

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

Document History				
Rev. No.	DRRRF No.	Description of Change	Originator	Date Originated/ Revised
00	DRRRF-2021-137	Initial Release	Finance and Management Service- ADRP	Oct 19, 2021
01	DRRRF-2022- 249	The following changes has been effected as part of action plans on IQA - Feb 17, 2022 and ISO Audit - March 24, 2022.	Finance and Management Service- ADRP	June 3, 2022
		1. Change of registration of form: from <b>GASSG Form</b> (GFMS-ADRP-RF-001) to <b>DSWD-wide- General Form</b> (DSWD-FMS-GF-001).		
		2. Classification of the service – <b>from Highly Technical to Complex.</b>		
		3. Inclusion of the phrase “ <b>If necessary</b> ” in collecting data from other division.		
		4. Inclusion of <b>coding system</b> as a reference number in the Request Form.		
02	DRRRF-2022- 323	1. Inclusion of DSWD QMS Certification Mark in Compliance with ISO 9001:2015 Standards 2. Changed Total Processing Days into Total Turnaround Time	Finance and Management Service- ADRP	September 12, 2022
REVIEW AND APPROVAL				
	PRINTED NAME		POSITION	
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	<b>RODOLFO M. SANTOS, CESO II</b>		<b>DSWD Quality Management Representative</b>	
<b>APPROVED BY:</b>	<b>ANTONIO CID CRISANTO JR.</b>		<b>Undersecretary for Finance under General Administration and Support Services Group</b>	

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

**DISTRIBUTION LIST:**

- DSWD Central Office Cluster Head
- DSWD National Total Quality Management Steering Committee Chairperson
- DSWD Quality Management Representative
- DSWD Field Offices

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**1.0 Purpose**

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

**2.0 Scope**

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

**3.0 Associated Reference**

- 3.1 Citizen Charter
- 3.2 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
- 3.3 Section 15 Implementing Rules and Regulations of Republic Act 7875 As Amended Otherwise Known as the National Health Insurance Act of 2013
- 3.4 Section 13 and 14 IRR of RA. No. 8291 Government Service Insurance System Act of 1997

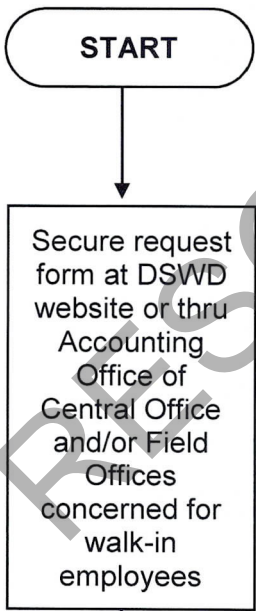
**4.0 Definition of Terms:**

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

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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.
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

