

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 of 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 I







GERBEN A. ELEQUIN
Account Officer III

Record the pre-audited travel document/s in the logbook



KIM CLAIRE D. FULAY
Accounting Assistant I

1 minute

		<p>Review complex pre-audited travel documents for final comments and approval</p> <p style="text-align: center;">↓</p>	 <p>EDWIN L. BARTOLOME Management and Audit Analyst II</p>	<p>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>	 <p>NIKKI AIMEE B. ESCANDOR Management Audit Analyst I</p>  <p>PRINCES R. ROSETTE Cashier I</p>  <p>KIM CLAIRE D. FULAY Accounting Assistant</p>	<p>1 minute</p>		



GERBEN A. ELEQUIN
Accounting Officer III

Total Duration:
Simple - 17
minutes
Complex - 27
minutes