



DILG – Region II
**QUALITY
PROCEDURE**

Document Code		
QP-RO2-FAD-AS-02		
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PROCEDURE TITLE	PROCESSING OF LIQUIDATION		
SCOPE	This process starts from the receipt of Liquidation Report, Processing and Posting to the Subsidiary Ledger.		
PURPOSE	To Standardize and simplify the liquidation process of cash advances granted to designated Officers and Employees to ensure proper accounting, fund utilization and prompt settlement.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
Liquidation Report		Processing of Liquidation for Advances	Complete & Certified Liquidation Report
DESCRIPTIVE STATEMENT			

Step No.	Responsible Personnel	PROCESS/ ACTIVITY	Details	References
1	ADMINISTRATIVE AIDE (Accounting)	Receipt of Liquidation Report with supporting documents	<ul style="list-style-type: none"> • Receives the Liquidation Report and supporting documents. • Records in the Log book. • Assigns liquidation control number (yyyy-mm-xxx) • Forward to the Accountant II. 	<ul style="list-style-type: none"> • Liquidation Report • Liquidation Log book
2	ACCOUNTANT II	Processing of the Liquidation Report	<ul style="list-style-type: none"> • Check and review all supporting documents as to appropriateness and completeness. • If deficiency/ies is/are found, return to the concerned accountable officer with tickler of noted errors, disallowed claims and lacking documents for compliance. • If in order, sign the "Reviewed by" portion of the Liquidation Checklist of Supporting Documents. • Record processed liquidation in the Liquidation Process Summary Logsheets. • Forward to Chief Accountant 	<ul style="list-style-type: none"> • Liquidation Report • Checklist of Supporting Documents for Liquidation • Liquidation Process Summary Log Sheet

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Step No.	Responsible Personnel	PROCESS/ ACTIVITY	Details	References
3	CHIEF ACCOUNTANT	Signing of Box "C" of the liquidation Report and Posting to the subsidiary ledger	<ul style="list-style-type: none"> • If found supporting documents complete and proper, signs box "C" of the liquidation report. • Posting to the Subsidiary Ledger 	<ul style="list-style-type: none"> • Liquidation report with supporting documents • Subsidiary Ledger
4	PROCESS OWNER	Maintain Records	<ul style="list-style-type: none"> • Update the Process Summary Log Sheet (PSL). • Maintain records in accordance with the Control of Records Procedure and Master List of Records. 	<ul style="list-style-type: none"> • Liquidation Process Summary Log Sheet • Master List of Records

Prepared by:		Reviewed by:	Approved by:
(sgd.) EMMA ADDUN-REYES, CPA	LORNA M. DURWIN	(sgd.) ATTY. ODILON L. PASARABA, CESO V	(sgd.) JONATHAN/PAUL M. LEUSEN JR., CESO IV
PROCESS OWNER	FAD CHIEF	QMR	REGIONAL DIRECTOR

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DILG – Region II
**QUALITY
 OBJECTIVE (QO)**

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DIVISION/SECTION	FINANCE AND ADMINISTRATIVE DIVISION - ACCOUNTING SECTION
QUALITY PROCEDURE TITLE	PROCESSING OF LIQUIDATION

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker/Logsheet, Summary Logsheet, Report, Memo etc)
	Objective	Target	Indicator/Formula (if applicable)			
Processing of Liquidation	Timely Processing of Liquidation Reports within 5 working days upon receipt.	80%	Total No. of Liquidation Reports processed , certified and posted within 5 working days upon receipt /Total Number of Liquidation Reports received X 100	Monthly	Chief Accountant	Process Summary Log Sheet (PSL)

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DILG – Region II
**PROCESS MONITORING AND
 EVALUATION (QME)**

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DIVISION/SECTION		FINANCE AND ADMINISTRATIVE DIVISION - ACCOUNTING SECTION													
PROCEDURE TITLE		PROCESSING OF LIQUIDATION													
OBJECTIVE STATEMENT		80% of Liquidation Reports should be processed, certified and posted within 5 working days upon receipt.													
CURRENT PERIOD															
INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
A	Total No. of Liquidation Reports processed, certified and posted within 5 working days upon receipt														
B	Total No. of Liquidation Reports received														
C	Formula: $\frac{A}{B} \times 100$ Target Result = 80%														
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met														
Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly approved by DILG-RO2 Deputy QMR.															

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PROCESS OWNER		FAD CHIEF		QMR		REGIONAL DIRECTOR					

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Prepared by:	
(sgd.)	
Date:	Date:
EMMA ADDUN-REYES, CPA	LORNA M. DURWIN
PROCESS OWNER	FAD CHIEF

Reviewed by:

(sgd.)

Date:

ATTY. ODILON L. PASARABA, CESO V

QMR

Approved by:
Date: (sgd.)
JONATHAN PAUL M. LEISEN JR., CESO IV
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