



Republic of the Philippines

DEPARTMENT OF BUDGET AND MANAGEMENT



CITIZEN'S CHARTER

2023 (5TH EDITION)

Table of Contents

Message from the Secretary

Preface

Agency Profile	1
I. Mandate	1
II. Vision	1
III. Mission	1
IV. Service Pledge	2
V. Principles	3
VI. DBM Functions	4
VII. Organizational Chart	5
VIII. Functional Statements	6
Office of the Secretary (OSEC)	6
Internal Audit Service (IAS)	6
Information and Communications Technology Systems Service (ICTSS).....	7
Legal Service (LS).....	7
Budget Information Legislative Service	8
Administrative Service (AS).....	8
Finance Service (FS)	9
Corporate Planning and Management Service (CPMS).....	10
Fiscal Planning and Reforms Bureau (FPRB)	11
Advocacy, Communications and Training Service (ACTS)	12
Budget and Management Bureau (BMB)-A	13
Budget and Management Bureau (BMB)-B	13
Budget and Management Bureau (BMB)-D	13
Budget and Management Bureau (BMB)-E	13
Budget and Management Bureau (BMB)-C	14
Budget and Management Bureau (BMB)-F	15
Budget Technical Bureau (BTB).....	17
Organization, Position Classification and Compensation Bureau (OPCCB).....	18
Systems and Productivity Improvement Bureau (SPIB).....	18
Local Government and Regional Coordination Bureau (LGRCB)	19
Regional Offices (ROs)	19
Central Office	21
External Services	21
1. Release of Obligational and/or Disbursement Authorities	22



2. Release of Obligational and/or Disbursement Authorities for Terminal Leave, Retirement Gratuity Claims, Monetization of Leave Credits, and Trust Receipts ...	32
3. Release of Other Authorities	39
4. Release of Other Authorities: Minor Organization and Staffing Modifications for University of the Philippines (UP) System and MSU (Mindanao State University) System, including the Issuance of Notice of Organization, Staffing and Compensation Action (NOSCA)	48
5. Release of Other Authorities: Major Organization and Staffing Modifications for UP University of the Philippines (UP) System and Mindanao State University (MSU) System, including the Issuance of Notice of Organization, Staffing and Compensation Action (NSCA)	51
6. Review, Evaluation, and Approval of the Corporate Operating Budget (COB)	54
7. Administration and Release against the Contingent Fund and Unprogrammed Appropriations	59
8. Administration and Release against the National Disaster Risk Reduction and Management Fund	67
9. Release of Other Authorities: Minor Organization for GOCCs	73
10. Release of Other Authorities: Major Organization for GOCCs	76
11. Issuance of Unified Accounts Code Structure (UACS)	79
12. Release against the Local Government Support Fund – Conditional Matching Grant to Provinces for Road and Bridge Rehabilitation, Upgrading and Improvement (LGSF-CMGP)	85
13. Release against the Local Government Support Fund– Financial Assistance to Local Government Units (LGSF-FA to LGUs)	89
14. Release against the Local Government Support Fund– Assistance to Cities (LGSF-AC).....	94
15. Release against the Local Government Support Fund– Support to Barangay Development Program (SBDP) of the National Task Force to End Local Communist Armed Conflict (NTF-ELCAC).....	98
16. Preparation of Response to Simple Queries Relevant to LGU Budgeting Rules ..	102
17. Preparation of Response to Complex Queries Relevant to LGU Budgeting Rules	104
18. Preparation of Response to Highly Technical Queries Relevant to Local Government Unit (LGU) Budgeting Rules	106
19. Preparation of Response to Highly Technical Queries for Policy Decisions Relevant to Local Government Unit (LGU) Budgeting Rules	109
20. Evaluation of "Minor Simple" Organization, Staffing, Position Classification, and Compensation Proposals, including the Issuance of Notice of Organization, Staffing and Compensation Action (NOSCA).....	112
21. Evaluation of "Minor Complex" Organization, Staffing, Position Classification, and Compensation Proposals, including the Issuance of Notice of Organization, Staffing and Compensation Action (NOSCA).....	115
22. Evaluation of "Major" Organization, Staffing, Position Classification, and Compensation Proposals, including the Issuance of Notice of Organization, Staffing and Compensation Action (NOSCA).....	118
23. Inquiry on Existing Organization, Position Classification, and Compensation Policies	121



24. Minor Technical Evaluation of Systems and Productivity Improvement-Related Agency Requests/Proposals	123
25. Major Technical Evaluation of Systems and Productivity Improvement-Related Agency Requests/Proposals	127
26. Preparation of DBM Position Paper on Enrolled Bills and Proposed Executive Issuances from the Office of the President (OP)/Office of the Executive Secretary (OES)	131
27. Preparation of DBM Position Paper on Legislative Measures and Proposed Executive Issuances from Agencies	134
28. Request for the Conduct of Local and Foreign Study Visits or Learning Sessions	137
29. Request for Certified True Copy/ies of Record/s.....	139
30. Receipt of Incoming Documents from External Clients	141
31. Request for Information and Communications (ICT) Support – Type 1a, Applications System-Related (High)	143
32. Request for Information and Communications (ICT) Support – Type 2a, Applications Systems-Related (Medium)	145
33. Request for Information and Communications (ICT) Support – Type 3a, Application Systems-Related (Low)	147
Central Office	149
Internal Services	149
1. Processing of Claims of Suppliers and Employees (For Payment through Check) 150	
2. Processing of Claims of Suppliers and Employees (For Payment through List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA))	154
3. Request for Legal Service (LS) Legal Opinions - Contract Review Queries and Legislative Measures.....	158
4. Request for Legal Service (LS) Legal Opinions – Comments on Enrolled Bills	160
5. Request for Legal Service (LS) Legal Opinions – Guidelines, LGU Matters, and All Other Queries.....	162
6. Request for Handling DBM Legal Cases by the Legal Service (LS).....	164
7. Request for Certified True Copy/ies of Record/s.....	166
8. Releasing of DBM Action Documents.....	168
9. Processing of Office Orders	170
10. Processing Request for Service Record and/or Employee Certification/s	173
11. Processing Request for Provision of Shuttle Service (within NCR and out-of-town trips)	174
12. Request for Information and Communications (ICT) Support – Type 1b, ICT Infrastructure-Related (High)	176
13. Request for Information and Communications (ICT) Support – Type 2b, ICT Infrastructure-Related (Medium).....	178
14. Request for Information and Communications (ICT) Support – Type 3b, ICT Infrastructure-Related (Low)	180
Regional Offices.....	182
External Services	182



1. Release of Fund	183
2. Retirement Gratuity Benefit	189
3. Monetization of Transferred Leave Credits of Devolved Personnel.....	193
4. Terminal Leave Benefit of Devolved Personnel	198
5. Review of LGU Budget	203
6. Authority to Purchase Motor Vehicle.....	206
7. Staffing Modifications Requests	211
8. Review/Post-Audit of PSIPOP or POP of LWDs	216
9. Release of Funds Requiring OP Approval	219
Regional Offices.....	225
Internal Services	225
1. Request for Processing of Certificate of Employment and Other Related Personnel Actions	226
2. Processing of claims of suppliers and employees.....	227
3. Processing of claims through Funding Checks	233
4. Processing of claims chargeable against Petty Cash Fund (PCF)	236
5. Application for Travel Authority.....	237
6. Request for Copy of Documents/Records	238
7. Request for Use of Vehicle or Shuttle Services	240
IX. Feedback and Complaints Mechanism	241
X. List of Offices.....	244



DEPARTMENT OF BUDGET AND MANAGEMENT

CITIZEN'S CHARTER
MARCH 2023 (5th Edition)



Message from the Secretary

The COVID-19 pandemic, along with other external pressures and forces beyond our control, tested our resilience as a nation and pushed our resources to the limits. It also challenged us in the government to continue the efficient and effective delivery of public services no matter the circumstances.

As the clamor for good governance, transparency, and accountability grows louder, the Department of Budget and Management (DBM) remains steadfast in its commitment to the prudent and judicious allocation of public funds to ensure that no Filipino is left behind—amid the pandemic, through our recovery, and beyond.

The DBM Citizen's Charter is a testament to this commitment as it contains simplified requirements and streamlined budget and management procedures to reduce red tape and expedite transactions with our stakeholders. This will be complemented by the digitalization of our public financial management system, including the development and implementation of the Budget and Treasury Management System (BTMS) which will facilitate the generation of vital information on all aspects of government financial transactions.

Through our improved service standards, budget reforms, and various digital transformation initiatives, we will strengthen the integrity of our systems, ensure proper oversight to prevent corruption, and speed up inter-agency coordination in line with our pursuit of bureaucratic efficiency.

Rest assured that every member of the DBM family will take the forefront in achieving our end goals: inculcating a culture of excellence, addressing the Filipino people's immediate and pressing concerns, and making their lives easier—the very core of our Citizen's Charter.


AMENA F. PANGANDAMAN
Secretary



Preface

This DBM Citizen's Charter, 5th edition, is posted pursuant to Section 3 (a), Rule IV of the Implementing Rules and Regulations of Republic Act No. 11032¹, ARTA Memorandum Circular Nos. 2019-002² and 2019-002A³ which require government agencies to periodically review their Citizen's Charter and update the same, as necessary.

The Charter reflects the unwavering commitment of the Department to continuously improve its services pertinent to the mandate of promoting the sound, efficient, and effective allocation and utilization of government resources as a means of achieving national socioeconomic and political development goals.

This 5th edition of the Charter particularly incorporates the reforms guided by the DBM Vision for 2028. The reform initiatives include the enhancement of DBM organizational structure, streamlining of systems and processes, digitalization of receipt of requests⁴ and releasing of action documents⁵; updating of documentary requirements and processing times; and improvement of feedback and complaints mechanism.

Further, the current edition maintains the external services of the Department pursuant to its oversight functions in judicious releasing of government funds and providing effective management services, both requiring highly technical work, and, in many instances, inter-agency coordination and collaboration.

May this Charter serve its purpose of informing DBM clients – government agencies, government-owned and controlled corporations, state universities and colleges – of the Department's role as the vanguard of public financial management and of the standards of good governance, quality, transparency and accountability to the public service the Filipino people truly deserve.

¹ Ease of Doing Business and Efficient Government Service Delivery Act of 2018," and Its Implementing Rules and Regulations (IRR) dated August 13, 2019 – "Should there be any update, the head of agency shall ensure that an updated Citizen's Charter is posted not later than March 31st of each year."

² Guidelines on the Implementation of the Citizen's Charter in Compliance with Republic Act No. 11032 dated August 13, 2019.

³ Supplemental Guidelines on ARTA Memorandum Circular No. 2019-002 Series of 2019 dated December 2, 2019.

⁴ Through the Digital Requests Submission for Local Government Support Fund

⁵ Through the Action Document Releasing System



Agency Profile

I. Mandate

The Department of Budget and Management, created under Executive Order No. 25 dated April 25, 1936, is mandated under this Order and by subsequent issuances to promote the sound, efficient and effective management and utilization of government resources (i.e., technological, manpower, physical and financial) as instrument in the achievement of national socioeconomic and political development goals.

