

CITY ACCOUNTING OFFICE

2/F Marikina City Hall, Shoe Ave., Sta Elena, Marikina City
 DEPARTMENT HEAD: Erlinda G. Gonzales - City Accountant
 Tel. No.: 682-9282



SERVICE/S RENDERED:

Entrusted with the duty of ensuring correctness, reliability, completeness and timeliness in recording government financial transactions in compliance with applicable laws, accounting and auditing rules and regulations & international accounting standards and providing financial statements to the City Mayor and the Sanggunian concerned.

Secure Certificate of Income Tax Withheld (2306, 2307, & 2316)

	Prodedure/ Client step	Office/ Person Responsible	Location of Office	Processing Time
1	Go to the City Accounting Office	Accounting Officer April Lyn Mendoza/ Christopher Dotimas	2nd Floor Marikina City Hall	5 minutes

Secure Certificate of Monthly Contributions & Loan Repayments (GSIS, Pag-ibig, Philhealth)

	Prodedure/ Client step	Office/ Person Responsible	Location of Office	Processing Time
1	Go to the City Accounting Office	Accounting Officer Dick Demoral / Cheryl Sarah Rebanal	2nd Floor Marikina City Hall	10-15 minutes

Process Application for Pag-Ibig loans and PhilHealth Claim form 1

	Prodedure/ Client step	Office/ Person Responsible	Location of Office	Processing Time
1	Go to the City Accounting Office	Accounting Officer Dick Demoral / Cherryll Sarah Rebanal	2nd Floor Marikina City Hall	5 minutes

Approval of GSIS loans

	Prodedure/ Client step	Office/ Person Responsible	Location of Office	Processing Time
1	Go to the City Accounting Office	Accounting Officer Dick Demoral	2nd Floor Marikina City Hall	5 minutes

Follow-up/ Process claims & Disbursements Vouchers

	Prodedure/ Client step	Office/ Person Responsible	Location of Office	Processing Time
1	Go to the City Accounting Office	Accounting Officer Juvy Manalo	2nd Floor Marikina City Hall	10-15 minutes

Issue Accountant’s Advice

	Prodedure/ Client step	Office/ Person Responsible	Location of Office	Processing Time
1	Go to the City Accounting Office	Accounting Officer Melanie Dela Paz	2nd Floor Marikina City Hall	5 minutes

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.