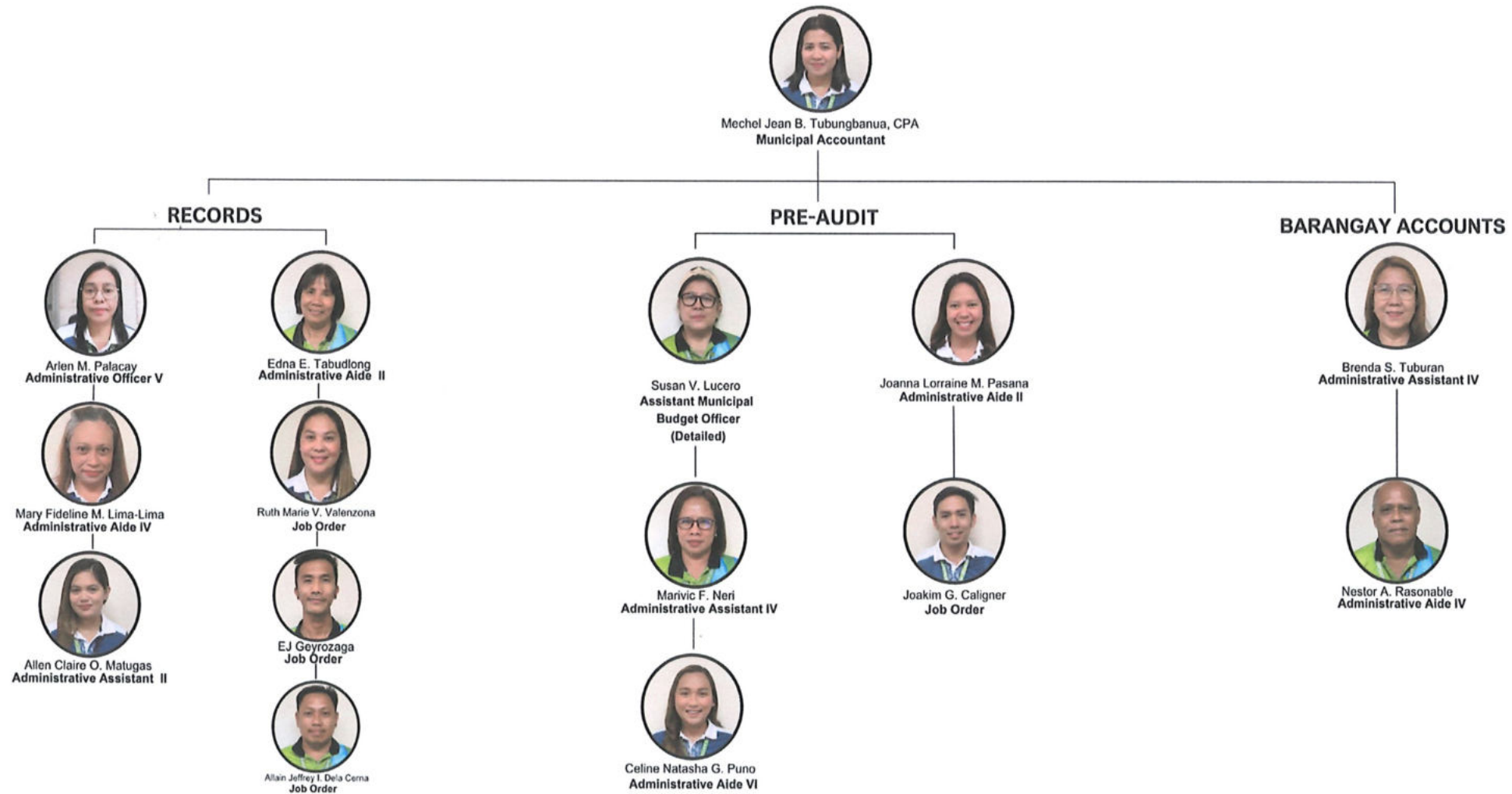


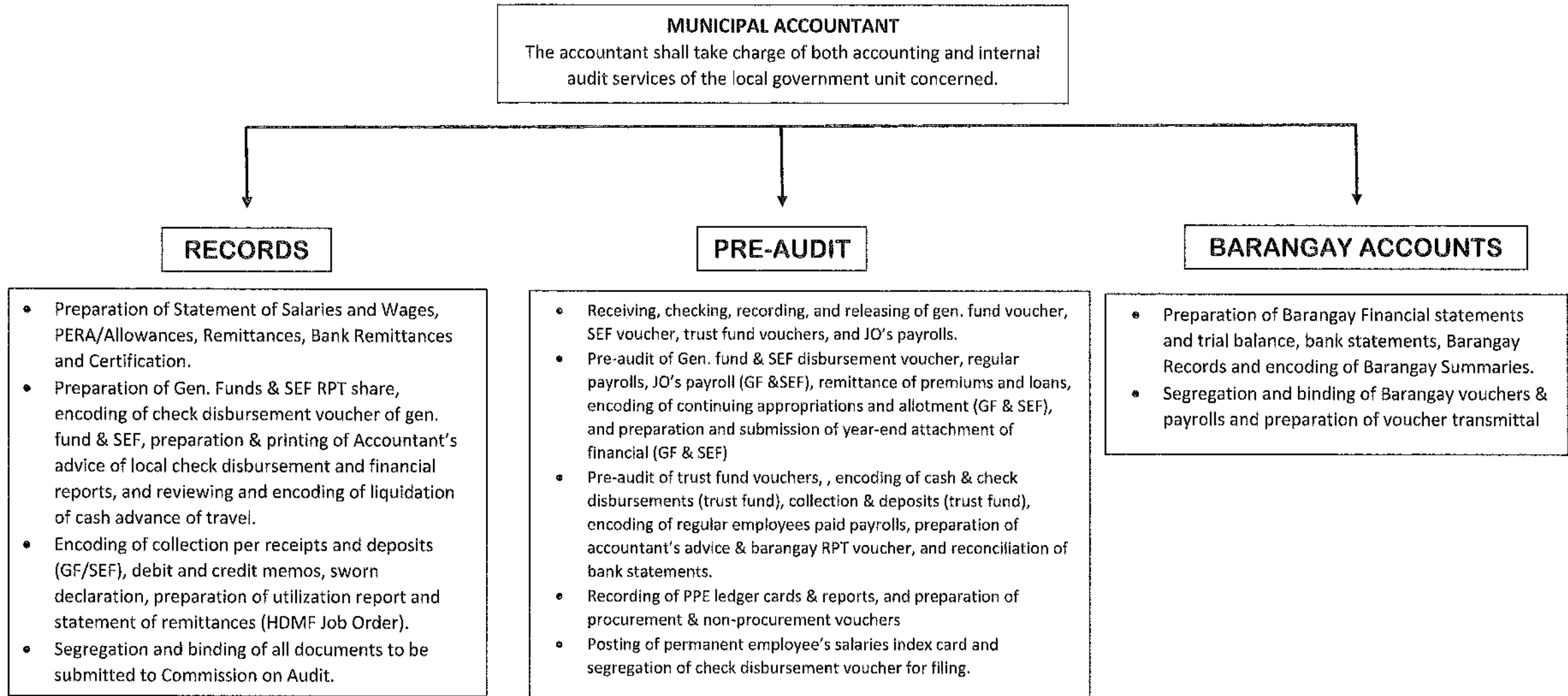
OFFICE OF THE MUNICIPAL ACCOUNTANT

Organizational Structure



OFFICE OF THE MUNICIPAL ACCOUNTANT

FUNCTIONAL CHART



OFFICE OF THE MUNICIPAL ACCOUNTANT

Vision

The Office of the Municipal Accountant shall consistently demonstrate an effective and innovative attitude towards its functions in the agency and its upkeep of an internal audit and accounting system, in conformity the generally accepted accounting and auditing principles, in aid to the decision-making process for Municipal Government of Malita.