II. Vision

By 2028, we envision the Department of Budget and Management to be:

A champion of sustainable and inclusive economic recovery and growth through a responsive, efficient and effective public expenditure management system;

An implementer of transformative budget policies and strategies that promote fiscal discipline, allocative efficiency and operational efficiency with a broad-based adoption of advanced information and technology; and

An institution composed of competent, technology-enabled and agile public servants.

III. Mission

The Department of Budget and Management shall lead public expenditure management to ensure the equitable, prudent, transparent and accountable allocation and use of public funds to improve the quality of life of each and every Filipino.



IV. Service Pledge

We, the officials and employees of the Department of Budget and Management commit to demonstrate and uphold the following organizational values:

PROFESSIONALISM – through dedicated public service, conduct of official functions and duties in prompt and timely manner and with due regard for the needs and expectations of clients, the Government, and the people at large.

All applicants or requesting parties who are within the premises of the office or agency concerned prior to the end of official working hours and during lunch break shall be attended to.

RESULTS ORIENTATION – through commitment to performance and delivery of results that impact positively on government and national development.

INTEGRITY – through adherence to the highest ethical standards of honesty, probity and a sense of responsibility, and to established codes of conduct, rules and regulations guiding DBM and the entire civil service.

NATIONALISM – through upholding and promoting Philippine national interests with a modern and global environment.

CREATIVITY – through constant self-improvement, initiative and resourcefulness in developing new policies, rules or methods in budget management to benefit the entire nation.

IMPARTIALITY – through objective, fair and consistent conduct and actions that serve the good of the nation.

PARTNERSHIP – through cooperation and teamwork, both among units within the Organization and with external stakeholders and clients, toward the attainment of shared goals.

LEADERSHIP – through taking the initiative in instituting reforms and inspiring others to champion them.

EXCELLENCE – through upholding the value of competence, striving for mastery in all areas of responsibilities, and through diligence and pride in the quality of one's work.

DEDICATION – through a selfless devotion to the Department's vision, mission and goals in the day-to-day performance of one's function.

V. Principles

- Spending within Means
 - The Administration maintains the fiscal deficit at 3% of the GDP by improving revenue collection and debt management.
- Spending on the Right Priorities
 - The Administration ensures that the scarce public resources are spent on the following 8-Point Socioeconomic Agenda:
 1. Protect purchasing power and mitigate socioeconomic scarring by ensuring food security, reducing transport and logistics costs, and reduce energy costs to families;
 2. Reduce vulnerability and mitigate scarring from the COVID-19 pandemic by tackling health, strengthening social protections, and addressing learning losses;
 3. Ensure sound macroeconomic fundamentals by enhancing bureaucratic efficiency and sound fiscal management and ensuring a resilient and innovative financial sector;
 4. Create more jobs by promoting trade and investments, improving infrastructure, and achieving energy security;
 5. Create quality jobs by increasing employability, encouraging research and development and innovation, enhancing digital economy;
 6. Create green jobs by pursuing green economy and establishing livable and sustainable communities;
 7. Uphold public order and safety, peace, and security; and
 8. Ensure a level playing field by strengthening market competition and reducing

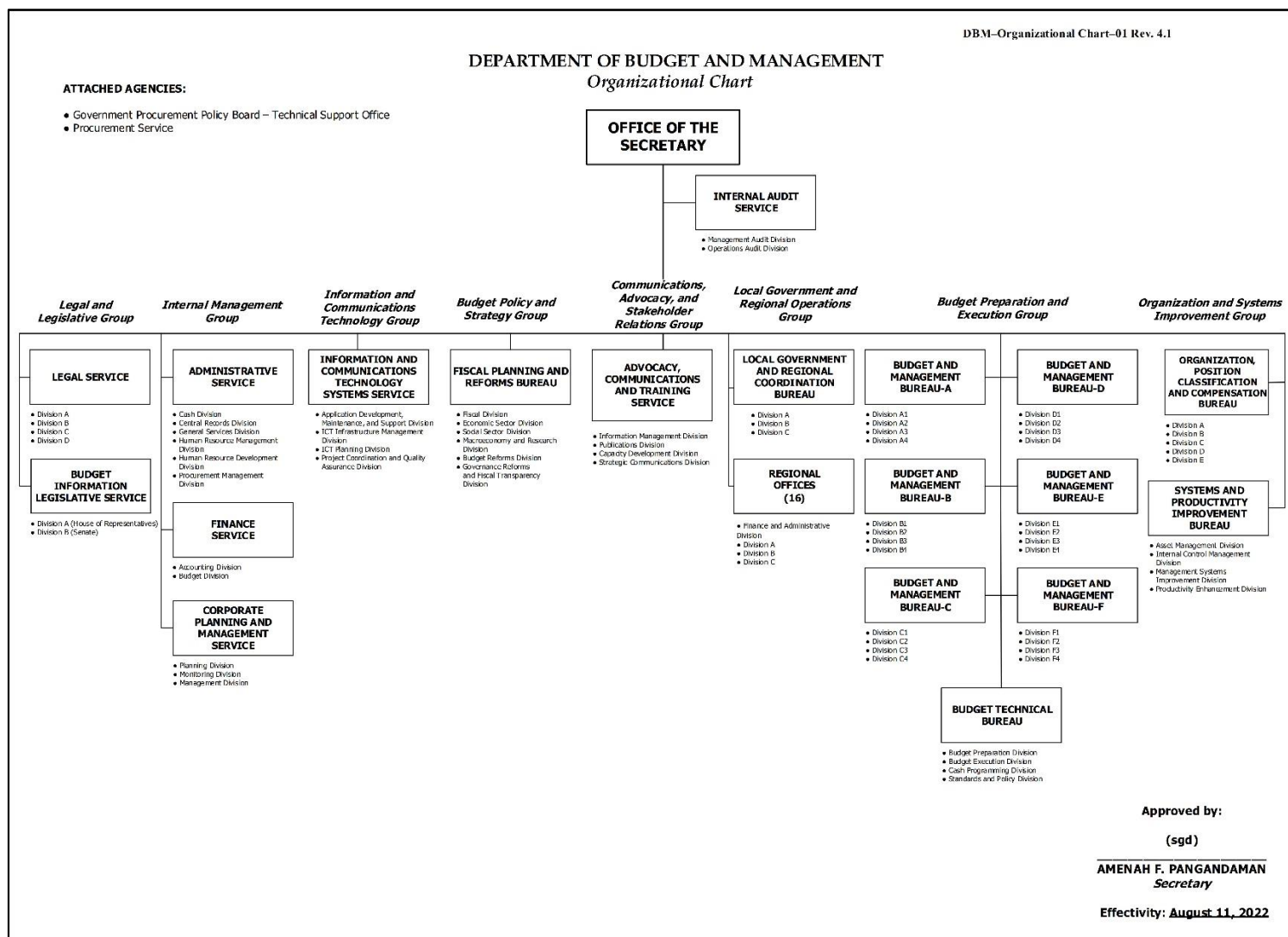
barriers to entry and limits to entrepreneurship.

- Spending with Measurable Results - The Administration pursues efforts to ensure the prompt and effective delivery of its services.
- Citizen Empowerment - The Administration engages the citizens by promoting fiscal transparency and giving them a voice on how the public funds are to be spent.

VI. DBM Functions

- Formulates the overall resource allocation strategy to match the government's macroeconomic policy;
- Prepares the medium-term expenditure plan, indicating the programming, prioritization, and financing of capital investment and current operating expenditure requirements of medium-term sectoral development plans;
- Undertakes the formulation of the annual national budget in a way that ensures the appropriate prioritization and allocation of funds to support the annual program of government;
- Develops and administers a national accounting system essential to fiscal management and control;
- Conducts a continuing study of the bureaucracy and assesses, as well as makes policy recommendation on, its role, size, composition, structure and functions to establish a government bureaucracy imbued with a spirit of public service;
- Establishes the rules and procedures for the management of government organization resources i.e., physical, manpower and other resources; formulates standards of organizational program performance; and undertakes or provides services in work simplification or streamlining of systems and procedures to improve efficiency and effectiveness in government operations;
- Conceptualizes and administers the government's compensation and position classification plan; and
- Monitors and assesses the physical as well as the financial operations of local government units and government owned and controlled corporations.

VII. Organizational Chart



VIII. Functional Statements

Office of the Secretary (OSEC)

1. Oversee the exercise of the mandate of the Department and the discharge of its powers and functions;
2. Advise the President in issuing executive/administrative orders, regulations, proclamations and other issuances, the promulgation of which is expressly vested by law in the President, relative to matters under the jurisdiction of the Department;
3. Establish the policies and standards for the operation of the Department pursuant to the approved programs of the government;
4. Promulgate rules and regulations necessary to carry out department functions, objectives, policies, plans, programs and projects;
5. Promulgate administrative issuances necessary for the efficient administration of the offices under the DBM Secretary and for proper execution of the laws relative thereto. These issuances shall not prescribe penalties for their violation except when expressly authorized by law;
6. Exercise jurisdiction over all bureaus, offices, and agencies under the Department as provided by law, and in accordance with the applicable relationships specified in the Administrative Code of 1987;
7. Appoint all officers and employees of the Department except those whose appointments are vested in the President or in some other appointing authority, provided that where the Department is regionalized on a department-wide basis, the DBM Secretary shall appoint employees to positions in the second level in the DBM Regional Offices (ROs);
8. Exercise disciplinary powers over officers and employees under the DBM Secretary in accordance with law, including their investigation and the designation of a committee or officer to conduct such investigation;
9. Delegate authority to officers and employees under the DBM Secretary's direction; and
10. Perform such other functions as may be provided by law.

Internal Audit Service (IAS)

1. Advise the DBM Secretary on matters relating to management control, compliance, and operations audit;
2. Conduct management and operations performance audit of DBM activities and organizational units, and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes, and contractual obligations;

3. Review and appraise systems and procedures/processes, organizational structure, assets management practices, financial and management records, reports, and performance standards of the agencies/units covered;
4. Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action; and
5. Perform such other related duties and responsibilities as may be assigned by the Secretary, or as may be required by law.

Information and Communications Technology Group

Information and Communications Technology Systems Service (ICTSS)

1. Formulate and develop a 5-year ICT plan and programs aligned with the overall digitalization roadmap of the Philippine government;
2. Execute and implement ICT plans and programs in accordance with strategies, policies, standards, and methodologies;
3. Operationalize ICT projects and programs aligned with business operation;
4. Evaluate ICT programs, projects and activities;
5. Maintain the ICT infrastructure of the DBM;
6. Develop and maintain bureaucracy-wide, DBM-wide and individual unit applications;
7. Develop and provide technical assistance on ICT Training Programs;
8. Manage ICT resources and ICT-related contracts of the Agency;
9. Provide technical assistance to different DBM offices on ICT; and
10. Prepare financial, analytical, and operations reports.

