

Processing of Cost of Service for Contract of Service Workers

The Cost of Service refers to monetary payment made to Contract of Services workers, also known as MOA workers and Job Orders given 5th and 20th day of each month.

Office or Division:	Personnel Administrative Section			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	All Division/Unit/Section/Center/Residential Care Facilities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DTR (2 originally signed copies)		Personnel Administration Section and respective concerned D/U/S/C/RCFs		
1 Original copy of Certificate of Appearance (if applicable)		Concerned D/U/S/C/RCFs and Training/ Seminar/ Workshop attended		
1 photocopy of approved RAO/ RSO (for Compensatory Day-Off)		Concerned D/U/S/C/RCFs staff		
Accomplishment report		Concerned D/U/S/C/RCF`s staff (Individual)		
Obligation Request Status		Concerned D/U/S/C/RCF`s		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Daily Time Record (DTR) with complete attachments to PAS	1.Updating of time schedule of COS workers from the biometric system	None	1 minute	<i>Admin Aide IV</i> PAS
*Make sure to provide complete attachments of documents and duly signed by respective signatories	1.1 Printing of Daily Time record (DTRs) of COS workers every 1 st and 16 th day of the month		1 day	<i>Admin Aide IV</i> PAS
	1.2 Tracking of DTRs for dissemination to respective		2 minutes	<i>Admin Aide IV</i> PAS

	<p>units/ sections/ divisions</p> <p>1.3 Dissemination of DTRs to respective unit/ section/ divisions for signature of staff and their DCs/ supervisors</p> <p>1.4 Received duly signed dtr from respective unit/ section/ divisions/ c/rcfs</p> <p>1.5 Forward the DTRs to the concerned personnel staff for checking of lates and undertimes</p> <p>1.6 Review and check dtr as to completeness (attachments such as travel request and certificate of appearance)</p> <p>1.7 If incomplete, return to the concerned staff the DTRs for compliance/ completion</p> <p>1.8 If complete,</p>		<p>1 day</p> <p>1 minute</p> <p>1 minute</p> <p>1 minute</p> <p>1 minute</p> <p>1 minute</p>	<p><i>Admin Aide IV</i> PAS</p> <p><i>Admin Aide IV</i> PAS</p> <p><i>Admin Aide IV</i> PAS</p> <p><i>Admin Aide IV/ Admin Assistant II et al.</i> PAS</p> <p><i>Admin Aide IV/ Admin Assistant II</i> PAS</p> <p><i>Admin Aide IV/ Admin</i></p>
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	compute the DTRs as to number of hours rendered by staff			<i>Assistant II et al.</i> PAS
	1.9 Updating and printing of the payroll of COS workers for signature		5 minutes	<i>Admin Asst. II, AA IV</i> PAS
	1.10 Forward payroll for signature and approval of OIC-head of PAS		1 minute	<i>Admin Asst. II, AA IV</i> PAS
	1.11 Affix signature on the payroll of COS workers		1 minute	<i>Admin Officer IV</i> PAS
	1.12 Forward the payroll to finance unit for budgeting/ funding		1 minute	<i>Admin Aide IV</i> PAS
	1.13 Receipt of payroll from finance unit		1 minute	<i>Admin Aide IV</i> PAS
	1.14 Preparation of listing, proof reading and checking of account number		2 minutes	<i>Admin Asst. II, AA IV</i> PAS
	1.15 Endorsement of listed payroll		1 minute	<i>Admin Aide IV</i>

	to cash section for onward submission to landbank of the Phils.(LBP)			PAS
	TOTAL:	None	2 days and 20 minutes	