

Processing of Request for Accounting Certifications for Former DSWD Employees

This covers the processing of requests by DSWD separated employees for the certifications in the Accounting e.g., certifications of remittances to the government agencies for the mandatory deductions such as GSIS, HDMF and Phil health.

Office or Division:	Accounting Section – Finance Management Division			
Classification:	Complex			
Type of Transaction:	Processing of Request for Accounting Certification of Former DSWD Employees			
Who may avail:	Former employees of the Department; or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form for Accounting Certification of Former DSWD Employees – Request Form (DSWD-NCR-FMU-AS No. 1)		Personally visit the Accounting Office of the Central Office and/ or Field Offices and submit the request form Schedule of request Monday – Friday (9:00 AM – 5:00 PM)		
1. Supporting documents: A. Former DSWD employee must submit: <ul style="list-style-type: none"> • Filled-up request form; • Photocopy of the former employee government-issued ID (1 copy) B. Authorized representative must submit: <ul style="list-style-type: none"> • Filled-up request form; • Authorization letter for the representative, if claimed by person other than the former employee; • Photocopy of the former employee government-issued ID and the authorized representative (1 copy) A. Upon claiming of the certification: <ul style="list-style-type: none"> • Claim Stub must be presented; • Identification card (ID) of the former employee or authorized representative; Authorization letter for representative, if claimed by person other than the former employee, together with the photocopy of the latter's ID		Former DSWD employees of the Department; or His/her authorized representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personally visit the Accounting Office of Central Office and/or Field Offices and submit the request form	1.1 Accounting Certifications * Cost of Service (COS) worker:	None	5 minutes	<i>Ms. Kristine F. Facullo – Accountant III - Accounting Section</i>

	<p>Last Cost of Services Processed Permanent, Casual and Contractual Employee:</p> <p>Last Salary Processed;</p> <p>Pag-IBIG Loan Amortization Withheld and Remittances</p> <p>GSIS Loan Amortization Withheld and Remittances</p> <p>Philhealth Contribution and Remittances (maximum of one year)</p>			
<p>2. The former employee of the Department; or his/her authorized representative may send the scanned form and supporting documents to Accounting Office address (accounting@dswd.gov.ph) or (fo@dswd.gov.ph for Field Offices)</p> <p>Personally submit the filled-up form together with the supporting documents to the Accounting Office of Central Office and/or Field Offices concerned.</p>	<p>2.1 (Email) - The accounting staff shall acknowledge and review the received documents as to completeness and request for original copy or print the emailed scanned documents;</p> <p>(Walk-in) - The Accounting Staff shall receive and secure the completeness of the request form and required supporting documents.</p> <p>Note:</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Ms. Kristine F. Facullo – Accountant III - Accounting Section</i></p>

	<p>Only request with complete requirements will be accepted and processed. All request with incomplete requirements shall be returned to the client.</p>			
<p>3. Wait for the acknowledgement receipt through email or ask for the claim stub for walk-in requests with schedule to claim the certificate</p>	<p>3.1 The Accounting Staff shall record to the monitoring sheet the details of the request and indicate the schedule to claim the certificate with control number.</p> <p>The accounting staff shall respond to the email of the former DSWD employee for the schedule of the release with reference number of the document or claim stub for the walk-in</p>	None	15 minutes – walk-in/ email	<p><i>Ms. Kristine F. Facullo – Accountant III - Accounting Section</i></p>
	<p>3.2 Preparation of Certificate for Accounting Certification for former DSWD Employees: The Accounting Staff shall collect the data to the concerned Division/Section/ Unit (Cash and HR-PAD) and prepare the request for Accounting</p>	None	6 days and 35 minutes	<p><i>Ms. Kristine F. Facullo – Accountant III - Accounting Section</i></p>

	<p>Certification of Former DSWD-Employees.</p> <p>The Unit Head shall review the certification and the Head of Accounting shall sign the reviewed certification.</p>			
<p>4. Present the following:</p> <p>* Former DSWD Employees: ** Claim stub or printed email ** Acknowledge receipt</p> <p>Authorized representative must present the following:</p> <p>Authorization letter for the representative, if claimed by person other than the former employee, together with the photocopy of the latter's government – issued ID (1 copy)</p>	<p>4.1 The Accounting Staff shall update the status of request for certificate on the monitoring file. All certificates that are ready for release and shall be issued to the requesting party/ies</p>	None	15 minutes	<p><i>Ms. Kristine F. Facullo – Accountant III - Accounting Section</i></p>
<p>5. Accept the requested certificate and sign the logbook for acknowledgement</p>	<p>5.1 The Accounting Staff shall issue and assist the requesting party to receive and sign in the logbook for acknowledgement of the Certificate for Accounting Certification of Former DSWD Employees.</p>	None	2 minutes	<p><i>Ms. Kristine F. Facullo – Accountant III - Accounting Section</i></p>
TOTAL		NONE	6 days, 1 hours, 27 minutes	