

Processing of Payroll

Office or Division:	Peso Manager Office			
Classification:	Simple			
Type of Transaction:	Government to Government Official/Employee			
Who may avail:	Municipal Officials /Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Accomplished Daily Time Record			1. HRMO	
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
1. Submit DTRs and loans	1. Receive DTRs	none	2 min	HRMO/Peso Manager
2.	2. Compute salary based on submitted documents	none	4 hours	HRMO/Peso Manager
3.	3. The payroll is forwarded to Mayor's Office for approval	none	5 min	Municipal Mayor
4.	4. Once approved, the payroll is forwarded to Treasury Office for payment	None	2 min	Clerk/Administrati ve Aide VI
	TOTAL	NONE	4 hours, 9 min	