Mission

1. To formulate and uphold administrative policies and procedures in accordance with the recognized standards, principles and practices relative to personnel development as a means for enhancement of individual performance.
2. To install and maintain a precise accounting system that contemplates the actual financial conditions of the municipality and its 30 barangays, presented in clear, accurate and reliable financial statements prepared on a regular basis;
3. To install and maintain an internal control system that will ensure proficient and socially receptive internal control for the Municipality and all its 30 barangays;
4. To provide and assist the fast and prompt delivery of services to clients, constituents, and the general public;

LIST OF SERVICES

1. Issuing Tax Certificates (Certificate of Final Tax Withheld at Source, Creditable Withheld at Source and Compensation Payment/Tax Withheld)
2. Securing Certification of Loan Repayments, Remittance of Premiums and Net Take-Home Pay
3. Processing (Pre-Audit /Review /Approval) Of Disbursement Vouchers / Liquidation Vouchers / Payrolls"
4. Supplier's Card Posting
5. Payroll Index Card Posting
6. Employee Index Card
7. Certification on Appropriations, Funds and Obligation of Allotment (CAFOA) / Fund Utilization Request and Status (FURS)
8. Accountants Advice of Local Check Disbursement
9. Preparation of Regular Employees Payroll
10. Preparation of Timely and Relevant Financial Information
11. Preparation of Timely and Relevant Financial Information
12. Preparation of Timely and Relevant Financial Information
13. Preparation of Timely and Relevant Financial Information
14. Maintenance of Cleanliness and Orderliness of the Working Area
15. Reply to various communications / Answer to AOMs
16. Segregation and Submission to COA of Paid Vouchers and Payrolls
17. Performance of Administrative function for the Office
18. Annual Budget Preparation

1. Issuing Tax Certificates (Certificate of Final Tax Withheld at Source, Creditable Withheld at Source and Compensation Payment/Tax Withheld)

The Office of the Municipal Accountant issues Tax Certificates (Certificate of Final Tax Withheld at Source, Creditable Withheld at Source and Compensation Payment/Tax Withheld) to suppliers and regular employees/job-orders to indicate the amount of tax withheld from their transactions or income with the Municipality

Office or Division:	Office of Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Taxpayers (business-owners and regular employees/job orders) of Malita			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For BIR Form 2306/2307 – copy of paid disbursement voucher with TIN			Billing/Remittance Section of this office	
For BIR Form 2316 – employee's copy of BIR F-2316 with BIR receipt			Billing/Remittance Section of this office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request from contractors, suppliers and employees/job Orders.	Accounting staff prepares, validates and reviews requests and supporting documents. Review/check the accuracy of tax certificates by the accounting staff.	None	10- 15 Minutes	Accounting Staff under BILLING / REMITTANCE Section
	Approve and sign documents by the Municipal Accountant			
2. Claim requested tax certificate within the day.				

2. Securing Certification of Loan Repayments, Remittance of Premiums and Net Take-Home Pay

The Office of the Municipal Accountant secures certificate of loan repayments, certificate of remittance of premiums and certificate of net take-home pay. These certifications are required in securing loans from banks and other government/private institutions.

Office or Division:	Office of Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Employees and Job Orders of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For Certification of Loan Repayments and Remittance of Premiums – either verbal or written request		Billing/Remittance Section of this office		
2. Certificate of Net Take-Home Pay - both verbal or written request and Official Receipt from Municipal Collection Officer for the payment of service fee.		Receiving/Indexing and Releasing Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request and present it to the staff with the needed requirements.	Accounting staff prepares, validates and reviews requests and supporting documents. Review/check the accuracy of details indicated in the certificates by the accounting staff	None	30 - 60 Minutes	Accounting Staff under BILLING / REMITTANCE Section
	Approve and sign documents by the Municipal Accountant			
2. Claim requested tax certificate within the day.				

