OFFICE OF THE MUNICIPAL TREASURER

Internal Services

1. Payroll Disbursement

The Office of the Municipal Treasurer is authorized to cash advance for the payment of salaries and other emoluments thru payroll disbursement of government employees and other non-government individuals.

Office :	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All LGU employees and non-government individuals having claims thru payroll disbursement			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. CTC (1 copy original)		Owner's Copy		
2. Identification Card (1 copy original)		LGU - Buenavista, Other Government and Private Office		
3. SPA for representative (1 copy original & 1 photocopy)		From any Notary Public Office		
4. Authorization Letter of representative of the nearest Kin (1 copy original & 1 photocopy)		From Claimant		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Cashiers window and present documents needed.	1. Receive and verify documents presented.	None	5 Minutes	Lory S. Paredes *(Mun. Treasurer)* Nona Mae F. Libresana *(Designated Cashier)*
2. Sign payroll corresponding to name.	2. Check signature in the payroll and pay.	None	10 Minutes	Lory S. Paredes *(Mun. Treasurer)* Nona Mae F. Libresana *(Designated Cashier)*
	TOTAL		**15 Minutes**	
END OF TRANSACTION				