

LIST OF TRANSACTIONS FOR CLIENTS OUTSIDE DSWD

ACCOUNTING DIVISION

1. Processing of Certificate of Donations
2. Remittance of Mandatory Contributions for Separated Employees

DONORS' CERTIFICATE OF DONATION

I. SCHEDULE OF REQUEST AND ISSUANCE

Monday – Friday, 9:00a.m – 5:00p.m.

II. WHO MAY CLAIM CERTIFICATE OF DONATIONS

Donors of Cash and in-kind donations

III. WHAT ARE THE REQUIREMENTS

a. Request

1. Electronic copy of filled-up Request form for Certificate of Donation (DSWD-FMS-AD No. 2)
2. Electronic copy of the supporting documents:
 - Deed of Donation or any document showing proof of donations:
 - Official receipt for cash donations; or
 - Acknowledgement receipt **and** delivery receipt for donations-in-kind

b. Issuance

1. Claim Stub or Printed Email Acknowledgement Receipt
2. Identification card (ID) of the donor or authorized representative;
3. Authorization letter for representative, if claimed by person other than the donor, together with the photocopy of the donor's ID
4. Original Filled-up Request form for Certificate of Donation
5. Original and photocopy of Deed of Donation, official receipt, or acknowledgement receipt and delivery receipt

IV. PROCESSING TIME

Seven (7) working days after receipt of request

V. HOW TO REQUEST

Steps	Person-in-charge	Duration	Location
1. Download and print the request form from https://www.dswd.gov.ph/Download under forms tab	Donor	-	DSWD website
2. Fill-up the printed request form	Donor	-	-
3. Scan the filled-up form and email together with the supporting documents to accounting@dswd.gov.ph , jlmisabandal@dswd.gov.ph , and jvbinas@e-dswd.net , and pcadorable@e-dswd.net	Donor	-	-
or personally present the filled-up form together with supporting documents to Accounting Division	Donor	-	DSWD Accounting Division
4. Wait for the acknowledgement receipt through email or ask for the claim stub for walk-in requests. Both shall indicate the schedule to claim the certificate	Mr. Papeniano Adorable or Mr. Eddieboy Mendoza	Email: Within the Day Personal: 10 minutes	DSWD Accounting Division
5. Present the claim stub on or after the schedule indicated and accept the requested document	Mr. Papeniano Adorable or Mr. Eddieboy Mendoza	10 minutes	DSWD Accounting Division
6. Sign the logbook for acknowledgement receipt	Mr. Papeniano Adorable or Mr. Eddieboy Mendoza	2 minutes	DSWD Accounting Division

FORMER EMPLOYEES' REQUESTS FOR VARIOUS ACCOUNTING CERTIFICATIONS

I. SCHEDULE

When to request - Monday – Friday, 9:00a.m.– 5:00p.m.

II. WHO MAY CLAIM

Former employees of the Department; or
His/Her authorized representatives with

III. WHAT ARE THE REQUIREMENTS

- a. **Request:**
Former employee's filled-up Request form (DSWD-FMS-AD No. 1)
- b. **Issuance:**
 1. Claim Stub or Printed Email Acknowledgement Receipt
 2. Identification card (ID) of the former employee or authorized representative;
 3. Authorization letter for representative, if claimed by person other than the former employee, together with the photocopy of the latter's ID
 4. Original Filled-up request form

IV. RESPONSE AND PROCESSING TIME

- Last Salary Processed
- Latest BIR Form 2316
- Philhealth Contributions and Remittances
 - Within 8 working hours
- Pag-IBIG Contributions and Remittances
 - Within 8 working hours for transactions starting CY 2018
 - Within 5 working days for transactions for CY 2017 and earlier
- Pag-IBIG Loan Amortization Withheld and Remittances
 - Within 8 working hours for transactions starting CY 2018
 - Within 5 working days for transactions for CY 2017 and earlier
- GSIS Contribution and Remittances
 - Within 8 working hours for transactions starting CY 2018
 - Within 5 working days for transactions for CY 2017 and earlier
- GSIS Loan Amortization Withheld and Remittances
 - Within 8 working hours for transactions starting CY 2018
 - Within 5 working days for transactions for CY 2017 and earlier

V. HOW TO REQUEST

Steps	Person-in-charge	Duration	Location
7. Download and print the Request form from https://www.dswd.gov.ph/Download under forms tab	-	-	DSWD website
8. Fill-up the downloaded Request Form	Requestor	-	-
9. Scan the filled-up form and email the request to accounting@dswd.gov.ph , jilmsabandal@dswd.gov.ph , and ntbaltazar@dswd.gov.ph and wait for the acknowledgement receipt; with schedule to claim certificate or	Ms. Elizabeth Jebulan or Ms. Sharon Hate	-	-
Personally present the filled-up form to Accounting Division and ask for the claim stub		5 minutes	DSWD Accounting Division
10. Present the claim stub on or after the schedule indicated	Ms. Elizabeth Jebulan or Ms. Sharon Hate	10 minutes	DSWD Accounting Division
11. Sign the logbook for acknowledgement receipt	Ms. Elizabeth Jebulan or Ms. Sharon Hate	5 minutes	DSWD Accounting Division