







SECSIME NO. R4A-FAD-10. SALARIES AND WAGES

Office or Division:	Finance and Admin Division – Human Resource Unit			
Classification:	Simple Transaction			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Internal Customers (DENR Employees and Contractual Personnel)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Daily Time Record (DTR)		To be submitted by employees		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Payment of Salaries and wages	Prepares Disbursement Voucher based on employees signed DTR		30 minutes-1 hour	 Nilda C. Balanon Personnel Staff
	Sign Daily Time Records and supporting documents.		30 minutes-1 hour	 MARIFE G. PEÑANO Personnel Officer



	Approved portion of DV and forward to Budget Section		30 minutes	 Cristina D. Come Chief, FAD
	Approved portion of DV and forward to Budget Section		30 minutes	 NOEMI A. PARANADA Regional Director
TOTAL:		NONE	3 hours and 30 minutes	SIMPLE TRANSACTION