

Issuance of Obligation Request (Financial Assistance/AICS)

Office or Division:	Office of the Municipal Accounting			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All – Citizen of Reina Mercedes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Indigent		Barangay Secretary (On-duty Barangay Officials)		
Certificate of Eligibility (CE)		MSWD Office		
Doctor Prescription		RHU/Hospital		
Hospital Bill/Medical Certificate		RHU/Hospital		
Voucher		Accounting Office		
Accomplished document (Vouchers)		Mayor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the ALOBS	1. Verify/Check the attachment of ALOBS	None	2 Minutes	<i>Administrative Aide I Municipal Accountant Office of the Municipal Accountant</i>
	1.1 Prepare the voucher of the walk-in client		1 Minute	
	1.2 Sign the voucher		1 Minute	
2. Client received the request	2. Voucher Issuance	None	1 Minute	<i>Administrative Aide I Municipal Accountant Office of the Municipal Accountant</i>
	2.1 Instruct the client to the next office for the approval of vouchers		1 Minute	
TOTAL:		None	6 Minutes	