3. Processing (Pre-Audit /Review /Approval) Of Disbursement Vouchers / Liquidation Vouchers / Payrolls

Disbursement vouchers, liquidations vouchers and Payrolls will be processed, reviewed, signed and released to the Municipal Treasurer's Office for check issuance.

Office or Division:	Office of Municipal Accountant			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government		G2C – Government to Citizens	
Who may avail:	Municipal Government Offices / National Government Agencies (e.g. Procurement) Individuals such as Employees (Regular or Job order)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. CAFOA			<ul style="list-style-type: none"> prepared by the End-user Departments/offices)→ signed by the Office Head (end-user), Municipal Budget Officer, Municipal Treasurer and Municipal Accountant 	
2. Procurement documents such as PR, PPMP & ASPP, BAC Resolutions, Abstract of Quotations, PO, AIR, RIS			<ul style="list-style-type: none"> Prepared by the End-user different departments/offices involved in the procurement process 	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit voucher for processing.	Disbursement vouchers/Liquidation vouchers/Payrolls for processing will be received, segregated, logged and assigned with voucher numbers	NONE	5 - 10 minutes per document	Receiving Section: Admin Aide
	Received Disbursement vouchers / Liquidation vouchers / Payrolls will be processed (pre-audited).		30 - 60 minutes per document	Pre-Audit Section: Admin Officer Admin Aide
	Processed Disbursement vouchers / Liquidation vouchers / Payrolls will be reviewed and signed		10-15 minutes per disbursement voucher / payroll	Municipal Accountant
	Reviewed and signed Disbursement		10 -15 minutes	Releasing Section: Admin Aide

	vouchers / Liquidation vouchers / Payrolls are recorded as released.		per transaction	Admin Assistant
	Disbursement vouchers / Liquidation vouchers / Payrolls recorded as released will be transmitted to the Municipal Treasurer's Office		Variable	

4. Supplier's Card Posting

Posting of disbursement vouchers to supplier's index card.

Office or Division:	Office of Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G -- Government to Government			
Who may avail:	Municipal Government Offices / National Government Agencies (e.g. Procurement)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Processed disbursement voucher		Disbursement vouchers endorsed for processing by different departments/offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Processed disbursement vouchers will be posted to supplier's index card.	None	5-10 minutes per disbursement voucher	Admin Aide

5. Payroll Index Card Posting

Posting of payroll to payroll index card.

Office or Division:	Office of Municipal Accountant
Classification:	Simple

Type of Transaction:	G2G – Government to Government			
Who may avail:	Individuals such as Employees (Regular or Job order)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Processed payrolls			Approved payrolls of different departments/offices	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Processed payrolls will be posted to payroll index card.	None	30-45 minutes per payroll	Admin Aide

6. Employee Index Card

Posting of earnings to employees' index card.

Office or Division:	Office of Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regular Employees (permanent / co-terminus)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Processed employee vouchers			Approved vouchers of employees from different departments/offices	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Processed liquidation vouchers / other employee earnings posted to employee index card	None	5 -10 minutes per voucher	Admin Aide / Admin Assistant

7. Certification on Appropriations, Funds and Obligation of Allotment (CAFOA) / Fund Utilization Request and Status (FURS)

The Office of the Municipal Accountant shall process the CAFOA/FURS with the Municipal Accountant as one of the signatories.

Office or Division:	Office of Municipal Accountant		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government	G2C – Government to Citizens	

Who may avail:	Municipal Government Offices / National Government Agencies (e.g. Procurement) Individuals such as Employees (Regular or Job order)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CAFOA / FURS with the corresponding supporting documents such as PR in case of procurement		Prepared by the end-user (department/office)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit document for approval.	<p>Examine the CAFOA/FURS for regularity.</p> <p>Verify whether such request was obligated, assigned with an obligation number, approved amount is properly indicated, signed and dated.</p> <p>Verify if the Municipal Budget Officer has certified as to the existence of available appropriation by signing the appropriate box at the CAFOA.</p> <p>Verify if the Municipal Treasurer has certified as to the availability of funds by signing the appropriate box at the CAFOA.</p>	None	10 -15 minutes per transaction	Municipal Accountant

8. Accountants Advice of Local Check Disbursement

The Office of the Municipal Accountant is responsible in drafting and signing the advice of local checks and transmitting the same to appropriate banks.

