

DILG Regional Office 8

FRONTLINE SERVICES

Service: Processing Barangay Officials Death Benefit Assistance (BODBA)

Client: Claimants / Beneficiaries of Deceased Brgy Officials

FRONTLINE SERVICES / CLIENT	PROCEDURES	TIME	RESPONSIBLE PERSON	REQUIREMENTS	OUTPUT
Processing of Barangay Officials Death Benefit Assistance (BODBA) Client: Claimants / Beneficiaries of Deceased Brgy Officials	1. Receiving / recording of documents	10 minutes	RACHEL PAPISTOL Receiving Officer	1. Provincial Office's Request for Fund Allocation 2. Provincial Office's Certificate of Incumbency 3. Provincial Office's Certification that the claim has not been previously paid	Fund Allocation Request to Central Office
	2. Verification and evaluation of records	1 hour	MARLENE DAGAMI Program Manager		
	<ul style="list-style-type: none"> • If there are problems with the Certifications, prepare advice to Provl Offices for clarification/justification 	15 minutes	MARLENE DAGAMI Program Manager		
	<ul style="list-style-type: none"> • If documents are complete, prepare Fund Allocation Request to Central Office 	15 minutes	MARLENE DAGAMI Program Manager		
	3. Release of Documents to Central Office or Provl Office	10 minutes	JENNEFER PAGATPAT Releasing Officer		
4. Receipt from CO if of Sub-Allotment, NCA and List of Funded Claims; advise Program Manager of receipt		MARLENE DAGAMI Program Manager			
5. Preparation of vouchers, and other financial supporting documents as Cash Advance to PDs for the intended beneficiaries	1 hour	PIA M. Q. LOVETE LGMED Chief			

FRONTLINE SERVICES / CLIENT	PROCEDURES	TIME	RESPONSIBLE PERSON	REQUIREMENTS	OUTPUT
	6. Approval of Obligation Request	1 hour	MARICHU SAN MATEO Budget Officer		
	7. Processing of vouchers		CYRIL BLANCO Accountant		
	8. Approval of Payment		RD PEDRO A. NOVAL JR Regional Director		
	9. Preparation of checks		TEODORA MANDAWAWE Cashier		
	10. Release of Checks to Provl Offices with List of Claims to be Paid		TEODORA MANDAWAWE Cashier		