Legal and Legislative Group

Legal Service (LS)

1. Provide advice on the legal implications of policies and opinions on laws relative to budgeting, compensation and management matters;
2. Handle DBM cases, in collaboration with the Office of the Solicitor General, when necessary;



3. Develop, in partnership with units concerned, DBM-proposed legislative measures, including general and special provisions of the National Expenditure Program, and fiscal and expenditure reforms;
4. Provide legal support to DBM Committees, when necessary;
5. Review DBM contracts and give legal advice thereon;
6. Prepare comments and recommendations on legislative proposals/bills, including the General Appropriations Bill, and proposed executive issuances, particularly its legal implications and consistency with established fiscal policies/principles and existing budgeting rules and regulations; and
7. Promote the timely, responsive and efficient use of authorized funds.

Budget Information Legislative Service

1. Refer the legislative measures or proposed executive issuances to the appropriate Bureaus/Services/Offices (B/S/Os) for their comments and recommendations;
2. Prepare and finalize the consolidated/unified DBM position on legislative measures or proposed executive issuances, and submit the same to the House of Representatives, Senate of the Philippines, Office of the President, and/or other agencies, as the case may be;
3. Represent the DBM in the deliberations on legislative measures/proposed executive issuances, in coordination with the DBM B/S/Os concerned; and
4. Maintain a database of signed DBM position papers.

Internal Management Group

Administrative Service (AS)

1. Provide essential administrative services to support the core mandate of the DBM, primarily in the following areas:
 - A. Management of the employee life cycle (i.e., recruiting, hiring, onboarding, learning and development, and separation of employees) and administering employee benefits, health and wellness;
 - B. Administration of an effective and efficient DBM-wide records management and internal tracking system;
 - C. Provision of adequate and standardized physical resources, such as infrastructure, facilities, supplies, utilities and vehicles, as well as other essential general support services; and
 - D. Collection and custodial functions involving cash, checks, and other forms of income, including payments for authorized disbursements in relation to official transactions.



2. Provide technical and secretariat support to various internal committees in the DBM, such as, but not limited to: the Human Resource Merit Promotion and Selection Board; Workforce and Succession Planning Program-Technical Working Group (TWG); Disciplinary Action Committee; Grievance Machinery Committee; Anti-Corruption Committee; Committee on Decorum and Investigation for Sexual Harassment Cases; Drug-Free Workplace Committee; Program on Awards and Incentives for Service Excellence Committee; Review and Compliance Committee; Personnel Development Committee; Bids and Awards Committee; Disposal Committee; Records Management Improvement Committee; Gender and Development TWG; Budgeting and Procurement Planning Committee; and other boards or committees related to the core functions of the AS.
3. Formulate and implement relevant policies, systems and procedures under existing laws, rules and regulations, and internal issuances, such as but not limited to:
 - A. Proper management of official records in line with Republic Act No. 9470 (National Archives of the Philippines Act of 2007) and its implementing rules and regulations;
 - B. Competency-based human resource systems on (1) recruitment, selection, and placement; (2) learning and development; (3) performance management; and (4) rewards and recognition, consistent with the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM);
 - C. Procurement and management of government property, in accordance with budgeting, appropriations, procurement, accounting and auditing laws, rules and regulations;
 - D. Internal information technology systems, such as, DBM Manpower Management Information System (MMIS), Learning and Development System (LDS), Document Management System (DMS), Property Management Information System (PMIS), and others.

Finance Service (FS)

1. Prepare the annual DBM budget consistent with the Budget Call, and the Strategic and Corporate Plans of the Department, in coordination with the Corporate Planning and Management Service (CPMS) and AS, and in consultation with DBM offices/units concerned;
2. Formulate the final budget allocations of bureaus/services/offices (B/S/Os) based on the approved annual DBM budget;
3. Take the lead in the adoption and implementation of established budget reform initiatives in DBM operations, in coordination with the CPMS, AS and other B/S/Os concerned;
4. Implement a financial management system to provide internal controls on sources of financing and expenditures, including the implementation of improved management systems;

5. Undertake the reconciliation of the DBM's physical inventories of supplies, plant, property and equipment with the book of accounts, in coordination with the AS;
6. Formulate and implement an effective financial monitoring system in order to provide DBM Management and the different B/S/Os with periodic financial reports;
7. Promote the timely, responsive and efficient use of authorized funds;
8. Undertake financial management functions to administer loans, grants and technical assistance (TAs), including fund disbursement management as may be assigned to the DBM by pertinent project agreements; and
9. Formulate policies and standards on the provision of financial resources.

Corporate Planning and Management Service (CPMS)

1. Support the DBM Management in embedding a culture of strategic planning and accountability by establishing relevant systems and processes in the Department, such as, (a) strategic and operational planning guidelines to facilitate the formulation, review/assessment, and revision/updating of the DBM medium-term and annual plans, and (b) results-based performance management mechanisms, including the development of pertinent performance information, in coordination with the Functional Groups (FGs) and Bureaus/Services/Offices (B/S/Os), to ensure achievement of targets set in the Department's plans;
2. Develop and implement a performance monitoring, evaluation and reporting model within the DBM to include, but not limited to, (a) periodic monitoring and evaluation of performance of the DBM B/S/Os and (b) provision of information on commitments/targets and corresponding accomplishments of the DBM and/or delivery units to internal and external entities or other reportorial bodies in compliance with administrative, functional and/or operational requirements;
3. Review the internal DBM operations and propose plans and programs for continual improvement through (a) employment of total quality management methods and tools in doing management surveys, and review of DBM management systems, processes and procedures, organizational structure, manpower requirements, and internal control, and (b) review and/or updating of DBM operations manual, on a regular basis, in collaboration with DBM B/S/Os concerned, with careful consideration to internal and external threats brought about by potential natural and/or human-induced crises which may affect, and/or disrupt, normal operations in the Department; and
4. Provide technical secretariat support and/or services to the DBM Executive Committee (ExeCom), Management Committee (ManCom), Performance Management Team (PMT), Quality Management System (QMS) Core Team, Crisis Management Committee (CMC), and Committee on Anti-Red Tape (CART), and other ad hoc bodies, as may be assigned by the Secretary or provided by law.

Budget Policy and Strategy Group

Fiscal Planning and Reforms Bureau (FPRB)

1. Conduct fiscal policy research and planning;
2. Develop fiscal and budgeting frameworks, indicative annual and multi-year budget ceilings, and sectoral expenditure priorities in coordination with other DBM offices, oversight and implementing agencies;
3. Formulate, monitor, and evaluate budget programs in the context of macroeconomic and fiscal targets, including the formulation and monitoring of the annual and quarterly National Government (NG) fiscal programs;
4. Conduct studies and analyses of expenditure trends and policies in the different government sectors as input to essential budget documents [e.g. Budget Priorities Framework (BPF), Annual Fiscal Report (AFR), Mid-Year Report (MYR)];
5. Monitor macroeconomic developments and their impact on the budget;
6. Provide technical and secretariat services to the Development Budget Coordination Committee (DBCC) and its Executive Technical Board (ETB), Participatory Governance Cluster of the Cabinet (PGC), Philippine Open Government Partnership (PH-OGP), and the Public Financial Management (PFM) Committee;
7. Attend and prepare reports, briefing materials, and recommendations for the Economic Development Cluster (EDC), NEDA Board - Investment Coordination Committee (ICC), NEDA Board - Infrastructure Committee (INFRACOM), NEDA-Board - Committee on Tariff and Related Matters (CTRM), Philippine Statistics Authority (PSA) Board, Fiscal Incentives Review Board (FIRB), and other interagency coordination meetings;
8. Prepare and submit comments, inputs, briefing materials, and other reports requested by Credit Rating Agencies (CRAs);
9. Serve as focal unit in the DBM for policy level concerns of Monitoring and Evaluation (M&E) – in close coordination with Budget and Management Bureaus (BMBs), concerned implementing agencies, oversight agencies, donor institutions, and other concerned stakeholders;
10. Prepare comments and recommendations as inputs to legislative measures and enrolled bills, and planned executive issuance with fiscal policy implications;
11. Conceptualize and manage the implementation of budgeting reforms and innovations, and provide assistance to DBM implementing bureaus in mainstreaming these initiatives to include strategic thinking, mobilizing technical support from development partners, and conducting change management programs with agencies;

12. Monitor the implementation of budgeting reforms and innovations, evaluate their impact on resource allocation and budget execution, and submit required reports to the DBM Management;
13. Coordinate the formulation and implementation of policies of the DBM and the government as a whole in implementing international fiscal transparency standards and upholding citizen's right to access information; and
14. Serve as focal unit in the DBM for all concerns related to Civil Society Organization (CSO) participation in the budget process through the CSO Desk.

Communications, Advocacy and Stakeholder Relations Group

Advocacy, Communications and Training Service (ACTS)

1. Manage the timely, orderly and accurate documentation, storage, categorization and deployment of DBM's knowledge products, particularly those in the DBM Library for easy access and usage; and leverage external knowledge resources; and foster greater knowledge retention and exchange, in collaboration with the DBM offices concerned. Part of these tasks would include the management of the DBM Library, partnering with other institutions for knowledge sharing, and preparation of publications/knowledge products such as the Annual Report, DBM Bulletin, and eUpdates which document the reforms, significant events, best practices, and key milestones of the Department and its offices, among others;
2. Convert, package, publish and disseminate, as necessary, available Information of the Department into various knowledge products;
3. Provide editorial, design and other services needed for publications;
4. Prepare and ensure the timely publication of the President's Budget Message, and other budget documents under its responsibility which are required by the Open Budget Survey and other fiscal transparency instruments employed by various local and international organizations;
5. Handle the development and implementation of the DBM's Public Financial Management (PFM) capacity-building programs, particularly the formulation of courses, curricula and modules, and the delivery of the same;
6. Enter into twinning arrangement with SUCs on the implementation of the PFMCP and monitor and evaluate the delivery of the same;
7. Expansion and capacity building of the DBM's Speakers Bureau and the pool of speakers for the PFM Competency Program;
8. Strengthening of network and linkages through the conduct of study visits with the foreign and local stakeholders particularly with discussions on Philippine Budget Process as well as the DBM's roles and responsibilities in the whole of government;

9. Develop the DBM Secretary's speeches, talking points, and correspondences, in coordination with the relevant DBM Offices;
10. Draft supplemental press releases, as needed, to support Media Affairs;
11. Provide technical assistance, including research and preparation of briefers for approved media interviews;
12. Manage and lead interagency communication initiatives with support from Media Affairs Division, as necessary;
13. Create and/or manage the official DBM Facebook page, and other official social media accounts of the DBM and the Office of the Secretary;
14. Develop, review, and release DBCC Joint Statement; and
15. Mount and/or produce DBCC-related and Economic Managers-related press events and projects, including, but not limited to, the (1) Philippine Economic Briefing; (2) Road-to-A investor related events and briefing; (3) international media interviews relative to World Bank team - International Monetary Fund (WB - IMF), and related events of the Economic and (4); and webinars, talk shows and other related online events and initiatives, among others.

