



4. Conduct of Technical Supervisory Visit and Inspection of the 11 Municipal Treasurer's Office and Preparation of the Local Treasury Operations Evaluation Report and Local Treasury Operations Post-Evaluation Report

Pursuant to Section 470 paragraph E of RA 7160 and Section 18 paragraph B of the Local Treasury Operations Manual, the Provincial Treasurer or his/her designated officers shall conduct treas-

Office or Division:	Office of the Provincial Treasurer/ Field Operations Division
Classification:	Complex
Type of Transaction:	Government to Government
Who may avail:	Municipal Treasurer's Offices within the Province

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Manual Evaluation of Local Treasury Operation (MELTO) Forms (original copies) Financial Statements (1 photocopy) Bank Reconciliation (1 photocopy) Snapshots (1 photocopy) Report of Accountability for Accountable Forms (1 photocopy) Report of Checks Issued (1 photocopy)	Office of the Provincial Treasurer (OPT) Municipal Treasurer's Office (MTO), Municipal Accountant's Office Municipal Treasurer's Office (MTO), Municipal Accountant's Office Municipal Treasurer's Office (MTO), Municipal Accountant's Office Municipal Treasurer's Office (MTO), Municipal Accountant's Office Municipal Treasurer's Office (MTO), Municipal Accountant's Office Municipal Treasurer's Office (MTO), Municipal Accountant's Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING	PERSON RESPONSIBLE
1. Fills-out the MELTO forms and prepares the Financial Statements, Bank reconciliation, Snapshots, Report of Accountability for Accountable Forms, Report of Checks Issued	1. Sends the MELTO forms and the letter of inspection notice to the MTO to be evaluated via e-mail and list of supporting documents to be prepared	None	5 minutes	<i>Local Treasury Operations Officer II</i> Field Operations Division
2. Prepares additional documents requested	2. Conducts the technical visit and inspection of the Municipal Treasurer's Office and requests the additional documents if needed	None	2 days	<i>Local Treasury Operations Officer III</i> Field Operations Division <i>Local Treasury Operations Officer IV,</i> Field Operations Division
3. None	3. Prepares the Local Treasury Operations Evaluation (LTOE) Report including the observations and recommendations on the conducted visit and inspection to the Municipal Treasurer's	None	2 days	<i>Local Treasury Operations Officer III</i> Field Operations Division



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
4. None	4. Reviews the prepared LTOE report	None	4 hours	<i>Local Treasury Operations Officer IV</i> Field Operations Division
5. None	5. Reviews the prepared LTOE report	None	30 minutes	<i>Assistant Provincial Treasurer</i>
6. None	6. Approves and signs the LTOE report	None	10 minutes	<i>Provincial Treasurer</i>
7. Acknowledges the receipt of the LTOE Report	7. Submits the LTOE report to the MTO	None	5 minutes	<i>Local Treasury Operations Officer III</i> Field Operations Division
8. Submits a reply letter indicating the actions taken / to be taken by the Municipal Treasurer's Office in relation to the recommendations and observations in the previously submitted Local Treasury Operations Evaluation Report	8. Prepares the Local Treasury Operations Post-Evaluation (LTOPE) Report based on the actions taken / to be taken by MTO	None	1 day	<i>Local Treasury Operations Officer III</i> Field Operations Division
9. None	9. Reviews the prepared LTOPE report	None	3 hours	<i>Local Treasury Operations Officer IV</i> Field Operations Division
10. None	10. Reviews the prepared LTOPE report	None	30 minutes	<i>Assistant Provincial Treasurer</i> Office of the Provincial Treasurer
11. None	11. Approves and signs the LTOPE report	None	10 minutes	<i>Provincial Treasurer</i> Office of the Provincial Treasurer
12. Acknowledges the receipt of the LTOPE Report	12. Submits the LTOPE report to the MTO	None	5 minutes	<i>Local Treasury Operations Officer III</i> Field Operations Division
TOTAL:		None	6 days, 35 minutes	