Office or Division:	Office of Municipal Accountant
Classification:	Simple

Type of Transaction:	G2G – Government to Government G2C – Government to Citizens	
Who may avail:	Suppliers (in case of procurement) / Individuals such as employees (regular/job order)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Actual Checks issued		Office of the Treasurer (check preparation) Office of the Municipal Mayor (check approval)
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID
	Advice of Local Check Disbursement will be prepared with no error	None
	Prepared Advice of Local Check Disbursement will be signed	15-30 minutes after receipt of checks
	Signed Advice of Local Check Disbursement will be delivered to the appropriate banks on time.	5-10 minute after receipt of prepared advice
		Variable
		Admin Officer/Admin Assistant
		Municipal Accountant

9. Preparation of Regular Employees Payroll

The Office of the Municipal Accountant is responsible in preparing the payroll of regular employees (permanent/co-terminus).

Office or Division:	Office of Municipal Accountant	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Regular Employees (permanent / co-terminus)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Appointment effective date (for new employees)		Office of the Municipal Human Resource Management Officer
Statement of Account from various banks (creditors of employees)		Various banks/financial institutions and creditors
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID
		PROCESSING TIME
		PERSON RESPONSIBLE

	Regular employees' payrolls are prepared and processed with no error.	None	3-5 working days before processing date	Payroll Section: Admin Assistant / Admin Officer
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10. Preparation of Timely and Relevant Financial Information

Preparation of Various Financial Documents: Journal Entry Voucher

Office or Division:	Office of Municipal Accountant			
Classification:	Complex			
Type of Transaction:	G2G -- Government to Government			
Who may avail:	Local Chief Executive / Commission on Audit (COA) / Sangguninang Bayan / the Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Paid disbursement vouchers and payrolls		<ul style="list-style-type: none"> • Paid vouchers and payrolls endorsed by the Office of the Municipal Treasurer encoding in the accounting system and preparation of financial reports by the Bookkeeping/Ledger Division, Municipal Accounts Section paid and encoded vouchers endorsed to the Commission on Audit (COA) 		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Journal Entry Vouchers will be prepared with no error	None	10-15 days after the end of the month	Admin Officer Admin Assistant Admin Aide

11. Preparation of Timely and Relevant Financial Information

- Journal Entry Voucher
- General Journal / General and Subsidiary Ledgers
- Trial Balance
- Liquidation Reports

Office or Division:	Office of Municipal Accountant			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Local Chief Executive / Commission on Audit (COA) / Sangguniang Panlungsod / the Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Paid disbursement vouchers and payrolls		<ul style="list-style-type: none"> • Paid vouchers and payrolls endorsed by the • Office of the Municipal Treasurer encoding in the accounting system and— preparation of financial reports by the Bookkeeping/Ledger Division 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Journal Entry Vouchers will be prepared with no error	None	10-15 days after the end of the month	Barangay Section: Admin Assistant Admin Aide
	Journal Entry Vouchers for accounts payable are prepared and verified with no error		30-45 days after the end of the year	Ledger Section: Admin Officer Admin Assistant Admin Aide
	Journals are prepared and accounts are posted to general and subsidiary ledgers with no error.		15-20 days after the end of the month	Ledger Section: Admin Officer Admin Assistant Admin Aide Barangay Section Admin Assistant Admin Aide
	Trial Balance are generated and submitted with no error.		15-20 days after the end of the month	Ledger Section: Admin Officer Admin Assistant

				Admin Aide Barangay Section: Admin Assistant Admin Aide
	Liquidation Reports are prepared and submitted with no error		15-20 days after the end of the month	Ledger Section Admin Assistant Admin Aide

