



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
DILG Region XIII (CARAGA)


Document Code		
<b>FM-R13-SP-01A-01</b>		
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Name of Bureau/Service/Division: Finance and Administrative Division

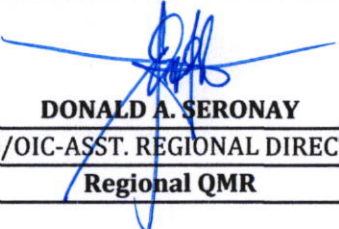
**MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>PROCESSING OF LIQUIDATION OF CASH ADVANCES</b>							
QP-R13-FAD-03	Quality Procedure	10.16.2017					
QO-QP-R13-FAD-03	Quality Objective	10.16.2017					
QME-QP-R13-FAD-03	Quality Monitoring and Evaluation	10.16.2017					
FM-QP-R13-FAD-03-01	Process Summary Logsheet	10.16.2017					

Prepared By

  
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DILG – REGION XIII (CARAGA)

# QUALITY OBJECTIVE (QO)

Document Code		
<b>QO-QP-R13-FAD-03</b>		
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<b>DIVISION/FOU</b>	Finance and Administrative Division
<b>QUALITY PROCEDURE TITLE</b>	PROCESSING OF LIQUIDATION OF CASH ADVANCES

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<b>To process liquidation of cash advances with complete supporting documents submitted by concerned personnel</b>	Timely submission of liquidation of cash advances to COA within 20 <sup>th</sup> day of ensuing month	80%	(Total number of Liquidation submitted within 20 <sup>th</sup> day of ensuing month/Total number of Liquidation submitted) x 100	Monthly	Regional Accountant	Process Summary Logsheet

Prepared By	Reviewed By	Approved By
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DILG REGION XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

<b>Document Code</b>		
<b>QP-R13-FAD-03</b>		
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<b>PROCEDURE TITLE</b>	<b>PROCESSING OF LIQUIDATION OF CASH ADVANCES</b>	
<b>SCOPE</b>	This process starts from the receipt of Liquidation Report with supporting documents from the liquidating personnel up to submission to COA of approved liquidation reports	
<b>PURPOSE</b>	To define the standard procedure of processing of liquidation of cash advances in accordance with the existing accounting and auditing rules	
<b>PROCESS DESCRIPTION</b>		
<b>INPUT</b>	<b>PROCESS</b>	<b>OUTPUT</b>
Liquidating Personnel → LR, SDs	Processing of Liquidation of Cash Advances	Processed LR → COA
<b>DESCRIPTIVE STATEMENT:</b> The process starts from the receipt of duly accomplished Liquidation Report with attached required supporting documents from the liquidating personnel up to submission to COA of approved liquidation reports.		

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Accounting Staff	Receive and process Liquidation Report with supporting documents	<ul style="list-style-type: none"> <li>Receive and record in the incoming logbook the Liquidation report with supporting documents</li> <li>Review completeness and appropriateness of supporting documents per checklist (QP-R13-FAD-02)</li> <li>If incomplete, return to concerned personnel for compliance of lacking documents per checklist</li> <li>If the Liquidation documents are complete, record in the Liquidation of Cash Advances Logbook and assign Liquidation Report (LR) Number, and forward to Regional Accountant for further review and certify Box C</li> </ul>	<ul style="list-style-type: none"> <li>Logbook</li> <li>Checklist</li> <li>Checklist</li> <li>Liquidation of Cash Advances Logbook</li> </ul>
2	Regional Accountant	Review and Certify Liquidation Report	<ul style="list-style-type: none"> <li>Review as to completeness of supporting documents</li> <li>If found complete and appropriate, determine</li> </ul>	<ul style="list-style-type: none"> <li>Liquidation Report (LR) and supporting documents</li> <li>Checklist</li> <li>Process Summary</li> </ul>