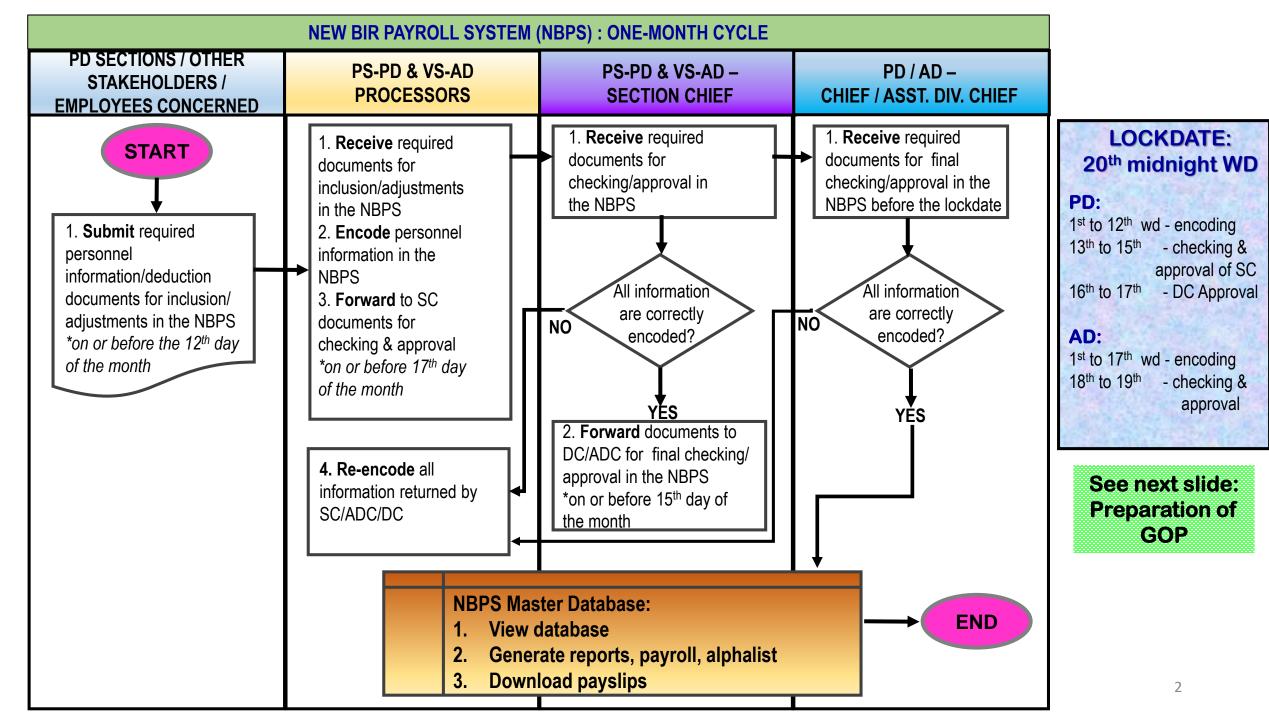
PROCESS FLOW CHART

NEW BIR PAYROLL SYSTEM (NBPS)

RMO NO. 25 - 2023



PREPARATION AND PROCESSING OF GENERAL OFFICE PAYROLL (GOP): SALARY / PERA / OTHER BENEFITS (NATIONAL OFFICE) PERSONNEL DIVISION -ACIR / HREA -**PAYROLL SECTION -PAYROLL SECTION -**CHIEF, BD CHIEF / ASST. DIV. CHIEF **HRDS** CHIEF **PROCESSORS START** 1. Generate/download 1. **Receive** complete GOP 1. **Receive** complete GOP 1. Certify/obligate ORS 1. **Receive** complete GOP GOP from the NBPS docket for approval and docket for approval and 2. Forward to AD the Docket 2. Prepare the GOP w/ the signature signature complete GOP Docket 2. Sign and certify following attachments: 2. **Return** to SC/Processors 2. **Return** to PD the complete *w/in 1 day 3. Forward to ADC/DC for ORS/DV complete GOP Docket **GOP Docket** initial/signature List of Cancellation *w/in 4 hours *w/in 1 day *w/in 4 hours Request for Funding Summary of Deductions Α Payroll Advice LBP ATM Payroll Payroll Register Other Documents 2. **Submit** to SC for signature 3. **Segregate** signed docket: 4 sets (BD/AD/HRDS/PD) *w/in 4 wd 4. Release complete GOP Docket to BD/AD

PREPARATION AND PROCESSING OF GENERAL OFFICE PAYROLL (GOP): SALARY / PERA / OTHER BENEFITS (NATIONAL OFFICE) ACIR - FS ACIR - AS LBP EAST AVENUE CHIEF, GSD CHIEF, AD Α 1. **Receive** LDDAP-ADA 1. Receive SLIIE/ACIC 1. Sign and approve 1. **Receive** LDDAP-ADA/ . Pre-audit GOP 2. Prepare SLIIE/ACIC 2. Sign and approve GOP GOP 2. Approve and sign SLIIE/ACIC & ATM Payroll 3. Forward SLIIE to 2. Return GOP to AD SLIIE/ACIC 2. Credit to individual 3. **Journalize** DV Admin. Service 3. **Return** to GSD 4. **Prepare** LDDAP *w/in 1 day accounts *w/in 1 day *w/in 1 day *w/in 24 hours 5. Forward GOP to FS *w/in 4 wd **END** 6. **Forward** LDDAP-ADA to **GSD PROCESSING** TIME PD 5 days 1 day HRDS 1 day BD 4 days AD FS 1 day GSD 1 day 1 day AS LBP 2 days 16 days total

PREPARATION AND PROCESSING OF GENERAL OFFICE PAYROLL (GOP): SALARY / PERA / OTHER BENEFITS (REGIONAL OFFICE) AHRMD - CHIEF / ASST. FD - CHIEF / ASST. DIV. **HRMS - PROCESSORS HRMS - CHIEF** OARD DIV. CHIEF CHIEF **START** 1. Generate/download GOP 1. Receive complete GOP 1. **Receive** complete GOP 1. Sign ORS 1. **Receive** complete GOP from the NBPS docket for approval and docket for approval and 2. Forward to GSS the Docket 2. Prepare the GOP w/ the signature signature complete GGP Docket 2. Sign and certify following attachments: 2. **Return** to SC/Processors 2. Forward to OARD the *w/in 1 day 3. Forward to ADC/DC for ORS/DV complete GOP Docket complete GOP Docket initial/signature List of Cancellation *w/in 4 hours *w/in 1 day *w/in 4 hours Request for Funding Summary of Deductions Payroll Advice LBP ATM Payroll Payroll Register Other Documents 2. **Submit** to SC for signature *w/in 4 wd GSS: 3. Forward GOP to FD 1. Receive and sign LDDAP-**ADA** 2. Prepare and sign **PROCESSING TIME:** SLIIE/ACIC **END** 8 days 3. Forward to LBP *w/in 1 day

ROLES OF REGIONAL OFFICES:

- 1. Receive complete documentary requirements
- 2. Encode/update in the NBPS: (except RTAO & step increment)
 - ➤ AHRMD personnel information
 - ➤ FD other deductions/upload billings
- 3. Generate and prepare payroll reports:
 - ➤ AHRMD Salary/PERA/other benefits
 - ➤ FD Mandatory deductions/other deductions
- 4. Process Individual Monetary Claims: initial salary, other claims
- 5. Prepare Sub-Allotment Advice (SAA) for funding request for those not included in the GOP
- 6. Process GSIS-ARA Forms and submit to GSIS thru online facility