Budget Preparation and Execution (BPE) Group

Budget and Management Bureau (BMB)-A

Budget and Management Bureau (BMB)-B

Budget and Management Bureau (BMB)-D

Budget and Management Bureau (BMB)-E

1. Undertake operational and sectoral policy reviews in collaboration/consultation with client agencies to ensure quality and appropriate medium-term levels of expenditures and intra-sectoral budget allocation decision;
2. Provide recommendations/inputs on:
 - A. Budget and management policy improvements based on in-depth evaluation of agency programs and projects and overall organizational efficiency and effectiveness;
 - B. Legislative proposals/bills and planned executive issuances with funding implications; and
 - C. Budget operations guidelines applicable to agency/fund coverage;
3. Update/maintain a DBM-managed agency Forward Estimates/medium-Term Expenditure Frameworks (FEs/MTEFs) as a budget planning and management decision tool;
4. Lead the mainstreaming of medium-term and results-based budgeting and performance management reforms in client agencies consistent with the Public Expenditure Management (PEM) framework;

5. Provide technical assistance and advice to stakeholders on the budget preparation and expenditure management of client agencies;
6. Plan and undertake budget preparation oversight activities for client agencies, in coordination/consultation with other DBM offices/units and oversight agencies concerned;
7. Evaluate and recommend appropriate actions for client agency requests/proposals for:
 - A. New projects/programs for consideration of the Executive Review Board (ERB) for inclusion in the agency MTEFs;
 - B. Changes in staffing and compensation concerning agencies with military and uniformed personnel, Coast Guard, and the National Mapping and Resource Information Authority (NAMRIA) in coordination with the Organization, Position Classification and Compensation Bureau (OPCCB);
 - C. Funding requirements and preparation/issuance of corresponding fund release documents; and
 - D. Purchase and rental of motor vehicles;
8. Administer lump sum funds (LSFs)/special purpose funds (SPFs) as part of the oversight function over specific agency coverages; and
9. Monitor and evaluate the financial and physical performance and overall organizational efficiency and effectiveness of government agencies vis-à-vis development goals/targets/priorities in the context of the MTEF and Organizational Performance Indicator Framework (OPIF) and provide a basis for sound policy and budgeting decisions.

Budget and Management Bureau (BMB)-C

1. Undertake operational and sectoral policy reviews in collaboration/consultation with client agencies/government-owned or -controlled corporations (GOCCs) under its coverage to ensure quality and appropriate medium-term levels of expenditures and intra-sectoral budget allocation decisions;
2. Provide recommendations/inputs on:
 - A. Budget and management policy improvements based on in-depth evaluation of agency/GOCC programs and projects and overall organizational efficiency and effectiveness;
 - B. Legislative proposals/bills and planned executive issuances with funding implications, as well as those with specific GOCC issues on organization, compensation and position classification; and
 - C. Budget operations guidelines applicable to s agency/GOCC/fund coverage;
3. Review and validate the appraisal of new projects/programs proposed by agencies and recommend appropriate ERB action for their inclusion in the agency MTEFs;

4. Update/maintain a DBM-managed agency FEs/MTEFs as a budget planning and management decision tool;
5. Lead the mainstreaming of medium-term and results-based budgeting and performance management reforms in client agencies consistent with the PEM framework;
6. Provide technical assistance and advice to stakeholders on the budget preparation and expenditure management of client agencies;
7. Plan and undertake budget preparation oversight activities for agencies/GOCCs under its coverage, in coordination/consultation with other DBM offices/units and oversight agencies concerned;
8. Evaluate and recommend appropriate actions for client agency/GOCC/local water districts (LWDs) requests/proposals for:
 - A. New projects/programs for consideration of the ERB for inclusion in the agency MTEFs;
 - B. Organization, staffing, compensation and position-classification (for GOCCs);
 - C. Funding requirements and preparation/issuance of corresponding fund release documents;
 - D. Purchase and rental of motor vehicles; and
 - E. Corporate Operating Budgets (for GOCCs)
9. Administer LSFs/SPFs as part of the oversight function over specific agency coverages;
10. Monitor and evaluate the financial and physical performance and overall organizational efficiency and effectiveness of government agencies vis-à-vis development goals/targets/priorities in the context of the MTEF and OPIF and provide a basis for sound policy and budgeting decisions; and
11. Conduct studies on budget policies and formulate policies and standards for the:
 - A. Government corporate sector, including LWDs and prepare operations manual/s, as necessary; and
 - B. GOCCs under its coverage, in coordination with the OPCCB and other oversight agencies.

Budget and Management Bureau (BMB)-F

1. Undertake operational and sectoral policy reviews in collaboration/consultation with client agencies/State Universities and Colleges (SUCs) under its coverage to ensure responsive and appropriate medium-term levels of expenditures and intra-sectoral budget allocation decision;
2. Provide recommendations/inputs on:

- A. Budget and management policy improvements based on in-depth evaluation of agency programs and projects and overall organizational efficiency and effectiveness;
 - B. Legislative proposals/bills and planned executive issuances with funding implications, as well as those with specific SUC issues on organization, compensation and position classification; and
 - C. Budget operations guidelines applicable to its agency/SUC/fund coverage;
3. Update/maintain a DBM-managed agency FEs/MTEFs as a budget planning and management decision tool;
4. Lead the mainstreaming of medium-term and results-based budgeting and performance management reforms in client agencies consistent with the PEM framework;
5. Provide technical assistance and advice to stakeholders on the budget preparation and expenditure management of client agencies/SUCs under its coverage;
6. Plan and undertake budget preparation oversight activities for client agencies and SUCs, in coordination/consultation with other DBM offices/units and oversight agencies concerned;
7. Undertake budget preparation oversight activities to the Regional Task Force, created to oversee the budget preparation activities for SUCs, to ensure consistency in the implementation of budget preparation guidelines/advisories.
8. Evaluate and recommend appropriate actions for client agencies and SUCs under its coverage, as well as other stakeholders, requests/proposals for:
 - A. New projects/programs for consideration of the ERB for inclusion in the agency MTEFs;
 - B. Organization, staffing, compensation and position-classification;
 - C. Funding requirements and preparation/issuance of corresponding fund release documents;
 - D. Purchase of motor vehicles; and
 - E. Technical assistance, comments, inputs, clarifications and recommendations on various queries and concerns relating to budget implications.
9. Administer LSFs of client agencies/SUCs under its coverage;
10. Monitor and evaluate the financial and physical performance and overall organizational efficiency and effectiveness of government agencies vis-à-vis development goals/targets/priorities in the context of the MTEF and OPIF and provide a basis for sound policy and budgeting decisions;
11. Undertake oversight activities to DBM ROs to ensure the consistency in the interpretation and implementation of budget and management policies concerning DepEd, CHED, and SUCs; and

12. Evaluate and facilitate the requests of the client agencies on the creation/renaming/conversion/transfer of Implementing Units i.e., Division Office, and schools, in the Unified Accounts Code Structure (UACS) Repository System.

Budget Technical Bureau (BTB)

1. Formulate standards and operating guidelines of general application for budget preparation, execution and accounting of budget performance, in coordination with the BMBs, DBM ROs, LS and other DBM offices/units;
2. Conduct the periodic review of budget preparation, execution and accountability processes in coordination with other DBM offices;
3. Recommend policies for the effective and efficient management of expenditures;
4. Act as clearing house for operational guidelines and standards formulated by BMBs for national government agencies (NGAs);
5. Oversee/coordinate/consolidate the annual preparation of the President's Budget;
6. Monitor and prepare consolidated reports and overall analysis of expenditures and outputs relative to the status of budget utilization, including government budgetary releases, obligations incurred and disbursements made, for submission to Management and other stakeholders as required, as well as posting of reports at the DBM website;
7. Prepare consolidated Monthly Disbursement Program as evaluated by BMBs, as input for the formulation of the National Government Disbursement Program that will be approved by the DBCC;
8. Provide technical assistance to DBM offices/units concerned, such as in the preparation of comments on congressional bills, draft inter-agency issuances, and clarifications relative to audit observations;
9. Review existing electronic budgeting systems and recommend improvements/enhancements thereto in coordination with the BMBs and the ICTSS;
10. Act as the printing and releasing unit of budget authorization documents issued by the BMBs and LGRCB in the DBM Central Office;
11. Serve as fund administrator of multi-user SPFs, such as Contingent Fund, Pension and Gratuity Fund, Miscellaneous Personnel Benefits Fund, and Unprogrammed Appropriations; and
12. Administer the UACS, management of the UACS Repository System and evaluation of BMB/RO requests/recommendations for issuance of codes consistent with the business rules of the UACS.

Organization and Systems Improvement Group

Organization, Position Classification and Compensation Bureau (OPCCB)

1. Administer and maintain a unified compensation and position classification system, including performance-based incentives for NGAs, GOCCs covered by DBM, and LGUs in coordination with the CSC;
2. Develop policies, standards and guidelines on organization, staffing, and compensation for NGAs;
3. Formulate policies and budgetary guidelines on Personnel Services and associated expenditures;
4. Evaluate agency proposals on organization, staffing, compensation and position classification, and issue the Notice of Organization, Staffing and Compensation Action (NOSCA) to agencies, except those involving military and uniformed personnel and GOCCs which will be continually handled by the BMBs concerned;
5. Monitor government manpower levels and administer and maintain a comprehensive and reliable database on national government positions and personnel through the Government Manpower Information System (GMIS);
6. Pursue the deregulation of input controls in organization, staffing and compensation management parallel with the shift towards output/results-based orientation of agencies;
7. Prepare recommendations and position papers on legislative proposals/bills and planned executive issuances with policy and government-wide implication, as well as specific agency issues on organization, staffing, compensation and position classification; and
8. Provide technical assistance to client agencies and authorities/decision makers on matters related to organization, staffing and compensation.

Systems and Productivity Improvement Bureau (SPIB)

1. Formulate policies and develop standards and guidelines, as well as pilot-test better management practices, such as work simplification, cost reduction and other related measures in order to enhance efficiency and productivity in government;
2. Study and recommend appropriate mechanisms/strategies/systems and structures to improve the management of government assets, in coordination with relevant agencies;
3. Conduct studies and researches, and undertake monitoring and evaluation of the effectiveness or efficiency in the delivery of government services in relation to strategic and functional directions, existing methods, management systems



and procedures/processes of government agencies, and recommend improvements, as necessary;

4. Provide technical and administrative support to the Government Quality Management Committee in the implementation of the Government Quality Management Program;
5. Formulate policies and measures on the strengthening of internal controls systems of government agencies, to ensure the integrity, accuracy, completeness, and reliability of their financial and management systems; and
6. Prepare inputs/recommendations on legislative proposals/bills, draft Executive Orders and other proposed executive issuances which have implications on management systems improvement, public sector productivity enhancement, management of government assets, strengthening of internal control systems in government, and other related concerns.

