



Office of the Municipal Mayor – Gender and Development Division

External Services

1. Payroll of Honorarium of Women President's

Provision of honorarium per quarter for Women President

Office or Division:	Gender and Development (GAD)			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Women President of 24 Barangay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Payroll with attached Summary of Payroll		GAD-Designate		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepare Payroll of Barangay Women President	None	10 MInutes	<i>Focal Person</i>
	2. Payroll for CAFOA	None		<i>Municipal Budget Office Staff</i>
	3. CAFOA for Signature of the Municipal Budget Officer	None		<i>Municipal Budget Officer</i>

	4. CAFOA to Municipal Treasurer Office for Signature	None		<i>Municipal Treasurer</i>
	5. CAFOA to Municipal Accounting Office for Obligation	None		<i>Municipal Accounting Staff</i>
	5.1. CAFOA to Municipal Treasurer for withdrawal			<i>Municipal Treasurer Disbursing Officer</i>
	TOTAL	None	10 Minutes	