

Citizen's Charter No. SSB/FMD-03






Name of Office : **Internal Audit Section, Financial and Management Division, Support Services Branch
National Mapping and Resource Information Authority**







Frontline Service : **Processing/Pre-Audit of Travel Documents**

Schedule of Availability of Service : **Monday – Friday, 8:00 AM – 5:00 PM**


Who May Avail of the Service : **Internal Clients**

How to Avail of the Service : **Walk- in**

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Submit and request pre-audit of travel document/s personally 	Verify attached supporting documents and its completeness compliant to audit policies 	 NIKKI AIMEE B. ESCANDOR Management Audit Analyst I	15 minutes	Approved Travel Order / Special Order Approved Itinerary of Travel Approved Disbursement Voucher (4) Approved Purchase Request	None
		Conduct review of the details/contents of travel document/s 	 PRINCES R. ROSETTE Cashier I			

			 KIM CLAIRE D. FULAY Accounting Assistant II  GERBEN A. ELEQUIN JR. Account Officer III			
		Record the pre-audited travel document/s in the logbook 	 KIM CLAIRE D. FULAY Accounting Assistant II  GERBEN A. ELEQUIN JR. Account Officer III	1 minute		

		<p>Review complex pre-audited travel documents for final comments and approval</p> <p style="text-align: center;">↓</p>	<div data-bbox="1072 165 1267 363" data-label="Image"> </div> <p style="text-align: center;">EDWIN L. BARTOLOME Management and Audit Analyst III</p>	<p style="text-align: center;">10 minutes</p>		
		<p>Release and endorse the documents to the Budget Section for funding and inform the requestee about the status of the documents</p> <p style="text-align: center;">↓</p>	<div data-bbox="1072 560 1254 740" data-label="Image"> </div> <p style="text-align: center;">NIKKI AIMEE B. ESCANDOR Management Audit Analyst I</p> <div data-bbox="1072 879 1254 1038" data-label="Image"> </div> <p style="text-align: center;">PRINCES R. ROSETTE Cashier I</p> <div data-bbox="1072 1158 1267 1355" data-label="Image"> </div> <p style="text-align: center;">KIM CLAIRE D. FULAY Accounting Assistant II</p>	<p style="text-align: center;">1 minute</p>		

			 <p>GERBEN A. ELEQUIN JR. Account Officer III</p>			
2	Follow up the of travel documents to the Budget Section, FMD					
				Total Duration: Simple = 17 minutes Complex = 27 minutes		