

**ACCOUNTING DIVISION - FINANCE DEPARTMENT**  
**CAAP Central Office**

**PAYMENT OF INFRASTRUCTURE PROJECT(S), GOODS, AND UTILITIES**

**Schedule of Availability of Service:**  
 Monday – Friday (8:00 AM to 5:00 PM)  
 No Noon Break

**Who may avail of this Service:**  
 Contractors and Suppliers

**What are the requirements:**  
 1. Please see list of requirements.


**HOW TO AVAIL OF THE SERVICE:**

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
		1. Receive and record documents from Budget Division  Forward to concerned personnel			3 min	Receiving Officer
		2. Validate completeness of documents submitted;  Prepare the ff:  Journal Entry Voucher (JEV) Certificate of Creditable Tax Withheld at source, Certificate of Final Tax Withheld at Source, and Index of Payment		Disbursement Voucher (DV)   JEV BIR Form 2306 BIR Form 2307 Index of Payment	2 hrs	Accounting Personnel


		3. Conduct final audit			1 hour	Chief, Disbursement Section
		4. Assign Journal Entry Voucher (JEV) and DV number			5 min	Accounting Personnel
		5. Certifies on the completion of the supporting documents			30 min	Chief, Accounting Division
		6. Documents numbering			30 min*	Accounting Personnel
		7. Forward to Chief, Finance Dept for approval for payment by check payment			5 min	Accounting Personnel
		8. Approve / or endorse to authorized signatory for payment			4 hrs	Chief, Finance Department
		9. Forward to checking for Check preparation			30 min	Accounting Personnel
<b>TOTAL DURATION OF ACTIVITY</b>					<b>1 day 43 mins</b>	

**\*May take longer processing time for INFRA Projects due to the volume of documents.**


Prepared by:

  
for **Insirah G. Micawayan**  
Accountant I

Noted by:

  
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Chairperson, Citizen's Charter Team

Approved by:

  
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OIC, Accounting Division

  
**Ms. Jocelyn L. Ching**  
Officer-in-Charge  
Admin and Finance Service