Local Government and Regional Operations Group

Local Government and Regional Coordination Bureau (LGRCB)

1. Administer the National Tax Allotment (previously known as Internal Revenue Allotment) and all allocations to local government units;
2. Formulate PEM policies for the implementation by the LGUs;
3. Oversee LGUs' implementation of PEM policies and undertake capacity building and skills upgrading of LGUs in coordination with the DBM Regional Offices;
4. Assist in coordinating the activities of the DBM Regional Offices, specifically the provision of appropriate technical support during the Regional Coordination Meetings, including facilitation of issue resolution raised by the DBM Regional Offices with the DBM B/S/Os concerned; and
5. Ensure consistency in the implementation of budget and management policies by the DBM ROs.

Regional Offices (ROs)

1. Provide policy advisory and support services to the DBM Central Office, Regional Development Councils (RDCs), Regional Inter-Agency Teams (RIATs), Regional Inter-Agency Committees (RIACs), Project Monitoring Committees (PMCs), Regional Advisory Council (RAC) and other regional policy-making bodies, as may be appropriate;
2. Plan and undertake budget preparation and execution activities for SUCs and decentralized agencies with transactions delegated to ROs and the Metropolitan Manila Development Authority (MMDA) for DBM-NCR;



3. Review the budgets of provinces, highly urbanized cities, independent component cities and Metro Manila municipalities to ensure compliance with the Local Government Code (LGC) of 1991, its Implementing Rules and Regulations (IRR), and other applicable laws, rules and regulations issued by competent authorities;
4. Administer/manage the GMIS of SUCs and decentralized agencies delegated to ROs and MMDA for DBM-NCR;
5. Provide advisory and technical assistance to LGUs, decentralized agency coverages and LWDs and advocate the implementation of PFM and procurement reforms, among others, in the regions and MMDA for DBM-NCR, as may be appropriate;
6. Evaluate and approve organizational and staffing modifications inclusive of action on compensation and position classification matters, of SUCs, decentralized agency coverages and MMDA for DBM-NCR, and LWDs;
7. Release funds to SUCs, decentralized agency coverages and MMDA for DBM-NCR, in accordance with the provisions of the annual General Appropriations Act (GAA);
8. Monitor and evaluate the performance of SUCs and decentralized agency coverages, and MMDA for DBM-NCR;
9. Monitor the conduct of PFM assessment by LGUs, and its preparation and implementation of PFM Improvement Plans, and subsequent updates thereof;
10. Provide inputs to the DBM Central Office on the status of major programs and projects of SUCs and LGUs, in the regions, and decentralized budgets of NGAs and MMDA for DBM-NCR, as may be appropriate;
11. Evaluate and recommend actions on requests for authority to purchase motor vehicles of SUCs, LGUs, LWDs, MMDA for DBM-NCR and other decentralized agencies;
12. Respond to queries on budgetary or compensation-related matters of LGUs, SUCs and other agencies concerned in the regions;
13. Ensure that the reportorial requirements for all Allocations to LGUs are complied by the LGUs; and
14. Provide recommendations/inputs on legislative proposals/bills and planned executive issuances with funding implications.

Central Office

External Services

1. Release of Obligational and/or Disbursement Authorities

Obligational and disbursement authorities from various sources (e.g. General Appropriations Act, Special Account in the General Fund, among others) are released to national government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), and other government instrumentalities. The service is classified as highly technical considering its requirement for technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

Office or Division:	Budget and Management Bureau (BMBs) - A, B, C, D, E, and F, Budget Technical Bureau (BTB)-Central Printing and Releasing Unit (CPRU), Office of the Assistant Secretary of Budget Preparation and Execution (BPE) Group, Office of the Undersecretary of BPE Group, Office of the Secretary (OSEC), and Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All NGAs, LGUs, SUCs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table A1 for the applicable requirements based on the nature of the request <i>Note: If submitted request/s is/are incomplete, incorrect or non-compliant, the clients shall be informed through a letter or Document Management System (DMS) reply document. Subject request/s will be processed upon receipt of the complete and valid documentary requirements.</i>		<ul style="list-style-type: none"> Physical submission - 1 original signed and complete set OR Electronic submission - 1 original digitally signed or clear scanned copy and complete set 		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request with complete documentary requirements to AS-CRD or send digital or clear scanned copy of the complete set of documents to the AS-CRD official email (dbm-crd@dbm.gov.ph)	1. Receive agency request and documentary requirements	None	within 1 hour ⁶	Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD

⁶ Voluminous documents will be physically routed to the B/S/O concerned within the day.

1.1 None	1.1 For physical submission, upload all documents to the DMS and attach DMS-generated routing slip to the document For electronic submission, upload all documents to the DMS	None		
1.2 Receive DMS-generated acknowledgement receipt (AR)	1.2 For physical submission, issue DMS-generated AR; and transmit hardcopy to the BMB/s concerned For electronic submission, send DMS-generated AR; and copy furnish the BMB concerned	None		
2. None	2. Route request to the Director	None	7 working days, 6 hours, 50 minutes	AO/ADAS BMBs A-F
3. None	3. Give instruction to Chief Budget and Management Specialist (CBMS)	None		Director BMBs A-F
4. None	4. Determine the following: ➤ Actions to be taken ➤ Complexity of the request ⁷ ➤ Technical staff to handle the request	None		CBMS BMBs A-F
5. None	5. Prepare action documents	None		Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS (SRBMS) BMBs A-F

⁷ Whether to be processed within 3 working days or more

5.1 None	<p>5.1 Evaluate request, tag the DMS Reference number of the request in the e-Budget System and prepare the following action documents:</p> <ul style="list-style-type: none"> ➤ Memorandum for the Secretary (MFS) ➤ Obligational and/or Disbursement Authority/ies, i.e., Special Allotment Release Order (SARO)/ Notice of Cash Allocation (NCA)/ Advice of NCA Issued (ANCAI)/ Annexes/ Attachments, as applicable 	None		<i>BMAN, BMS I, BMS II, SRBMS BMBs A-F</i>
5.2 None	5.2 Create SARO /NCA entry. Ensure that DMS Ref. No. is tagged in the e-Budget	None		
6. None	6. Review action documents	None	2 working days	<i>Supervising BMS BMBs A-F</i>
7. None	7. Review action documents	None	2 working days	<i>CBMS BMBs A-F</i>
8. None	8. Review action documents as to compliance with documentary requirements, format and computation	None	2 working days	<i>Assistant Director BMBs A-F</i>
9. None	9. Review and recommend approval of the action documents	None		<i>Director BMBs A-F</i>
9.1 None	9.1 Verify and tag "Approve" in the e-Budget	None		

9.2 None	9.2 Approve and sign Acknowledgement letter for complex request			
10. None	10. Review action documents	None	3 working days	<i>Assistant Secretary</i> BPE Group
11. None	11. Review action documents	None		<i>Undersecretary</i> BPE Group
12. None	12. Review, approve and sign MFS and Obligational and/or Disbursement Authority/ies	None	3 working days	<i>DBM Secretary</i> OSEC
12.1 None	12.1 Tag "Approve" in the e-Budget	None		<i>Executive Assistant (EA) / Chief-of-Staff</i>
12.2 None	12.2 Transmit approved SARO, NCA and approved MFS to the BTB-CPRU	None		<i>EA</i> OSEC
12.3 None	12.3 Send the following documents to the OSEC: <ul style="list-style-type: none"> ➤ Advice of SARO (ASARO), if applicable; ➤ NCA, if applicable; ➤ ANCAI, if applicable; ➤ NCAA; ➤ Letters to Bureau of Treasury (BTr) for releases to GOCCs; ➤ Letters to BTr and concerned agencies for Working Fund releases; and 	None		<i>ADAS III</i> BTB-CPRU

	➤ Quarterly Report of Taxes and Duties Availment (QRTDA) Form for custom duties and taxes			
12.4 None	12.4 Sign action documents	None		<i>DBM Secretary</i> <i>OSEC</i>
13. Access signed and/or Obligational and/or Disbursement Authority/ies through the ADRS	13. Release signed Obligational and/or Disbursement Authority/ies	None	10 minutes	<i>ADAS III</i> <i>BTB-CPRU</i>
13.1 Download Obligational and/or Disbursement Authority/ies ⁸	13.1 Upload signed Obligational and/or Disbursement Authority/ies	None		
13.2 None	13.2 Tag as "Released" in the e-Budget	None		
TOTAL			20 working days	

⁸ The corresponding SARO shall be automatically uploaded in the ADRS and shall be made available to the agency for viewing and printing. In the case of ANCAI and MRS-NCA, these shall be made available to the agency for viewing and printing through the ADRS within the next calendar day after receipt of NCA by the GSB.

Table A1- Documentary Requirements for the Release of Obligational and/or Disbursement Authorities

DBM Service	Documentary Requirements
1. For issuance of SARO including New Budgetary Provisions not included in the National Expenditure Program (NEP)	<p>For National Government Agencies (NGAs):</p> <ol style="list-style-type: none"> 1. Special Budget Request (SBR) 2. BED 1 (Financial Plan) 3. BED 2 (Physical Plan) 4. BED 3 (Monthly Disbursement Program) 5. Project Profile, based on the format of BP Forms 202 (LFP)/203 and FAP Profile (Annex B) of DBM-COA-DOF Joint Circular No. 2-97 dated March, 1997 (FAPs) 6. Office of the President (OP) Approval for budgetary items included in the GAA but not reflected in the President's Budget (NEP) 7. Approved loan agreement for new FAPs 8. Other authorization documents as required in the applicable Budget Circular / Other documentary requirements under existing guidelines* <p>For Government-Owned and Controlled Corporations (GOCCs) and State Universities and Colleges (SUCs):</p> <ol style="list-style-type: none"> 1. SBR 2. BED 1 3. BED 2 4. BED 3 5. BTr Certification for Use of Income/ OP Approval for Contingent Fund 6. Board Resolution 7. Other documentary requirements under existing guidelines <p>*Other documentary requirements:</p> <p><u>Infrastructure Projects</u></p> <ol style="list-style-type: none"> a) List of validated claims for ROW and contractual obligations b) DPWH clearance for building structural integrity/resiliency, signed picture of geo-tagged actual location of project/activity c) DENR – for environmental clearance certificate / certificate of non-coverage and geohazard certification d) Program of Works e) Certification of Availability of Lot and Certificate of Title/Transfer Certificate of Title f) Detailed Engineering and Design <p><u>Non-infrastructure Projects</u></p> <ol style="list-style-type: none"> a) ISSP approved by the DICT for ICT-related items b) Inventory/list and description for equipment, furniture and fixtures c) Approved Annual Procurement Plan

