

## 4. BUDGET OFFICE



### INTERNAL SERVICE

#### A. CERTIFICATE OF APPROPRIATION

Certificate of Appropriation is a pre-requisite in the issuance of Obligation Request for procurement purposes. This is to earmark and certify the availability of appropriation for a certain purpose by the Municipal Budget Officer

<b>Office or Division:</b>	<b>BUDGET OFFICE</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	All offices			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
For Procurement below P.200,000			Mayor's Office – General Service Office	
1. Purchase Request Form (Original Copy)			Requesting Office	
For Procurement above P.200,000			Engineering Office	
1. Bidding Documents (Original Copy)			Bids and Awards Committee (BAC)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit purchase Request/Bidding Documents	1. Review and determine the availability of appropriation/allotment	none	3 minutes	Clerk, Clerk III, Budgeting Assistant, Budget Officer III
	2. Prepare and record Certificate of Appropriation charge against appropriate account/s / OBR	none	3 minutes	Clerk; Clerk III, Budgeting Assistant, Budget Officer III
	3. Receive and approve/ Sign the Certificate of Appropriation / OBR	none	2 minutes	Municipal Budget Officer (Budget Office)
2. Receive Certificate of Appropriation	4. Record Certificate of Appropriation to logbook and forward the documents to the requesting office / OBR	None	3 minutes	Clerk; Clerk III
	<b>TOTAL:</b>	<b>none</b>	<b>11 Minutes</b>	

## B. OBLIGATION REQUEST

The Obligation Request is a pre-requisite in payment of claims. This is to certify the availability of appropriation/allotment and funds obligated for a certain purpose by the Municipal Budget Officer

<b>Office or Division:</b>	<b>BUDGET OFFICE</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	All offices			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Purchase Request			GSO/ Concerned Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents for Obligation Request	1. Review and determine the availability of appropriation/allotment	none	3 minutes	Clerk; Clerk III, Budgeting Assistant, Budget Officer III
	2. Prepare and Record Obligation Request charge against appropriate account/s	none	3 minutes	Clerk; Clerk III, Budgeting Assistant, Budget Officer III
	3. Review and Approved/Sign the Obligation Request	none	2 minutes	Municipal Budget Officer
2. Receive Obligation Request	4. Record Obligation Request to logbook and forward the documents to the requesting office/client	none	3 minutes	Clerk; Clerk III
	<b>TOTAL:</b>	<b>None</b>	<b>11 minutes</b>	