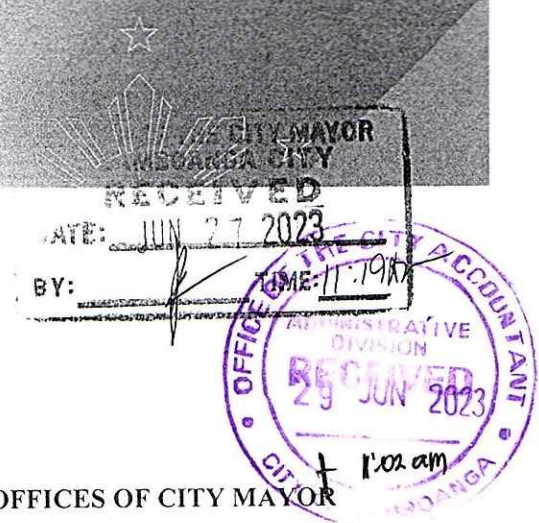




Republica de Filipinas
Ciudad de Zamboanga
OFICINA DE CUENTAS



MEMORANDUM ORDER

No. 434, Series of 2023

DATE : JUNE 27, 2023

TO : ALL DEPARTMENT HEADS/HEADS OF OFFICES OF CITY MAYOR

FROM : CITY ACCOUNTANT

RE : IN LIEU OF TWO (2) DISBURSEMENT VOUCHERS ATTACHED FOR TRANSACTIONS INVOLVING DEPOSIT TO EMPLOYEES' INDIVIDUAL SAVINGS ACCOUNT.

Pursuant to Section 71 of Government Accounting Manual (GAM) for Local Government Units (LGUs). "A disbursement voucher is a form used to claim payment of an obligation to an individual or an organization for goods sold or services rendered".

To avoid confusion and future risks, for transactions involving deposits to employees' individual savings account. Instead of attaching two (2) disbursement vouchers (*one DV payable to the bank and the other one is payable to the name of the employee*). **Effective July 3, 2023**, The undersigned recommends that only one (1) Disbursement Voucher payable to the Bank including all necessary details such as computations, name of the employee will be submitted to this Office. To further illustrate, please see illustration below.

BEFORE

DV# 1 (PAYABLE TO THE NAME OF THE EMPLOYEE)

City Government of Zamboanga
Document Tracking System

	DISBURSEMENT VOUCHER	Fund:
	CITY GOVERNMENT OF ZAMBOANGA	DV No.:
		Date:
Payee: JUAN DELA CRUZ	ID No. TIN:	
Address: ZAMBOANGA CITY	CAFOA No.:	
		Responsibility Center:
Particulars		Amount
10 DAYS Monetization of leave credits of Juan Dela Cruz, Current Position Office of the City		16,309.86
COMPUTATION		
Monetization of Leave Credits = Basic Salary X No. of days monetized X (Constant factor)		
33,843.00 x 10 x .0481927		
= 16,309.86		
Amount Due		16,309.86