DBM Service	Documentary Requirements
	<u>Centrally-Managed Items</u> a) List of specific implementing units (IUs) and amount allotted to each IU
2. Release from Miscellaneous Personnel	Benefits Fund (MPBF)
2a. For newly filled regular positions/promotions/ newly created positions/reclassification of positions	For NGAs: 1. SBR 2. FAR 1-A (Latest Summary of Appropriations, Allotments, Obligations and Balances by Object of Expenditures) 3. BED 3 4. Duly Signed worksheet containing detailed computation of actual Personnel Services (PS) Requirements and date of appointment and assumption of duty of employees 5. Special / General / Bureau Orders, in the case of Military and Uniformed Personnel (MUP)
2b. For Performance-Based Bonus (PBB)	For NGAs and SUCs: 1. AO 25 Clearance/ Approval on agency compliance with performance and good governance requirements 2. Modified Form A-Department/Agency Performance Report and Evaluation Matrix
2c. For Payment of Back Salaries and Other PS Benefits	1. SBR 2. FAR 1-A 3. BED 3 4. Detailed computation of Actual PS Requirement showing list of personnel and corresponding back salaries and other benefits 5. HR-issued Certified True Copy of decision on the case by competent/proper authority, if applicable 6. Updated Service Record certified by the Human Resource Management Officer (HRMO)
3. Availment of Loan/Grant Proceeds <ul style="list-style-type: none"> For NGAs For GOCCs 	Special Allotment Release Order (SARO) – for FAPs under For issuance of SARO 1. SBR 2. Copy of Signed Foreign Loan Agreement including copy of the Appraisal Report 3. Updated Project Profile 4. Updated BED 1, if there are revisions 5. BED 2, if there are revisions 6. ICC Approval/ICC-Secretariat/NEDA Board Action Letter to the NGA/IA for additional work and change orders, if applicable For GOCCs: 1. SBR 2. Certification of receipt or deposits from the BTr on the availability of the balance 3. Credit Advice from Bangko Sentral ng Pilipinas

DBM Service	Documentary Requirements
4. Foreign Assisted Projects (Loan Proceeds) <ul style="list-style-type: none"> • Direct Payment (NCAA) • Working Fund 	Direct Payment (Non-Cash Availment Authority): <ol style="list-style-type: none"> 1. SBR 2. Photocopy of the Application for Withdrawal or equivalent document covering the amount requested 3. Certified list of allotments and corresponding obligations incurred for the specific foreign loan/grant assisted project against which the disbursements shall be applied 4. Details of disbursements expressed both in peso and equivalent foreign currency as indicated in the application 5. Certification from BTr on the peso value of the amount paid to the supplier/contractor/consultant 6. Certificate of Acceptance when the project is completed Working Fund (Notice of Cash Allocation (NCA): <ol style="list-style-type: none"> 1. Agency Letter of Request for the release of NCA 2. Certification from the BTr on Loan Proceeds Remitted/Deposited (if funded by loan) / Grant/Donation Remitted/Deposited (if funded by Grant/Donation), whichever is applicable 3. Copy of notice of sub-allotment issued by the NGA, if applicable
5. Customs Duties and Taxes	<ol style="list-style-type: none"> 1. SBR 2. Quarterly Report of Taxes and Duties Availment (QRTDA) 3. Statement of Account/Assessment from Bureau of Customs (BOC)
6. Tax Subsidy	<ol style="list-style-type: none"> 1. Financial Incentives Review Board resolution For NGAs (including SUCs): <ol style="list-style-type: none"> 1. SBR 2. QRTDA 3. Tax Subsidy Availment Certificate/ Statement of Accounts/Assessment Notices issued by BOC/BIR For GOCCs: <ol style="list-style-type: none"> 1. SBR 2. QRTDA 3. Certification of entitlement to subsidy issued by FIRB 4. Tax Subsidy Availment Certificate/Statement of Accounts/Assessment Notices issued by BOC/BIR
7. Special Account in the General Fund (SAGF)	<ol style="list-style-type: none"> 1. SBR 2. BED 1 3. BED 2 4. BED 3 5. Certification on the available balance of SAGF/Certification of receipt or deposits from the BTr

DBM Service	Documentary Requirements
8. Modification in the Allotments Issued	<ol style="list-style-type: none"> 1. SBR 2. FAR No. 1 (Latest SAOODB) 3. BED 1, as revised 4. BED 2, as revised 5. Justification for the proposed modification 6. Certification of Actual Deficiency and Sources of Funds signed by the Budget Officer, identifying the affected P/A/Ps and objects of Expenditure ("From" and "To") – (Attachment 3)
9. Use of Savings for Augmentation of Deficient P/A/Ps	<p>For OP Approval:</p> <ol style="list-style-type: none"> 1. SBR 2. FAR No. 1 3. FAR No. 1A 4. BED No. 1 5. BED No. 2 6. Certification on how the savings were generated pursuant to existing guidelines 7. Justification 8. Details of Savings and Augmentation of Deficient P/A/Ps <p>For Release of Funds:</p> <ol style="list-style-type: none"> 1. OP Approval
10. Additional NCA/s	<ol style="list-style-type: none"> 1. Agency Request 2. List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) 3. FAR 1 4. FAR 3, if applicable 5. FAR 4 6. BED 3 7. Latest Book/Bank balances 8. Bank Certification of Lapsed NCA, if applicable 9. List of Reverted A/Ps as of end of the previous year (Per EO No. 87, as implemented by COA-DBM Joint Circular No. 2021-1 dated March 1, 2021)
11. Payment of Tax Refund (Bureau of Internal Revenue and BOC)	<ol style="list-style-type: none"> 1. SBR 1. BTr Certification and BTr Journal Entry Voucher (JEV) effecting adjustment of deposits to trust account <p>Additional Supporting documents:</p> <p>For VAT Claims:</p> <ol style="list-style-type: none"> a) Signed Report of NCA utilization/disbursement of initial 50% NCA release b) Pending claims for VAT refund for additional release of funds <p>For Non-VAT Claims:</p> <p>List of Tax Refund Payables by Taxpayer and Type of Tax</p>

DBM Service	Documentary Requirements
12. Payment of Rewards to Informant on Violators of Internal Revenue, Tariff and Custom Laws, Rules and Regulations	<ol style="list-style-type: none"> 1. SBR 2. Resolution of the BIR or BOC Revenue Performance Evaluation Board (RPEB) duly endorsed by the DOF 3. BTr Certification and BTr JEV effecting adjustment of deposits to trust account
13. Release of Budgetary Support to GOCCs	<ol style="list-style-type: none"> 1. SBR 2. BED 1 3. BED 2 4. BED 3 5. Latest Cash Flow Statement 6. Justification 7. Other supporting documents (e.g. list of projects and implementing units, project profile, list of equipment, if applicable)
14. Documentary Stamp Tax (DST) for Government Securities (GS) & Foreign Exchange (FOREX) Currency Acquisition	<ol style="list-style-type: none"> 1. SBR <ol style="list-style-type: none"> 2.1. DST - GS - Summary of Monthly Gov't Securities Issued 2.2 DST - FOREX - Monthly foreign exchange transactions of different banks
15. Debt Service (Principal Amortization & Interest Payment	<ol style="list-style-type: none"> 1. SBR <ol style="list-style-type: none"> 2.1 Principal Amortization – Annex B of GAA 2.2 Interest Payment – Annex A of GAA and BTr Cash Operations Report
16. Net Lending to GOCC	<ol style="list-style-type: none"> 1. SBR 2. Annex A of GAA and BTr Cash Operations Report



2. Release of Obligational and/or Disbursement Authorities for Terminal Leave, Retirement Gratuity Claims, Monetization of Leave Credits, and Trust Receipts

Obligational and disbursement authorities from various sources (e.g. General Appropriations Act, Special Account in the General Fund, among others) are released to national government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), and other government instrumentalities.

Office or Division:	Budget and Management Bureaus (BMBs) -A, B, C, D, E, and F, Budget Technical Bureau (BTB)-Central Printing and Releasing Unit (CPRU), Office of the Assistant Secretary for Budget Preparation and Execution (BPE) Group, Office of the Undersecretary for BPE Group, Office of the Secretary (OSEC), and Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All NGAs, LGUs, SUCs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table A2 for the applicable requirements based on the nature of the request <i>Note: Agency request/s will be processed upon receipt of the complete and valid documentary requirements. If submitted request/s is/are incomplete, incorrect, non-compliant, or denied the clients shall be informed through a letter or Document Management System (DMS) reply document.</i>		<ul style="list-style-type: none"> Physical submission - 1 original signed and complete set OR Electronic submission - 1 original digitally signed or clear scanned copy and complete set 		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request and documentary requirements to AS-CRD or send digital or clear scanned copy of the complete set of documents to the AS-CRD official email (dbm-crd@dbm.gov.ph)	1. Receive agency request and documentary requirements	None	within 1 hour ⁹	Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD
1.1 None	1.1 For physical submission, upload all documents to the Document Management System (DMS) and attach DMS-generated routing	None		

⁹ Voluminous documents will be physically routed to the B/S/O concerned within the day.

	<p>slip to the document</p> <p>For electronic submission, upload all documents to the DMS</p>			
1.2 Receive DMS-generated acknowledgement receipt (AR)	<p>1.2 For physical submission, issue DMS-generated AR; and transmit hardcopy to the BMB/s concerned</p> <p>For electronic submission, send DMS-generated AR; and copy furnish the BMB concerned</p>	None		
2. None	2. Route request to Director	None	7 working days, 6 hours, 50 minutes	AO/ADAS BMBs A-F
3. None	3. Give instruction to Chief Budget and Management Specialist (CBMS)	None		Director BMBs A-F
4. None	<p>4. Determine the following:</p> <ul style="list-style-type: none"> ➤ Actions to be taken ➤ Complexity of the request¹⁰ ➤ Technical staff to handle the request 	None		CBMS BMBs A-F
5. None	5. Prepare action documents	None		Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS (SRBMS) BMBs A-F
5.1 None	5.1 Evaluate request, tag the DMS Reference number of the request in the e-Budget and	None		BMAN, BMS I, BMS II, SRBMS BMBs A-F

¹⁰ Whether to be processed within 3 working days or more

	<p>prepare the following action documents:</p> <ul style="list-style-type: none"> ➤ Memorandum for the Secretary ➤ Obligational and/or Disbursement Authority/ies, i.e., Special Allotment Release Order (SARO)/ Notice of Cash Allocation (NCA)/ Advice of NCA Issued (ANCAI)/ Annexes/ Attachments 			
5.2 None	5.2 Create SARO/NCA entry. Ensure that DMS Ref. No. is tagged in e-Budget	None		
6. None	6. Review action documents	None	2 working days	<i>Supervising BMS BMBs A-F</i>
7. None	7. Review action documents	None	2 working days	<i>Chief BMS BMBs A-F</i>
8. None	8. Review action documents as to compliance with documentary requirements, format and computation	None	2 working days	<i>Assistant Director BMBs A-F</i>
9. None	9. Review and approve action documents	None		<i>Director BMBs A-F</i>
9.1 None	9.1 Verify and tag "Approve" in the e-Budget	None		
10. None	10. Route approved SARO, NCA to the BTB-Central Printing and Releasing Unit (CPRU)	None		<i>AO/ADAS BMBs A-F</i>
11. None	<p>11. Send the following printed documents to BMB:</p> <ul style="list-style-type: none"> ➤ Advice of SARO (ASARO), if 	None	10 minutes	<i>ADAS III BTB-CPRU</i>

	<ul style="list-style-type: none"> ➤ applicable; ➤ NCA, if applicable; ➤ MRS-NCA; ➤ ANCAI, if applicable; ➤ List of Actual Retirees to be Paid, if applicable ➤ List of Personnel Availing Monetization of Leave Credits, if applicable ➤ Annexes; and ➤ Attachments, if applicable 			
12. None	12. Sign action documents	None	within 1 hour	<i>DBM Secretary OSEC</i>
13. Access signed Obligational and/or Disbursement Authority/ies through the ADRS	13. Release the signed Obligational and/or Disbursement Authority/ies	None	1 hour	<i>ADAS BTB-CPRU</i>
13.1 Download Obligational and/or Disbursement Authority/ies ¹¹	13.1 Upload signed Obligational and/or Disbursement Authority/ies	None		
13.2 None	13.2 Tag as "Released" in the e-Budget	None		
TOTAL			14 working days, 1 hour, 10 minutes	

¹¹ The corresponding SARO shall be automatically uploaded in the ADRS and shall be made available to the agency for viewing and printing upon approval in the e-Budget System. Upon release of SARO through ADRS, any adjustment shall be made through the issuance of a modification or a negative SARO. In the case of ANCAI and MRS-NCA, these shall be made available to the agency for viewing and printing through the ADRS within the next calendar day after receipt of NCA by the GSB.



