



### 3. Issuance of Utilization Reports to Offices concerned

#### ABOUT THE SERVICE

Utilization Report is prepared to monitor projects and programs specifically appropriated for under the City Special funds e.g. 20% Development Fund, GAD Fund, etc.

<b>Office or Division:</b>	<b>City Accounting Office</b>
<b>Classification:</b>	<b>Simple</b>
<b>Type of Transaction:</b>	<b>G2G</b>
<b>Who may avail:</b>	<b>Budget Office, CSWD, CPDO, Agriculture, Engineering, and other concerned offices of the City</b>

CHECKLIST OF REQUIREMENT(S)	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Letter of Request</li> </ul>	<ul style="list-style-type: none"> <li>Concerned offices</li> </ul>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter of Request	1. Receives Letter of Request, have it photocopied, and forwards it to staff-in-charge	None	15 minutes	LOLITA F. ARCEO <i>City Accountant</i>
	2. Receives Letter of Request from the City Accountant, verifies records, prints necessary ledgers, prepares Utilization Report, and submits it to the City Accountant		Max. of 3 days depending on the bulk of transactions for a particular account	MAE S. SEBALLOS <i>Mgt. &amp; Audit Analyst II</i>  MARGIE A. PAROLANAN <i>Bookkeeper I</i>  MONINA O. LUZARITA <i>Bookbinder II</i>  ALBERTA ANGELA L. AUJERO <i>Accounting Clerk II</i>  MABEL ANTOINETTE DEL ROSARIO <i>Accounting Staff</i>



3. Receives Utilization Report	3. Have the Utilization Report released to requesting agency or representative after proper documentation		As soon as signed	LOLITA F. ARCEO <i>City Accountant</i>
	Total:	None	3 days, 15 minutes	