12. Preparation of Timely and Relevant Financial Information

- Liquidation Reports
- Bank Reconciliation Statements
- Statement of Financial Performance / Statement of Financial Position / Statement of Cash Flows
- Statement of Comparison for Budget versus Actual

Office or Division:	Office of Municipal Accountant
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Local Chief Executive / Commission on Audit (COA) / Sangguninang Bayan / the Public
CHECKLIST OF REQUIREMENTS	
Paid disbursement vouchers and payrolls	<ul style="list-style-type: none"> • Paid vouchers and payrolls endorsed by the Office of the Municipal Treasurer • encoding in the accounting system and preparation of financial reports by the Bookkeeping/Ledger Division, • paid and encoded vouchers endorsed to the Commission on Audit (COA)
Various Bank Statements	Various banks/financial institutions
Paid disbursement vouchers and payrolls	<ul style="list-style-type: none"> • Paid vouchers and payrolls endorsed by the Office of the Municipal Treasurer • encoding in the accounting system and preparation of financial

				reports by the Bookkeeping/Ledger Division, <ul style="list-style-type: none"> paid and encoded vouchers endorsed to the Commission on Audit (COA)
Budget				Office of the Municipal Budget Officer
Paid disbursement vouchers and payrolls				<ul style="list-style-type: none"> Paid vouchers and payrolls endorsed by the Office of the Municipal Treasurer encoding in the accounting system and preparation of financial reports by the Bookkeeping/Ledger Division, paid and encoded vouchers endorsed to the Commission on Audit (COA)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Liquidation Reports are prepared and submitted with no error	None	15-20 days after the end of the month	Barangay Section : Admin Assistant
	Bank Reconciliation Statements are prepared and submitted with no error		5-10 days after receipt of bank statements	Barangay Section : Admin Assistant Admin Aide
	Prepared Bank Reconciliation Statements are signed		5 -10 minutes after preparation	Administrative Officer/Admin Assistant/Municipal Accountant
	Quarterly Statement of Financial Performance, Position and Cash Flows are generated and submitted with no error.		15-20 days after the end of the quarter	Ledger Section: Admin Officer Admin Assistant Admin Aide Barangay Section Admin Aide
	Statement of Comparison for Budget versus Actual will be generated, prepared and submitted with no error.		30-45 days after the end of the year	Ledger Section: Admin Officer Admin Assistant Admin Aide

13. Preparation of Timely and Relevant Financial Information

- Notes to Financial Statements
- Subsidiary Schedules
- Remittance Lists
- Annual Reports

Office or Division:	Office of Municipal Accountant			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Local Chief Executive / Commission on Audit (COA) / Sangguniang Bayan/ the Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Prepared financial statements / information		Bookkeeping/Ledger Division, Municipal Accounts and Barangay Sections		
Paid disbursement vouchers and payrolls		<ul style="list-style-type: none"> • Paid vouchers and payrolls endorsed by the Office of the Municipal Treasurer • encoding in the accounting system and preparation of financial reports by the Bookkeeping/Ledger Division, • paid and encoded vouchers endorsed to the Commission on Audit (COA) 		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Notes to Financial Statements are prepared and submitted with no error	None	45-60 days after the end of the year	Municipal Accountant
	Monthly Subsidiary Schedules are generated and submitted with no error.		15-20 days after the end of the month	Admin Officer
	Remittance lists are prepared and		5-10 minutes	Billing Remittance

	submitted with no error		after preparation	Administrative Officer
	Prepared Remittance Lists are signed.		5-10 minutes after preparation	Municipal Accountant
	Annual Financial Reports are generated and submitted with no error		30-45 days after the end of the year	Ledger Section: Admin Officer Admin Assistant Admin Aide Barangay Section Admin Assistant
	Annual Alpha list will be prepared and submitted with no error		20-30 days after the end of the year (for officials and employees)	Billing Remittance Section: Admin Assistant Admin Aide

