



Procedure 01

FINANCE DIVISION PROCEDURE

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Carlos N. Santos Jr.
Reviewed by: Engr. Carlos N. Santos Jr. - GM

Miguela G. Pleyto
Approved by: Dir. Miguela G. Pleyto - BOD Chairperson

1.0 OBJECTIVES

- 1.1 Establish guidelines in the Finance Section particularly on paying invoices (thru check payment), collection and banking, preparation, issuance and release of payments, payables (mandatory contributions), payroll and other financial matters involve in SMWD.

2.0 SCOPE

This procedure defines the responsibilities and authorities for all payables and financial obligations of SMWD including the process of recording and classifying its financial transactions.

3.0 REFERENCES

- 3.1 ISO 9001:2015 Section 7.4, 7.4.1, 7.4.2, 7.4.3
- 3.2 Procedure for Communication
- 3.3 Procedure for Resource Management
- 3.4 Procedure for Purchasing
- 3.5 Procedure for Documented Information

4.0 RESPONSIBILITIES AND AUTHORITIES

Division Manager (Finance Division), Senior Corporate Accountant, Financial Planning Analyst, Corporate Budget Officer, Internal Control Officer, Cashier, Clerk Processor

5.0 PROCESS