



# DSWD

Department of Social Welfare and Development



BAGONG PILIPINAS

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Effective Date **16 FEB 2024**

## PROCESSING OF REQUEST FOR ACCOUNTING CERTIFICATION OF FORMER DSWD EMPLOYEES

Document History				
Rev. No.	DRRRF No.	Description of Change	Originator	Effectivity Date
00	DRRRF-2021-137	Initial Release	Financial Management Service- ADRP	19 Oct 2021
01	DRRRF-2022-249	Effected as part of action plans on IQA - Feb 17, 2022 and ISO Audit - March 24, 2022.	Financial Management Service- ADRP	03 Jun 2022
02	DRRRF-2022-323	Inclusion of DSWD QMS Certification Mark in Compliance with ISO 9001:2015 Standards	Financial Management Service- ADRP	12 Sep 2022
03	DRRRF-2024-006	<ol style="list-style-type: none"> <li>Generalize the terms for the responsible staff/unit and incorporate the recommendations from the IQA Auditors during CY 2022 2nd Semester IQA</li> <li>Amendment of name from "Finance and Management Service" to "Financial Management Service"</li> <li>Conformance to the new SOP template (28 Sep 2023):               <ul style="list-style-type: none"> <li>-inclusion of items No. 5 Responsibility and No. 6 Definition and Forms</li> </ul> </li> </ol>	Financial Management Service- ADRP	<b>16 FEB 2024</b>
REVIEW AND APPROVAL				
		PRINTED NAME		POSITION
PREPARED BY:		WAYNE C. BELIZAR		Director IV, Financial Management Service
REVIEWED/ RECOMMENDED BY:		ATTY. EDWARD JUSTINE R. ORDEN		Undersecretary for General Administration and Support Services Group (GASSG)
APPROVED BY:		USEC. ADONIS P. SULIT		Deputy Quality Management Representative
DISTRIBUTION LIST:				
<ul style="list-style-type: none"> <li>-DSWD Central Office Cluster Head</li> <li>-DSWD Quality Management Representative</li> <li>-DSWD Field Offices – Finance and Management Division</li> </ul>			<p><i>This document is updated and controlled if it bears the BLUE "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Controller (DC) for your updated copy.</i></p>	

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## PROCESSING OF REQUEST FOR ACCOUNTING CERTIFICATION OF FORMER DSWD EMPLOYEES

### 1.0 Purpose

To provide clear guidance on the processing and issuance of Accounting Certifications e.g., certifications of remittances to the government agencies for the mandatory deductions such as GSIS, HDMF, and Philhealth of former employees from the Department.

### 2.0 Scope

- 2.1 This procedure applies to the former employees (Regular, Casual, Contractual and Cost of Service) of DSWD for the processing of Certification of Remittance for mandatory deductions such as GSIS, HDMF, and Philhealth;
- 2.2 No processing fee or payment for the preparation of certification;
- 2.3 Classification: **Complex**

### 3.0 Associated References

- 3.1 Section 2. Rule XI of IRR of RA. 9679 "Home Development Mutual Fund Law of 2009, otherwise known as Pag-IBIG (Pagtutulungan sa kinabukasan: Ikaw, Bangko, Industriya at Gobyerno) Fund
- 3.2 Section 15 Implementing Rules and Regulations of Republic Act 7875 As Amended Otherwise Known as the National Health Insurance Act of 2013
- 3.3 Section 13 and 14 IRR of RA. No. 8291 Government Service Insurance System Act of 1997

### 4.0 Definition of Terms

TERM	DEFINITION
Last Salary Processed	Refers to the details of the employee's last processed salary.
Pag-ibig Contributions and remittances	Refers to the employee's premium contributions deducted from the monthly salary of every employee in its service and the corresponding government's share of premium contributions remitted to the HDMF for the specific period
Pag-ibig Loan Amortization Withheld and Remittances	Refers to the amount deducted from employee and remitted to HDMF for the payment of particular loan for specific period.

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GSIS Contribution and Remittances;	Refers to the employee's premium contributions deducted from the monthly salary of every employee in its service and the corresponding government's share of premium contributions remitted to the GSIS for the specific period
GSIS Loan Amortization Withheld and Remittances	Refers to the amount deducted from employee and remitted to GSIS for the payment of particular loan for specific period.
Philhealth Contributions and Remittances	Refers to the employee's premium contributions deducted from the monthly salary of every employee in its service and the corresponding government's share of premium contributions remitted to the Philhealth for the specific period
Client	For this procedure, the former DSWD employee or his/her authorized representative is referred as the "Client"

### 5.0 Responsibility

#### 5.1 Pre-Audit Internal Section Staff-in-charge

- Receives and reviews the request form and its required supporting documents as to completeness
- Records and updates the details of the received request and assigns a control number in the monitoring sheet
- Collects data and prepares the requested accounting certification
- Notifies the client when accounting certification is available for issuance
- Administers the Client Satisfaction Measurement Form to the requesting party for the service provided

#### 5.2 Cash Division or Personnel Administration Division Staff-in-charge

- Supplies/validates data or details needed for the preparation of the requested accounting certification

#### 5.3 Pre-Audit Internal Section/Unit Head

- Reviews the prepared accounting certification by the staff-in-charge

#### 5.4 Head of the Accounting Office/Chief Accountant

- Signs the reviewed accounting certification



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### 6.0 Definition and Forms

FORMS	DEFINITION
Request form for Accounting Certifications (DSWD-FMS-GF-001)	A form to be filled out by the client to collect details of the client and his/her request
Claim Stub	An acknowledgment receipt for walk-in clients indicating the schedule when to claim the certification and the control number.
Printed E-mail Acknowledgement	An acknowledgment receipt for requests received online indicating the schedule when to claim the certification and the control number.
Client Satisfaction Measurement Form	A short survey form that aims to track the client's experience of the service provided.

