



## **OFFICE OF THE MUNICIPAL BUDGET**

**CERTIFICATION FOR AVAILABILITY OF APPROPRIATION**
**ABOUT THE SERVICE:**

Certify the available appropriation or appropriation balances of different programs/projects/activities by agency offices.

<b>Office or Division</b>	Budget Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government			
<b>Who may avail?</b>	Agency Offices/Departments and SEF			
<b>Checklist of Requirements</b>		<b>Where to secure</b>		
a) Purchase Request		Agency Offices/Departments		
b) Certification of Funds (CAF)		Municipal Accounting Office		
c) Program of Works / Funding Proposal / Training Design		Agency Offices/Departments		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Forward the Purchase Request (along with the other requirements) for the Certification of Availability of Appropriation or verbally request for appropriation balances	Check the records as to availability of appropriation. If there is an available appropriation, the personnel will stamped the Purchase Request as to the available appropriation. Get a copy of PR & its attachment.	None	3 minutes	Cherryl C. Barrientos and/or Rosalina P. Alcantara
Receive the Purchase Request & its attachment	Record the PR in the Logbook		2 minutes	Rosalina P. Alcantara

CERTIFICATION ON APPROPRIATIONS, FUNDS & OBLIGATION OF ALLOTMENT (CAFOA)				
<b>ABOUT THE SERVICE:</b> Certify as to the existence of appropriations on the CAFOA for the expenditures as requested by the client.				
<b>Office or Division</b>	Budget Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government			
<b>Who may avail?</b>	Agency Offices/Departments and SEF			
<b>Checklist of Requirements</b>			<b>Where to secure</b>	
a) CAFOA			Agency Offices/Departments	
b) Disbursement of Voucher (DV)			Agency Offices/Departments	
c) other related supporting documents (PR, PO, Payroll, etc.)			Agency Offices/Departments and BAC Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit CAFOA with complete requirements for obligation	Receive the CAFOA & its attached documents.	None	1 minute	Cherryl C. Barrientos or Rosalina P. Alcantara (MBO Staff)
	Record the CAFOA in the logbook and allocate control number.		2 minutes	Cirilo M. Caorte or P. Alcantara (MBO Staff)
	Review the documents submitted. Check the availability of appropriations. Record in the Registry of Allotments & Obligations (ROA)		5 - 10 minutes	Cherryl C. Barrientos (MBO Staff) or Maria Gemma M. Samson (MBO)
	If there is no available appropriation, the CAFOA and its attachment will be returned.	None	5 minutes	Cirilo M. Caorte (MBO Staff)
	Signing of CAFOA		2 minutes	Maria Gemma M. Samson (MBO)
Receive the CAFOA & its attachment	Release of CAFOA		5 minutes	Cirilo M. Caorte (MBO Staff)

**REVIEW OF BARANGAY & SK ANNUAL/SUPPLEMENTAL BUDGET**
**ABOUT THE SERVICE:**

Review the Annual and Supplemental Budgets of Barangay and Sangguniang Kabataan.

<b>Office or Division</b>	Budget Office
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G – Government to Government
<b>Who may avail?</b>	Barangay and Sangguniang Kabataan

<b>Checklist of Requirements</b>	<b>Where to secure</b>
a) Barangay / SK Budget Forms	Barangay
b) Brgy. Appropriation Ordinance	Barangay Council
c) other related supporting documents and plans	Barangay

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the Barangay / SK Budget (along with the other requirements) for preliminary review of budgets.	Receive and record/post the submitted budget as to completeness of required documents. Conduct preliminary review.	None	2 hours	Maria Gemma M. Samson (MBO)
	If there is correction / suggestion, note the appropriate action taken and returned the documents.	None	10 - 20 minutes	Maria Gemma M. Samson (MBO)
	Endorsed to the Sangguniang Bayan for final approval.		2 minutes	Maria Gemma M. Samson (MBO)

