL CLAIMANTS AND RELEASING OF CHECK PAYMENTS**

**SCHEDULE:** MONDAY -FRIDAY (8:00 AM TO 5:00 PM)

**WHO AVAILS OF THE SERVICE:** SUPPLIERS/CONTRACTORS/EXTERNAL CLAIMANTS

**WHAT ARE THE REQUIREMENTS:** REQUIREMENTS VARY DEPENDING ON THE NATURE OF DISBURSEMENT CLAIM. AUDIT REQUIREMENTS FOR TYPICAL GOVERNMENT DISBURSEMENTS INCLUDE THE FOLLOWING:

1. Documents to establish validity of claim
2. Legality of transaction and conformity with laws, rules and regulations
3. Approval of expenditure by the President or his authorized representative
4. Certification of availability of funds
5. Other documents depending on the nature of transaction as enumerated in TransCo's Disbursement Control Manual and as prescribed per COA Circular No. 2012-01
6. Photocopy of valid ID with signature of the Authorized person
7. Authorization Letter printed in the official company logo
8. Official Receipt/Acknowledgement Receipt or Collection Receipt (BIR compliant)

**DURATION:** AVERAGE WITHIN 11 WORKING DAYS (FOR DULY ACCOMPLISHED AND SIGNED DVs WITH COMPLETE SUPPORTING DOCUMENTS AND CONFORM WITH THE REQUIREMENTS STATED ABOVE)

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STEP	ACTIVITY		DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
<b>1</b>	<p>TRANSMITS BILLING/STATEMENT OF ACCOUNT TO FUNCTIONAL GROUPS/ DEPARTMENTS/ DIVISIONS WHO AVAILED OF THE SERVICE/GOODS OR TO FINANCE DEPARTMENT</p> <p>EMPLOYEE/GROUP/ OFFICE CONCERNED VALIDATES/REVIEWS THE BILLING/STATEMENT OF ACCOUNT, PREPARES DISBURSEMENT VOUCHER (DV) AND ATTACHES REQUIRED SUPPORTING DOCUMENTS, THEN</p>	<p>IN CASE FINANCE DEPARTMENT RECEIVES THE BILLING/STATEMENT OF ACCOUNT, THE DOCUMENT/S SHALL BE SENT TO THE DEPARTMENT/DIVISION CONCERNED FOR VALIDATION/ REVIEW AND PREPARATION OF DISBURSEMENT VOUCHER (DV)</p>		EMPLOYEES/ GROUPS/ OFFICE CONCERNED	NONE	CLIENT'S BILLING/ STATEMENT OF ACCOUNT

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	FORWARDS TO GENERAL ACCOUNTING & FINANCIAL REPORTING DIVISION (GAFRD)					
<b>2</b>		ASSIGNS CONTROL NUMBER TO THE DV AND INPUTS DV INFO IN THE SYSTEM FOR PROPER MONITORING	WITHIN 30 MINUTES	FINANCE ANALYST/ ASSISTANT	NONE	DISBURSEMENT VOUCHER
<b>3</b>		VERIFIES AND EXAMINES THE DV AS TO VALIDITY, PROPRIETY, REASONABLENESS OF CLAIMS INCLUDING THE REQUIRED SIGNATORIES AND COMPLETENESS OF SUPPORTING DOCUMENTS	WITHIN 5 DAYS (DVs BASED ON CONTRACTS REQUIRE MORE TIME FOR VERIFICATION/ EXAMINATION)	FINANCIAL SPECIALIST/ SR. FINANCIAL SPECIALIST	NONE	
<b>4</b>		CERTIFIES FUNDS AVAILABILITY AND ENCODES IN THE BUDGET UTILIZATION MONITORING	WITHIN 2 DAYS	SR. FINANCIAL SPECIALIST -	NONE	

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		RECORD				
<b>5</b>		INDEXES/ ENCODES PROPER TRANSACTION ENTRIES FOR RECORDING IN THE BOOKS OF ACCOUNTS	WITHIN 1 DAY	FINANCIAL SPECIALIST/  ANALYST/ SR. FINANCIAL SPECIALIST	NONE	PROOFLIST OF TRANSACTION ENTRIES TO BE ATTACHED TO THE DV
<b>6</b>		RECEIVES THE PRE-AUDITED DVs AND UPDATES MONITORING RECORD  FORWARD DVs TO FINANCIAL PLANNING AND TREASURY DIVISION (FPTD) FOR CHECK PAYMENT PREPARATION	WITHIN 1 HOUR	FINANCE ANALYST/ ASSISTANT	NONE	PRE-AUDITED DVs
<b>7</b>		UPON RECEIPT OF PRE-AUDITED DVs BY FPTD, SCANS AND VALIDATES	WITHIN 1 HOUR	FINANCE ASSISTANT	NONE	PRE-AUDITED DVs

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		SIGNATORIES IN ACCORDANCE WITH THE MOA AND ALLOCATES/EARMARKS FUND.				
<b>8</b>		PREPARES CHECK, INITIALS ON THE SECOND COPY AND ROUTES TO APPROPRIATE SIGNATORIES IN ACCORDANCE WITH THE MOA	WITHIN 1 DAY	CASHIER/SR. FINANCIAL ANALYST	NONE	CHECK AND PRE-AUDITED DVs
<b>9</b>		REVIEWS AND SIGNS CHECK IN ACCORDANCE WITH THE MOA	WITHIN 1 HOUR	SR. FINANCIAL SPECIALIST B/ DIVISION MANAGER/ DEPARTMENT MANAGER	NONE	CHECK AND PRE-AUDITED DVs
<b>10</b>		PREPARES CERTIFICATE OF CREDITABLE WITHHOLDING TAXES (BIR FORMS 2306 AND 2307)	WITHIN 3 HOURS	SR. FINANCIAL ANALYST/SR. FINANCIAL SPECIALIST A	NONE	CHECK AND PRE-AUDITED DVs

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<b>11</b>		COUNTERSIGN CHECK IN ACCORDANCE WITH THE MOA	WITHIN 2 HOURS	SR. FINANCIAL SPECIALIST A/ DIVISION MANAGER/DEPARTMENT MANAGER/VICE PRESIDENT	NONE	CHECK AND PRE-AUDITED DVs
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