

Processing of Documents

Department/Division: Accounting Division

No	Functional Objectives	KPIs	Target	Functional Unit	Time Frame	Monitoring Method/	Frequency of Monitoring	Actual Accomplishment
1	Preparation and processing of Disbursement Vouchers (DVs)	Number of Disbursement Vouchers Processed	200 DVs/month	Accounting Division	daily	Accomplishment Report / IPCR/Log book	monthly	
2	Preparation of statement of accounts for various concessionaires	Number of Statement of Accounts prepared for tenants/Affiliates	100% billed	Accounting Division	monthly	Contracts/ Accomplishment Report / IPCR	monthly	
3	Checked Liquidation Reports (FAs and CAs)	No. of Liquidation processed	40 Liquidation Reports/month	Accounting Division	monthly	Accomplishment Report / IPCR/General Journal	monthly	
4	Remittances of withholding Tax	Monthly Remittance of Taxes	100% remittance of taxes	Accounting Division	monthly	Report of Checks Issued/Liquidation Reports	monthly	
5	Remittance of employees contributions (GSIS, PAG-IBIG, PHILHEALTH, etc.)	Monthly Remittance of Contributions (employee and government shares)	100% remitted	Accounting Division	monthly	Payroll/DVs	monthly	
6	Preparation and submission of Financial Statements (FS)	Financial Statement prepared and submitted	complete set of FS	Accounting Division	monthly	log book	monthly	
7	Preparation and submission of Financial Accountability Reports (FARS)	FARs prepared and submitted	100% submission of online reports on time	Accounting Division	monthly	log book	monthly	