14. Preparation of Timely and Relevant Financial Information

- Annual Reports
- Report of Registries and Summary

Office or Division:	Office of Municipal Accountant
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Local Chief Executive / Commission on Audit (COA) / Sangguniang Panglungsod / the Public
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Paid disbursement vouchers and payrolls	<ul style="list-style-type: none"> • Paid vouchers and payrolls endorsed by the Office of the Municipal Treasurer • encoding in the accounting system and preparation of

		financial reports by the Bookkeeping/Ledger Division, • paid and encoded vouchers endorsed to the Commission on Audit (COA)		
Receipts		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Annual Alphalist will be prepared and submitted with no error.	None	Within 3 months after the end of the year (for suppliers)	Billing Remittance Section: Admin Assistant Admin Aide
	Monthly / Quarterly / Annual Financial Reports and Alphalists are signed /approved		5-10 minutes after receipt of document	Municipal Accountant
	Collection Report of Receipts/Income will be prepared with no error		10-15 days after the end of the month	Ledger Section: Admin Aide
	Annual Report of Revenue and Receipts will be prepared with no error		30-45 days after the end of the yea	Ledger Section: Admin Aide
	Report of Registries and Summary will be reviewed with no error		10-15 days after the end of the month	Barangay Section : Admin Assistant Admin Aide

15. Reply to various communications / Answer to AOMs

The Office of the Municipal Accountant shall provide replies to communications from various offices and answer/compliance to COA, AOMs

Office or Division:	Office of Municipal Accountant
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	""Various Offices Commission on Audit (COA)""

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter from various offices AOM from CO 		<ul style="list-style-type: none"> Letters from various offices/organizations endorsed by CMO/CADO) COA 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Replies for various communications are prepared / AOM are answered and complied with no error	None	5-10 days before the deadline of submission	Municipal Accountant

16. Segregation and Submission to COA of Paid Vouchers and Payroll

The Office of the Municipal Accountant is responsible in submitting the original copy of paid vouchers and payrolls to COA

Office or Division:	Office of Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Commission on Audit (COA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Paid disbursement vouchers and payrolls		This Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Paid disbursement / liquidation vouchers and payrolls are segregated and submitted with no error	None	30 days after the end of the month	Admin Aide

17. Performance of Administrative function for the Office

An employee is assigned for the administrative functions needed for the Office.

Office or Division:	Office of Municipal Accountant
Classification:	Simple

Type of Transaction:	G2G – Government to Government			
Who may avail:	Accounting Office employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Office administrative concerns/requests		Office Head		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Administrative functions performed with no error	None	4 hours after receipt of the request	Admin Aide /Admin Assistant

18. Annual Budget Preparation

An Annual Budget shall be prepared and requested in order to achieve the office's objectives and purpose.

Office or Division:	Office of Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Accounting Office employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Office needs/Request		Accounting Office employees		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Annual Budget Proposal shall be prepared and submitted with 2 revisions.	None	1 week before the deadline of submission	Municipal Accountant

How to send a feedback?	Please let us know how we have served you by sending your feedback through Email at acctgmalita@gmail.com
How feedbacks are processed?	<p>Every Friday, the employee in-charge, opens the email to record and compile all submitted feedback.</p> <p>For feedback that requires answers, it shall be forwarded to the concern division chief within three (3) days from receipt of email.</p> <p>The answer shall be reviewed by the Office Head and relayed to the citizen through mail.</p> <p>For inquiries and follow-ups, clients may contact this number 09171390004</p>
How to file complaints?	If you have complaint about this office's service delivery, please submit your letter of complaint directly to the Office of the Municipal Accountant or email us at acctgmalita@gmail.com
How complaints are processed?	<p>The in-charge employee opens the complaints sent through email on a weekly basis and evaluates each complaint.</p> <p>Upon evaluation, the in-charge employee will then investigate and forward the complaint to the concern division chief for the explanation.</p> <p>The in-charge employee will make a report based on the results of the investigation and submit it to the Office Head for the appropriate action.</p> <p>A reply will be provided to the concern citizen/client through email</p>
Contact Information	<p>Email at acctgmalita@gmail.com</p> <p>Contact us 09171390004</p>