



**Office of the City Administrator**  
**Internal Services**



## 1. Approval and processing of salaries, wages, honoraria, travel expenses, overtime payments, monetization and, terminal leave and other claims/ payments of LGU employees

The City Administrator signs and approves the salaries, wages, honoraria, travel expenses, overtime payments, monetization, terminal leave and other claims/ payments of the LGU employees.

<b>Office Or Division:</b>	City Administrator's Office	
<b>Classification:</b>	Simple	
<b>Type Of Transaction:</b>	G2G- Government to Government	
<b>Who May Avail:</b>	Government Employee or another Government Agency	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Payroll (1 original and 3 copies)		HRMO
Daily Time Report (DTR) (1 original and 1 copy)		HRMO
Accomplishment Report (1 original and 1 copy)		LGU employee
Obligation Request (OBR) (1 original and 2 copies)		HRMO
Appointment (2 photocopies)		HRMO
Request of Overtime (for Overtime pay) (1 original and 1 copy)		HRMO
Travel Order (for Travelling expenses) (1 original)		Office/Department
Invitation Letter (for Travelling expenses) (1 photocopy)		City Administrator's Office
Request to Travel (for Travelling expenses) (1 original and 1 copy)		Organizer/Office/Department
Proof/Document of Extra Services (Honoraria) (1 original and 1 copy)		Office/Department Organizer/Office/Department
Notice of Retirement (Terminal Leave claim) (1 original and 3 copies)		LGU employee
Clearance (Terminal Leave Claim) (1 and 3 copies)		HRMO
Request to avail monetization (Monetization Claim) (1 original and 1 copy)		LGU employee
Approved Leave Form for monetization (Monetization Claim) (1 original and 1 copy)		HRMO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents to the City Administrator's Office	1. Receive the required documents and check for completeness  1.1 Endorse to the City Administrator for approval of OBR, Summary and Payroll  1.2 Approval  1.3 After approval, the personnel in-charge record the payroll  1.4 Forward the documents to City Budget Office or City Treasurer's Office	None	10 minutes	<i>City Administrator</i> City Administrator's Office
	2. City Administrator's Office receive and validate cheques and ADAs  2.1 Endorse to City Administrator for signature  2.2 Approval  2.3 Transmit the cheques and ADAs to City Treasurer's Office	None	3 minutes	<i>City Administrator</i> City Administrator's Office
<b>TOTAL</b>		<b>None</b>	<b>13 minutes</b>	





## 2. Processing and approval of payments to suppliers and contractors

The Office approve the payments to the suppliers and contractors

<b>Office Or Division:</b>	City Administrator's Office			
<b>Classification:</b>	Simple			
<b>Type Of Transaction:</b>	G2C - Government to Citizen G2B- Government to Business Entity G2G- Government to Government			
<b>Who May Avail:</b>	Suppliers and contractors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Purchase Request (1 original and 3 copies)		End user		
Purchase Order (1 original and 2 copies)		Bids and Awards Committee Office		
Notice of Award (1 original and 1 copy)		Bids and Awards Committee Office		
Inspection Report (1 original and 3 copies)		General Services Department		
Obligation Request (OBR) (1 original and 4 copies)		Bids and Awards Committee Office		
Audited Disbursement Voucher (1 original and 4 copies)		City Accountant's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p>1. Submit required documents to the City Administrator's Office</p>	<p>1. Receive the required documents, check for completeness and record</p> <p>1.1 Endorse to the City Administrator for approval</p> <p>1.2 Approval</p> <p>1.3 After approval, the personnel in-charge endorsed the signed documents to the City Treasurer's Office for the issuance of check</p>	<p>None</p>	<p>3 minutes</p>	<p><i>City Administrator</i> City Administrator's Office</p>
<p>2. The City Accountant's Office forwards the check to the City Administrator</p>	<p>2. Receive the required documents, check for completeness and record</p> <p>2.1 Endorse to the City Administrator for signature</p> <p>2.2. Final approval of the check</p> <p>2.3 Transmit the checks to the City Treasurer's Office</p>	<p>None</p>	<p>3 minutes</p>	<p><i>City Administrator</i> City Administrator's Office</p>
<b>TOTAL</b>		<p><b>None</b></p>	<p><b>6 minutes</b></p>	



### 3. Issuance of Travel Order

Before travelling for official business, the employee must secure a Travel Order. The City Administrator issue and approve travel order.

