



# Citizen's Charter

HGC-CHAR-CONT  
REV. 01 / MAY 26, 2017

## PROCESSING OF DISBURSEMENT VOUCHER

### DESCRIPTION OF SERVICE

Processing of Disbursement Voucher shall commence upon submission by client of Disbursement Voucher with complete required supporting documents.

### CLIENTS

Group and Operating Units (GAOUs)

### REQUIREMENTS

- At least 2 copies of Disbursement Voucher
- At least 2 copies of Budget Utilization Request
- Mandatory supporting documents per COA Circular No.2012-001

### TOTAL PROCESSING TIME

- Simple transaction - 5 working days
- Complex /multiple transactions - 10 working days

### SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Friday (8am-5pm)

#### ADDRESS AND CONTACT INFORMATION

**Controllership Department**  
Corporate Services Group  
Home Guaranty Corporation  
2/F Jade Building  
335 Sen. Gil Puyat Avenue, Makati City

Direct Lines : (+632) 897-3123  
Website : <http://www.hgc.gov.ph>

HOW TO AVAIL OF THE SERVICE					
STEP No.	CLIENT'S STEP	AGENCY'S ACTION	DURATION OF ACTION		PERSON-IN-CHARGE
			SIMPLE	COMPLEX	
①	Submit Disbursement Voucher (DV) with complete required supporting documents	1.1 Receive DV and supporting documents	3 working days	6 working days	Administrative Assistant
		1.2 Check completeness and propriety of supporting documents			Assigned Staff
		1.3 Review computation of amount for payment, net of withholding taxes and other deductions, if applicable			
		1.4 Prepare tax certificate (BIR Form 2306 and 2307), if applicable			
		1.5 Journalize the transaction and update Index of Payment			
		1.6 Forward DV to Budget Officer	2 working days	4 working days	Administrative Assistant
		1.7 Receive DV from Budget Officer for review/approval of authorized personnel			Administrative Assistant
		1.8 Review completeness and propriety of supporting documents			Authorized Personnel
		1.9 Review computation. Ensure that the account codes used are proper			
		1.10 Affix initials or signature on Journal Entry Voucher (JEV) and DV, as appropriate			
		1.11 Forward DV to concerned unit / Authorized official			
End of Transaction					