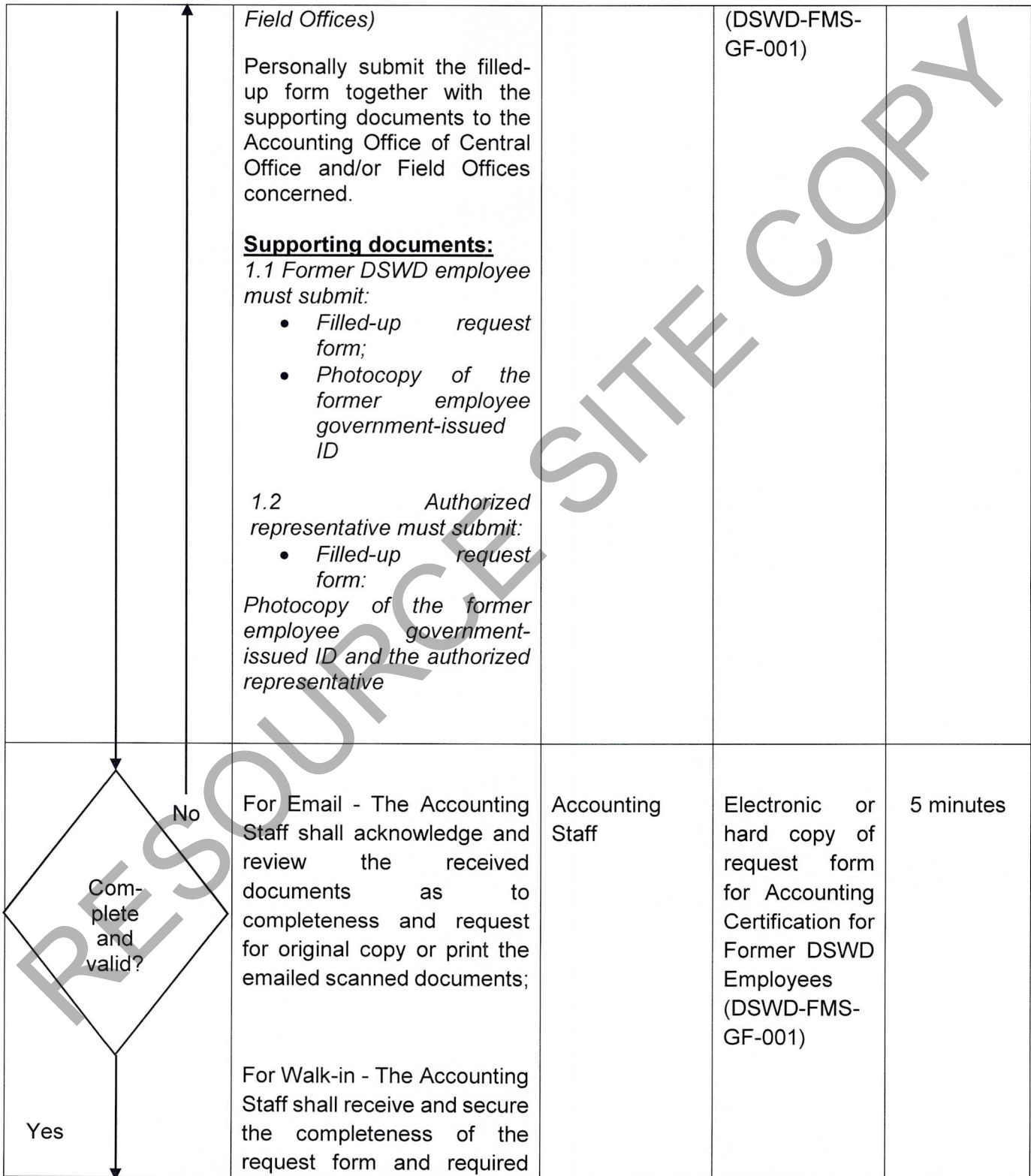
**5.0 Procedures**

FLOWCHART	PROCEDURE DETAILS	RESPONSIBLE	INTERFACE DOCUMENT	TURN AROUND TIME
	<p>The former DSWD employee or his/ her authorized representative may access, download and print the request form via <a href="https://www.dswd.gov.ph/about-us-2/citizens-charter/">https://www.dswd.gov.ph/about-us-2/citizens-charter/</a> (form is located under General Administration and Support Services Group, select Request Form for Accounting Certification of the Former DSWD Employees);</p> <p>-or-</p> <p>Personally visit the Accounting Office of Central</p>	Former DSWD employees of the Department; or his/ her authorized representative	Electronic or hard copy of the request form for Accounting Certification of Former DSWD Employees (DSWD-FMS-GF-001)	5 minutes

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	<p>Office and/or Field Offices to fill-up and submit the request form.</p> <p><u>Accounting Certifications:</u></p> <p>1.1 Cost of Service (COS) worker:</p> <ul style="list-style-type: none"> <li>Last Cost of Services Processed;</li> </ul> <p>1.2 Permanent, Casual and Contractual employee:</p> <ul style="list-style-type: none"> <li>Last Salary Processed;</li> <li>Pag-IBIG Contributions and Remittances;</li> <li>Pag-IBIG Loan Amortization Withheld and Remittances;</li> <li>GSIS Contribution and Remittances;</li> <li>GSIS Loan Amortization Withheld and Remittances;</li> <li>Philhealth Contributions and Remittances (maximum of one year)</li> </ul>			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>Personally submit or email the filled-up form to the Accounting Office or Field Offices concerned</p> </div>	<p>The former employees of the Department; or his/ her authorized representative may send the scanned form and supporting documents to Accounting office email address <a href="mailto:accounting@dswd.gov.ph">accounting@dswd.gov.ph</a> or (fo_@dswd.gov.ph for</p>	<p>Former DSWD employees of the Department; or his/ her authorized representative</p>	<p>Electronic or hard copy of the request form for Accounting Certification of Former DSWD Employees</p>	<p>5 minutes</p>