### 7.0 Procedures

FLOWCHART	PROCEDURE DETAILS	RESPONSIBLE	INTERFACE DOCUMENT	TURN AROUND TIME
<pre> graph TD     START([START]) --&gt; Step1[Submit the Request Form and supporting documents]     Step1 --&gt; End1{{1}}           </pre>	<p>The former DSWD employee or his/ her authorized representative may send the filled-out form (DSWD-FMS-GF-001) and supporting documents to Accounting office email address (<a href="mailto:accounting@dswd.gov.ph">accounting@dswd.gov.ph</a> for Central Office) or the respective Field Offices email addresses</p> <p>-or-</p> <p>Personally submit the filled-out form together with the supporting documents to the Receiving Office of Central Office and/or Field Offices concerned.</p>	Former DSWD employee or his/ her authorized representative	<p>Electronic or hard copy of Request Form for Accounting Certifications (DSWD-FMS-GF-001)</p> <p>Supporting Documents</p>	5 minutes



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<pre> graph TD     1[1] --&gt; S2[Step 2: Review the supporting documents]     S2 --&gt; C{Complete?}     C -- Yes --&gt; R1[Return the documents for completion/compliance]     C -- No --&gt; R2[Return the documents for completion/compliance]     R1 --&gt; 2[2]     R2 --&gt; 2     </pre>	<p>For requests received through Email, the staff-in-charge shall:</p> <ol style="list-style-type: none"> <li>acknowledge and review the received documents as to completeness and;</li> <li>print the emailed documents;</li> </ol> <p>For requests received from walk-in clients, the staff-in-charge shall check the completeness of the required documents.</p> <p>If incomplete, inform the client and return the documents for completion/compliance.</p> <p>If complete, proceed to the next Step.</p> <p>Note: Only requests with complete requirements shall be accepted and processed.</p>	<p>Staff-in-charge</p>	<p>Electronic or hard copy of Request Form for Accounting Certifications (DSWD-FMS-GF-001)</p> <p>Supporting Documents</p>	<p>5 minutes</p>
<p>Record the details in the Monitoring Sheet</p>	<p>The staff-in-charge shall record in the monitoring sheet the details of the request, indicate the schedule to claim the certification and the control number.</p>	<p>Staff-in-charge</p>	<p>Monitoring Sheet</p>	<p>5 minutes</p>
<p>Notify the Client</p>	<p>For requests received through Email, the staff-in-charge shall respond to the email of the client for the schedule of the release with reference number of the document.</p>	<p>Staff-in-charge</p>	<p>Email response or claim stub</p>	<p>10 minutes</p>



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	<p>For requests received from walk-in clients, the staff-in-charge shall issue a claim stub.</p>			
	<p>The staff-in-charge shall collect the data, prepare the requested certification and submit to the Unit Head for review.</p>	<p>Staff-in-charge Accounting/ Cash and HR- PAD Staff</p>	<p>Accounting Certification</p>	<p>Maximum of 6 days regardless of the years of service or transaction</p>
	<p>The Unit Head shall review the prepared certification.</p> <p>If correct, forward to the Head of Accounting Office for signature.</p> <p>If incorrect, return to the staff who prepared the Certification for revision.</p>	<p>Unit Head of concerned Office</p>	<p>Accounting Certification</p>	<p>30 minutes</p>
	<p>The Head of Accounting Office shall sign the certification and forward to the staff-in-charge for updating of the monitoring sheet.</p>	<p>Head of Accounting Office</p>	<p>Signed Accounting Certification</p>	<p>15 minutes</p>
	<p>The staff-in-charge shall update the status of request in the monitoring sheet.</p>	<p>Staff-in-charge</p>	<p>Signed Accounting Certification  Monitoring Sheet</p>	<p>15 minutes</p>



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<p style="text-align: center;">3</p> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Issue the Certification</div> <p style="text-align: center;">↓</p>	<p>The staff-in-charge shall:</p> <p>i. Ask the former DSWD employee to present the claim stub or printed email acknowledgement receipt. If the claimant is the authorized representative, the staff shall ask for the claim stub or printed email acknowledgement receipt, authorization letter from the former DSWD employee, photocopy of government-issued ID of the former DSWD employee and photocopy of government issued ID of the authorized representative.</p> <p>ii. Issue the Certification</p> <p>iii. Assist the client to sign in the logbook as a proof that the Certification has been received.</p>	Staff-in-charge	Logbook	5 minutes
<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Administer the Client Satisfaction Measurement</div> <p style="text-align: center;">↓</p>	<p>The staff-in-charge shall provide the Client Satisfaction Measurement Form (CSMF) to the client. The client shall fill-out the form and submit back to the staff-in-charge.</p>	Staff-in-charge	Client Satisfaction Measurement Form	2 minutes
<p style="text-align: center;">↓</p> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;">END</div>	<b>TOTAL TURNAROUND TIME:</b>			<b>6 days, 1 hour and 32 minutes</b>



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The following coding system shall be followed in writing the reference number in the Request Form for Accounting Certifications (DSWD-FMS-GF-001):