<b>Office Or Division:</b>	City Administrator's Office			
<b>Classification:</b>	Simple			
<b>Type Of Transaction:</b>	G2G- Government to Government			
<b>Who May Avail:</b>	-Government Employee or another Government Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request (1 original and 1 photocopy) Invitation Letter (1 original and 1 photocopy)		Office/Department Organizer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documents to the City Administrator's Office	1. Review the completeness of the documents  2. Endorse to the City Admin for approval of the request  3. Approval of the request  4. Issuance and approval of the Travel Order  5. Releasing of the order	None	10 minutes	City Administrator City Administrator's Office
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	

### 4. Receiving and approval of letters, notice of meetings, orders and other communications

The Office of the City Administrator delivers administrative services to the other LGU offices and to the public.



<b>Office Or Division:</b>	City Administrator's Office			
<b>Classification:</b>	Simple			
<b>Type Of Transaction:</b>	G2C - Government to Citizen G2B- Government to Business Entity G2G- Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter, Notice, Order or Communication (1 original and 1 photocopy)			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transmit the document to the City Administrator's Office	1. Receive the document	None	1 day	City Administrator City Administrator's Office
	1.1 The secretary records the communication for tracking purposes			
	1.2 The secretary will endorse it to the City Administrator for appropriate action			
	1.3 City Admin reviews, approves or transmit documents to the concerned office			
	*for notice of meetings: a. Secretary logs the meeting schedules			
	b. City Administrator attends meeting together			





	with his technical staff			
	*for communication that needs to be transmitted to other offices/depts.:			
	a. Secretary transmits the document to the concerned office or department			
	*for documents that needs appropriate action or reply			
	a. Secretary forwards the document to the Technical Staff of the City Administrator's Office			
	b. Technical Staff will draft a reply or facilitate the request			
	c. City Administrator checks and approves the letter			
	<b>TOTAL</b>	<b>None</b>	<b>1 Day</b>	

### 5. Approval of Mayor's Clearance

The applicant applies for Mayor's Clearance at the Business Permits and Licensing Office and the document will be endorsed to the City Administrator for approval.



<b>Office Or Division:</b>	City Administrator's Office			
<b>Classification:</b>	Simple			
<b>Type Of Transaction:</b>	G2C - Government to Citizen G2B- Government to Business Entity G2G- Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Mayor's Clearance (1 original)			Business, Permits and Licensing Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Mayor's Clearance to the City Administrator	1. Receive and record the Mayor's Clearance  1.1. Endorse to the City Admin for signature  1.2. Approval	None	3 minute	<i>City Administrator</i> City Administrator's Office
<b>TOTAL</b>		<b>None</b>	<b>3 minutes</b>	

### 6. Facilitating and Endorsing of Job Order Posting for Approval

The Office of the City Administrator facilitates the Job Order Posting for LGU-Ormoc.

<b>Office Or Division:</b>	City Administrator's Office
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<b>Classification:</b>	Simple			
<b>Type Of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government			
<b>Who May Avail:</b>	Public, Government Employee or another Government Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Biodata/ Resume (1 Original and 1 Photocopy)		Applicant/ Job Order Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Prepare and encode Job Order posting. 1.1 The City Admin recommends the Job Order Posting 1.2 Endorse the Job Order Posting to the City Mayor's Office	None	10 days  1 day	<i>City Administrator</i> City Administrator's Office
2. HRMO personnel submit signed Job Order appointments to the City Administrator's office for counter sign.	2. Reviews and validates Job Order appointments. 2.1 Endorse City Administrator for counter sign 2.2 City Administrator countersigns the document 2.3 Transmits the approved Job Order appointments to the City Budget Office for budget allocation.	None	2 days	<i>City Administrator</i> City Administrator's Office
<b>TOTAL</b>		<b>None</b>	<b>13 days</b>	



## 7. Accommodate Job Personnel Concerns

This office caters inquiries/concerns which pertain to Job Order Personnel.

<b>Office Or Division:</b>	City Administrator's Office			
<b>Classification:</b>	Simple			
<b>Type Of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government			
<b>Who May Avail:</b>	Public, Government Employee or another Government Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Communication/Letter Request (1 original and 1 photocopy)		Office or Dept. head/Councilor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transmits letter request to the City Administrator	1. Receives letter request 1.1. Records the request 1.2 Endorse the request to the City Administrator 1.3. Approves the request 1.4. Forwards to the personnel in-charge 1.5. Transmit it to the HRMO Office	None	2 days	<i>City Administrator</i> City Administrator's Office
	1. Receives letter request 1.1. Records the request 1.2 Endorse the request to the City Administrator	None	2 days	<i>City Administrator</i> City Administrator's Office



	1.3. Approves the request 1.4. Forwards to the personnel in-charge 1.5. Transmit it to the HRMO Office			
<b>TOTAL</b>		<b>None</b>	<b>4 days</b>	