



OFFICE OF THE CITY ADMINISTRATOR
2nd Floor Old City Hall Building, Tabaco City

SERVICE	STEPS		MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
DOCUMENT REVIEW & ENDORSEMENT TO THE CITY ADMINISTRATOR (CA)	1	Receiving and recording	2 - 5 minutes	1. Applicable documents	• Ma. Dandel Carbungco	None	G2C G2B G2G	Simple
DISTRIBUTION OF DOCUMENTS	1	Receiving and recording	2 - 5 minutes	1. Applicable documents	• Ma. Dandel Carbungco	None	G2C G2B G2G	Simple
	2	Review and forward respective documents to the departments involved. Deliver and endorse all approved, reviewed, verified sorted-out and controlled various documents and correspondences.	As the need arises					
RESERVATIONS	1	Receiving and recording	3 - 5 minutes	1. Letter Request with contact details	• Ma. Dandel Carbungco	None	G2C G2B G2G	Simple
	2	Approval and signature of CA						



SANGGUNIAN	1	Receiving and recording	5 - 10 minutes	1. Subject Documents and MOA	• Donna Banda	None	G2C G2B G2G	Simple
	2	For CA's review and approval for endorsement to SP						
DOCUMENTS FOR SIGNATURE OF THE CITY MAYOR	1	Receiving and recording	As the need arises	1. Applicable Documents	• Roberlyn Parpan	None	G2C G2B G2G	Simple
	2	For signature						
TRAVEL AUTHORITY	1	Receiving and recording	5 - 10 minutes	1. Letter of Request	• Roberlyn Parpan	None	G2C G2B G2G	Simple
	2	Approval and Signature						
CHECKS	1	Receiving and recording	5 - 10 minutes	1. Duly signed vouchers & other pertinent attachments	• Roberlyn Parpan	None	G2C G2B G2G	Simple
	2	Approval and Signature						
FINANCIAL ASSISTANCE FOR NATIONAL AGENCIES & HOSPITALS	1	Receiving and recording	5 - 10 minutes per transaction	1. Letter of Request 2. Obligation Request 3. Voucher	• Cynthia Borromeo	None	G2C G2B G2G	Simple
	2	Review of the authenticity of all the attached required documents						
	3	Approval and Signature						
APPLICATION FOR LEAVE OF THE CA OFFICE STAFF	1	Preparation	3 - 5 minutes	1. Application for Leave	• Cynthia Borromeo	None	G2G	Simple
	2	Filing to the HRMO						
	3	Approval and Signature						



PURCHASE REQUEST	1	Receiving and recording	3 - 5 minutes	1. Purchase Request signed by the requisitioner	• Roselyn Chia	None	G2G	Simple
	2	Approval and Signature						
DRAFTING OF EXECUTIVES ORDERS, RESOLUTIONS & MINUTES OF THE MEETING	1	Review of the supporting paper to be used as basis for the required document	As the need arises	1. Applicable Documents		None	G2G	Simple
	2	Draft EO, resolution, and minutes						
	3	Approval and Signature						
DTR & ACCOMPLISHMENT REPORTS OF JOB ORDER WORKERS	1	Receiving and recording	As the need arises	1. Applicable Documents	• Julian Carullo • Sulpicio Reoperez III	None	G2G	Simple
	2	Approval and Signature						
PROCESSING OF VOUCHER AND OTHER DOCUMENTS	1	Receiving and recording	As the need arises	1. Applicable Documents	• Henry Layon • Mark Burce • Michael Realizan • Jackielyn Belen	None	G2G	Simple
	2	Review of the documents attached						
	3	Approval and Signature						