Table A2- Documentary Requirements for the Release of Obligational and/or Disbursement Authorities on Claims Terminal Leave and Retirement Gratuity Claims and Trust Receipts

DBM Service	Documentary Requirements
Retirement Gratuity Benefit (RGB) - For Government Service Insurance System (GSIS) and Non-GSIS Members (Optional/Compulsory Retirees)	
1. Retirees under Republic Act (R.A.) No. 1616	<ol style="list-style-type: none"> 1. SBR 2. List of Actual Retirees to be Paid (LARP) 3. Duly accomplished Application Retirement Form 4. Authenticated copy of updated/complete Service Record and latest Notice of Salary Adjustment (with Certification of inclusive dates of Leave without Pay (LWOP)) 5. Letter of intent to retire 6. Approved Application Letter of Retirement 7. GSIS Clearance/Approval (for GSIS Members) 8. Death Certificate for deceased retiree, Duly notarized Judicial or Extra Judicial Settlement of Estate, PSA Marriage Certificate for change of name of married women
2. Retirees under Special Laws	<ol style="list-style-type: none"> 1. SBR 2. Certification/computation showing other allowances and similar benefits authorized to be included in the computation of RG under R.A. No. 910 3. Retirement Orders issued by appropriate authorities of military and uniformed personnel 4. Approved En Banc Resolution for members of the judiciary and lower courts, Head of the Appellate Courts for its Members (including Survivorship Pension) 5. GSIS retirement voucher, if applicable 6. Death Certificate for deceased retiree, Duly notarized Judicial or Extrajudicial Settlement of Estate 7. PSA Marriage Certificate for change of name of married women <p>Retirees under Republic Act No. 11054:</p> <ol style="list-style-type: none"> 1. Transition Plan containing the proposed organizational plan and the schedule of implementation 2. Updated Personnel Services Itemization-Plantilla of Personnel (PSIPOP) of the different line departments/agencies as of December 31, 2018 3. Certification by the Bangsamoro Transition Authority (BTA) attesting that the employees included in the request are affected personnel of the BARMM, and shall not be absorbed 4. Service Record of each of the affected personnel



	<ol style="list-style-type: none"> 5. Latest CSC-attested Appointment Papers of each of the affected personnel 6. Latest Notice of Salary Adjustment of each of the affected personnel
3. Terminal Leave Benefit (TLB)	<ol style="list-style-type: none"> 1. SBR 2. List of Retirees to be paid (LARP), supported by the following documents: <ol style="list-style-type: none"> a) Duly Accomplished Retirement Application Form (CSC Form 6) b) Certified True copy of the Updated Service Record, including dates of Leave Without Pay (LWOP), if any c) Statement of Leave Credits Earned with summary of computation of leave balance and amount requested (certified by the HRMO) d) Latest Notice of Salary Adjustment (NOSA) / Notice of Step Increment (NOSI) e) PSA Marriage Certificate, for change of name of married women f) Special Order on designation to administrative positions, if teaching personnel g) Justification or reason for late filing of claim (pursuant to Sec. 38 of CSC MC 41, s.1998, that may include copy of court decision in case where delay is due to an administrative case and/or certification by the HRMO that the personnel performed his/her duties during the period his/her case is being deliberated in the court, among others)
4. Trust Receipts (includes donations 1 year or less)	<ol style="list-style-type: none"> 1. Agency Request 2. BTr Certification/Certified True Copy of Deposit Slip validated by bank/Proof of receipt of trust or Official Receipt <p>Additional Supporting Documents (depending on type of request):</p> <p>Release of 10% Retention Money</p> <ol style="list-style-type: none"> a) Certificate of Final Acceptance b) Trust Utilization Report i.e., Summary of Trust Fund Receipts Against Disbursement <p>For BAC Honoraria</p> <ol style="list-style-type: none"> a) Payroll for payment of BAC Honoraria b) Certified List of Awarded Contracts/Projects with date of award <p>For refund of guarantee deposits to Utility Providers</p> <ol style="list-style-type: none"> a) Demand Letter from the utility provider/s b) Certificate of Completion and/or Acceptance <p>For refund of bidding documents to contractors due</p>



	<p>to cancellation of project/s or failure of bidding (Sec. 41 of RA 9184)</p> <ul style="list-style-type: none"> a) Certified True Copy of the declaration of failure of bidding by the Head of Procuring Entity (HOPE) b) Demand letter from the Contractors <p>For Inter-agency Transferred Funds</p> <ul style="list-style-type: none"> a) Memorandum of Agreement, if applicable b) Approved extension of implementation period, if applicable <p>For Bidders/Performance Bonds; Bid/Performance Security</p> <ul style="list-style-type: none"> 1. Agency certification that the undertaking or obligation has been faithfully performed or terminated, as the case may be
5. Release from MPBF	
5a. Monetization of Leave Credits of NGAs/SUC Employees	<ul style="list-style-type: none"> 1. SBR 2. List of Employees with Approved Application for Monetization of Leave Credits 3. Other pertinent documents and other related issuances



3. Release of Other Authorities

These authorities pertain to other authorities prepared by the Budget and Management Bureaus other than the obligational and disbursement authorities. They include authorities on evaluation of Corporate Operating Budget of Government-Owned or -Controlled Corporations (GOCCs), issuance of Ceiling, and funding of Multi-Year Projects. The service is classified as highly technical considering the requirement for technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

Office or Division:	Budget and Management Bureaus (BMBs) - A, B, C, D, E, and F, Budget Technical Bureau (BTB)-Central Printing and Releasing Unit (CPRU), Office of the Assistant Secretary of Budget Preparation and Execution (BPE) Group, Office of the Undersecretary of BPE Group, Office of the Secretary (OSEC), and Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All National Government Agencies, Local Government Units (LGUs), State Universities and Colleges (SUCs), GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table A3 for the applicable requirements based on the nature of the request <i>Note: Agency request/s will be processed upon receipt of the complete and valid documentary requirements. If submitted request/s is/are incomplete, incorrect, non-compliant, or denied the clients shall be informed through a letter or Document Management System (DMS) reply document.</i>		<ul style="list-style-type: none"> Physical submission - 1 original signed and complete set OR Electronic submission - 1 original digitally signed or clear scanned copy and complete set 		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request and documentary requirements to AS-CRD or send digital or clear scanned copy of the complete set of documents to the AS-CRD official email (dbm-crd@dbm.gov.ph)	1. Receive agency request and documentary requirements	None	within 1 hour ¹²	Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD

¹² Voluminous documents will be physically routed to the B/S/O concerned within the day.

1.1 None	1.1 For physical submission, upload all documents to the Document Management System (DMS) and attach DMS-generated routing slip to the document For electronic submission, upload all documents to the DMS	None		
1.2 Receive DMS-generated acknowledgement receipt (AR)	1.2 For physical submission, issue DMS-generated AR; and transmit hardcopy to the BMB/s concerned For electronic submission, send DMS-generated AR; and copy furnish the BMB concerned	None		
2. None	2. Route request to Director	None	7 working days, 6 hours, 50 minutes	AO/ADAS BMBs A-F
3. None	3. Give instruction to Chief Budget and Management Specialist (CBMS)	None		Director BMBs A-F
4. None	4. Determine the following: ➤ Actions to be taken ➤ Complexity of the request ¹³ ➤ Technical staff to handle the request	None		CBMS BMBs A-F
5. None	5. Prepare action documents	None		Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS

¹³ Whether to be processed within 3 working days or more

				(SRBMS) BMBs A-F
5.1 None	<p>5.1 Evaluate request, tag DMS Reference number of the request in the e-Budget and prepare the following action documents:</p> <ul style="list-style-type: none"> ➤ Memorandum for the Secretary (MFS) ➤ Letters to BTr for releases to GOCCs/ ➤ Letters to BTr and concerned agencies for Working Fund releases/ Quarterly Report of Taxes and Duties Availment (QRTDA) Form for custom duties and taxes/ ➤ Letter of Approval or Recommendation/ Authority to purchase Motor Vehicle (MV)/ ➤ Memorandum to the Office of the President/ ➤ Multi-Year Contractual Authority (MYCA)/ ➤ Forward Obligational Authority (FOA)/ ➤ Letter of Commitment (LOC), as applicable/ ➤ 'Action for 	None		

	denial' letter if request is denied ➤ Acknowledgement letter for complex request			
5.2 None	5.2 Create FOA/MYCA entry. Ensure that DMS Ref. No. is tagged in e-Budget	None		
6. None	6. Review action documents	None	2 working days	<i>Supervising BMS BMBs A-F</i>
7. None	7. Review action documents	None	2 working days	<i>CBMS BMBs A-F</i>
8. None	8. Review action documents as to compliance with documentary requirements, format and computation	None	2 working days	<i>Assistant Director BMBs A-F</i>
9. None	9. Review and recommend approval of the action documents	None		<i>Director BMBs A-F</i>
10.1 None	10.1 Verify and tag "Approve" in the e-Budget	None		
10. None	10. Review and endorse action documents	None	3 working days	<i>Assistant Secretary BPE Group</i>
11. None	11. Review and recommend the approval of the action documents	None		<i>Undersecretary BPE Group</i>
12. None	12. Review, approve and sign MFS and other authority/ies	None	3 working days	<i>DBM Secretary OSEC</i>
12.1 None	12.1 Tag "Approve" in the e-Budget	None		<i>Executive Assistant (EA) / Chief-of-Staff OSEC</i>
12.2 None	12.2 Send approved MFS and other authority/ies to the BTB-CPRU	None		<i>EA OSEC</i>
12.3 None	12.3 Send the following printed documents to the OSEC:	None		<i>ADAS III BTB-CPRU</i>



	<ul style="list-style-type: none"> ➤ MFS ➤ Letters to BTr for GOCCs/ ➤ Letter of Approval or Recommendation/ ➤ Authority to purchase MV/ ➤ Memorandum to the Office of the President/ ➤ MYCA/ ➤ FOA/ ➤ LOC, as applicable 			
12.4 None	12.4 Sign action documents	None		DBM Secretary OSEC
13. Authorized agency liaison officer to receive action documents from the CPRU ¹⁴ Authorized agency liaison officer to sign on the receiving copy of the released documents, as applicable ¹⁵	13. Release the signed Other Authorities	None	10 minutes	ADAS III BTB-CPRU
13.1 None	13.1 Tag as "Released" in the e-Budget	None		
TOTAL			20 working days	

¹⁴ The corresponding SARO shall be automatically uploaded in the ADRS and shall be made available to the agency for viewing and printing upon approval in the e-Budget System. Upon release of SARO through ADRS, any adjustment shall be made through the issuance of a modification or a negative SARO. In the case of ANCAI and MRS-NCA, these shall be made available to the agency for viewing and printing through the ADRS within the next calendar day after receipt of NCA by the GSB.