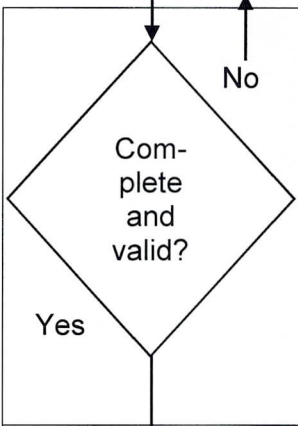
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	<p>supporting documents.</p> <p>Note: Only request with complete requirements will be accepted and processed. All request with incomplete requirements shall be returned to the client.</p>			
<p>Record the details of request in the monitoring sheet</p>	<p>The Accounting Staff shall record in 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>	Accounting staff	Email acknowledgment or claim stub for walk in	Email/Walk-in - 15 minutes
<p>Preparation of Certificate for Accounting Certification for Former DSWD Employees</p>	<p>The Accounting Staff shall collect the data from the concerned Division/Section/Unit "if necessary" (Cash and HR-PAD) ; and prepare the request for Accounting Certification of Former DSWD-Employees.</p>	Accounting, "If necessary" - Cash and HR-PAD Staff	Certificate of Accounting Certification for Former DSWD Employees	Maximum of 6 days regardless of years of service or transactions

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	<p>The Unit Head shall review the prepared certification before signature of the Head of Accounting Office.</p>	<p>Unit Head – Accounting Office</p>	<p>Certificate of Accounting Certification for Former DSWD Employees</p>	<p>30 minutes</p>
<p>Signing of the Certificate for Accounting Certification for Former DSWD Employees</p>	<p>The Head of Accounting Office shall sign the reviewed certification.</p>	<p>Head of Accounting Office</p>	<p>Certificate of Accounting Certification for Former DSWD Employees</p>	<p>5 minutes</p>
<p>Monitor the signed Certificate for Accounting Certification for Former DSWD Employees</p>	<p>The Accounting Staff shall update the status of request for certificate on the monitoring file. All certificates that are ready for release shall be issued to the requesting party/ies.</p>	<p>Accounting staff</p>	<p>Signed Certificate for the Accounting Certification for Former DSWD Employees</p>	<p>15 minutes</p>
<p>Issuance of Certificate of Accounting Certification for Former DSWD Employees</p>	<p>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 upon presentation of the following documents:</p>	<p>Accounting staff</p>	<p>Logbook</p>	<p>5 minutes</p>

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	<p>1.1 Former DSWD employee:</p> <ul style="list-style-type: none"> <li>Claim Stub or Printed Email Acknowledgement Receipt</li> </ul> <p>1.2 The Authorized representative must present the following: 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.</p>			
<p>Provide Customer Feedback Form to the requesting party</p> <p align="center"><b>END</b></p>	<p>The Accounting staff shall provide the customer feedback form to the requesting party for the service provided. The client shall fill-up the form and submit back to the Accounting Staff.</p>	<p>Accounting staff</p>	<p>Client Satisfaction Measurement Form</p>	<p>2 minutes</p>
<b>TOTAL TURNAROUND TIME</b>				<p><b>6 days, 1 hour and 27 minutes</b></p>

The following coding system as reference number in Request Form for Accounting Certifications (DSWD-FMS-SOP-006) shall be observed:





Department of Social Welfare and Development

Doc. Control No.

DSWD-FMS-SOP-006

Rev. No.

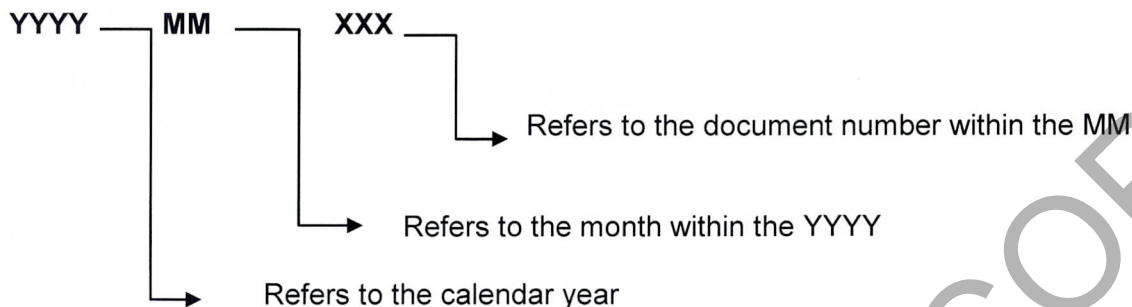
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Effective Date

September 12, 2022

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**Note:** In Field Office NCR the process owner is the Personnel Section, however the reviewing and approving is the accounting unit.