¹⁵ Applicable for Authority to Purchase Motor Vehicles and Rental of Motor Vehicles

Table A3- Documentary Requirements for the Release of Other Authorities

DBM Service	Documentary Requirements
<p>1. Organization and Compensation Matters for GOCCs and Military/ Uniformed Personnel</p>	<p>For GOCCs:</p> <p>Staffing</p> <ol style="list-style-type: none"> 1. Agency Request 2. Board Approval 3. Personnel Services Cost/Financial Implication 4. Justification 5. Existing and proposed organizational structure (if applicable) 6. Latest Plantilla of Position <p>In the case of Military/Uniformed Personnel:</p> <p>Distribution/Modification</p> <ol style="list-style-type: none"> 1. Agency Request 2. Endorsement of the agency request by the Department Secretary 3. Approval of the rank distribution/modification by the Department Secretary in the case of agencies under the Department of National Defense as well as the Bureau of Fire Protection and the Bureau of Jail Management and Penology under the Department of the Interior and Local Government (DILG), and Bureau of Corrections (BuCor) under the Department of Justice 4. Approval of the rank distribution/modification by the National Police Commission in the case of the Philippine National Police under the DILG 5. Proposed Rank Distribution vis-a-vis existing rank structure 6. Old and new organizational structure 7. Justification
<p>2. Organization and Staffing Modification Actions (For MSU and UP System)</p>	<ol style="list-style-type: none"> 1. Agency Request (including the Legal basis/Justification, funding source, rationale, and background of the proposal) 2. Description of the positions involved, which include the following: <ol style="list-style-type: none"> a. Number of positions b. Position title/salary grade/unique item number, as necessary c. Functions/duties/responsibilities of the proposed positions d. Organizational deployment of the proposed positions e. Computation of PS requirement 3. Organizational structure and staffing pattern that includes filled and unfilled items regardless of

	<p>position status (i.e., permanent/ casual/contractual)</p> <ol style="list-style-type: none"> 4. Board Approval for the organization/staffing modification 5. Other documentary requirements under existing guidelines
4. Issuance of Cash Disbursement Ceiling	<ol style="list-style-type: none"> 1. Agency Request 2. Accountability reports as consolidated by the DFA or DOLE Home Office i.e., FSP Monthly Report of Income 3. BTr certification on actual income collected 4. Certified list of allotments and corresponding obligations incurred for the specific funds against which the disbursements shall be applied
Funding of Multi-Year Projects	
5. Multi-Year Contracting Authority (MYCA) for Locally Funded Projects (LFPs)	<ol style="list-style-type: none"> 1. Agency Request 2. Request for MYCA Form including a confirmation on the agency commitment 3. Funding Strategy/Medium Term Expenditure Program 4. Approval of the projects by: <ol style="list-style-type: none"> a) For projects costing Php 2.5 billion and above: INFRACOM or NEDA Board or DBCC b) For projects costing below Php 2.5 billion: Agency Head, supported with summary of project benefits including economic viability and technical justification, and details of expected output and outcome 5. Certification of the Agency Head that any procurement activity pertaining to the project to be covered by the MYCA has not been started as of date of request 6. Clearances/endorsements from various agencies, but not limited to the following: <ol style="list-style-type: none"> a) DICT endorsement of computerization projects b) NTC clearance for acquisition of communication equipment c) DENR geo-hazard certification of project location with geo-tagged map or electronic photograph of the project location with certification <p>In the case of AFPMP:</p> <ol style="list-style-type: none"> 1. OP approval 2. Request for MYCA including a confirmation on the agency commitment 3. Funding Strategy/Medium Term Expenditure



	Program
6. Request for Letter of Commitment (LOC) for PPP Projects	<ol style="list-style-type: none"> 1. Agency Request 2. Request for LOC including a confirmation on the agency commitment 3. Copy of NEDA Board Resolution approving the PPP project 4. Joint Certification by the DOF and the PPP Center on the list of obligations and corresponding amounts committed by the NG for the PPP project 5. Agency Budget Strategy for the NG obligations in the PPP project 6. Agency Summary of the PPP Project term sheet containing its technical, economic, financial, social and environmental appraisal aspects 7. Status of Project i.e. % of completion
7. Confirmation of Funding Strategy	<ol style="list-style-type: none"> 1. Agency Request 2. NEDA Project Evaluation Report (PER) containing the Multi-Year Funding Requirement with Annual Breakdown 3. Agency Public Investment Program (PIP) 4. Accomplished Funding Strategy Form
8. Issuance of Forward Obligational Authority (FOA) for FAPs	<ol style="list-style-type: none"> 1. Agency Request Letter of Request for FOA 2. ICC-CC and/or NEDA Board Action Letters addressed to the Secretary of the NGA/IA 3. Project Evaluation Report (PER) 4. Appraisal Report or Minutes of Technical Discussions
9. Authority to Purchase Motor Vehicles (excluded in the Confirmation Letter issued during the FY Budget Preparation or with changes in the details and number as originally specified in the said letter)	<ol style="list-style-type: none"> 1. Letter from the head of the requesting entity containing the following information: <ol style="list-style-type: none"> a) Justification for the acquisition of the vehicle(s) disclosing the number, type, quantity, specifications and comparative costing of the requested vehicle; b) User-official, deployment by organizational unit, and/or activities/purposes for which the vehicle will be used; and c) Proof of authorization, fund source and its availability, as follows: <ul style="list-style-type: none"> • For NGAs - for fund sources other than the GAA such as trust receipts, special accounts in the general fund and/or other authorized appropriation source: 1) certification by its Chief Accountant that funds for the acquisition are available; and 2) Bureau of the Treasury certification of deposited collection; • For GOCCs, LWDs and SUCs - 1) Board



	<p>resolution approving or authorizing the purchase of the motor vehicle/s; and 2) certification by its Chief Accountant that funds are included and available under the operating budget approved by the Board; and</p> <ul style="list-style-type: none"> • For LGUs - a certification from the local chief executive attesting that 1) a Sanggunian Resolution has been approved endorsing the purchase of motor vehicles; 2) the request for acquisition is part of the Local Development Investment Plan and Annual Investment Plan; and 3) funds are available for the purpose <ol style="list-style-type: none"> 2. Duly accomplished Motor Vehicle Inventory and Re-fleeting Program Form (MVIRUP), as prescribed in Annex D of Budget Circular (BC) No. 2022-1 dated February 11, 2022, if not yet submitted during the year 3. For replacements under Item 12.3 hereof, the following, as applicable, shall be submitted: a) Duly accomplished IIRUP (Annex E of BC No. 2022-1); b) a statement of the recurring repair/reconditioning expenses for the two-year period prepared by the General Services Division personnel or equivalent and certified by the agency head; and/or certification of emission testing results by accredited providers 4. Approved Annual Procurement Plan for the year showing inclusion of the procurement of the motor vehicle 5. Endorsement letter from the Department Secretary, in the case of the attached NGAs, and the Local Water Utilities Authority in the case of LWDs
10. Rental of Motor Vehicles	<ol style="list-style-type: none"> 1. Agency Request for Authority to Rent MV 2. Detailed justification for the rental of the vehicle(s) including the duration of the specific program, project and activity for which the vehicle(s) will be rented 3. Number, type and specifications of vehicle(s) to be rented and the proposed rate(s) including the period rental of MV 4. Certification of fund source and availability of funds 5. Copy of Board's Secretary's Certificate



4. Release of Other Authorities: Minor Organization and Staffing Modifications for University of the Philippines (UP) System and MSU (Mindanao State University) System, including the Issuance of Notice of Organization, Staffing and Compensation Action (NOSCA)

These authorities pertain to other authorities prepared by the BMB-F other than the obligational and disbursement authorities. They include authorities on minor organization and staffing modifications for UP System and MSU System, i.e., those involving two (2) to three (3) divisions, or 30 to 49 positions, including the issuance of NOSCA. The service requires more than 20 working processing days considering the need for technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

Office or Division:	Budget and Management Bureau (BMB) - F, Budget Technical Bureau (BTB)-Central Printing and Releasing Unit (CPRU), Office of the Assistant Secretary of Budget Preparation and Execution (BPE) Group, Office of the Undersecretary of BPE Group, Office of the Secretary (OSEC), and Administrative Service-Central Records Division (AS-CRD)		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	UP System and MSU System		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Agency Request (including the Legal basis/Justification, funding source, rationale, and background of the proposal) 2. Description of the proposed organization/staffing modification, which include the following: <ol style="list-style-type: none"> a) Number of positions b) Position title/salary grade/unique item number, as necessary c) Functions/duties/responsibilities and organizational deployment of the proposed positions d) Computation of PS requirement 3. Organizational structure and staffing pattern, that includes filled and unfilled items regardless of position status (i.e., permanent/casual/contractual) 4. Board Approval for the organization / staffing modification 5. Other documentary requirements under existing guidelines <p>Note: Agency request/s will be processed upon receipt of the complete and valid documentary requirements. If submitted request/s is/are incomplete, incorrect, non-compliant, or denied the clients shall be informed through a letter or Document Management System (DMS) reply document.</p>		One (1) originally signed copy and complete set	Requesting government entity unless indicated otherwise



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request and documentary requirements to AS-CRD or send the digital or clear scanned copy of the complete set of documents to the AS-CRD official email (dbm-crd@dbm.gov.ph)	1. Receive agency request and documentary requirements	None	within 1 hour ¹⁶	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD</i>
1.1 None	1.1 For physical submission, upload all documents to the Document Management System (DMS) and attach DMS-generated routing slip to the document For electronic submission, upload all documents to the DMS	None		
1.2 Receive DMS-generated acknowledgement receipt (AR)	1.2 For physical submission, issue DMS-generated AR; and send the hardcopy to BMB-F For electronic submission, send DMS-generated AR; and copy furnish the BMB concerned	None		
2. None	2. Route request to Chief Budget and Management Specialist (CBMS)	None	10 minutes	<i>AO/ADAS BMB-F</i>

¹⁶ Voluminous documents will be physically routed to the B/S/O concerned within the day.



3. None	3. Prepare action documents	None	20 working days	<i>Budget and Management Analyst, Budget and Management Specialist I, BMS II, Senior BMS BMB-F</i>
3.1 None	3.1 Draft the following action documents: ➤ Letter of approval/ letter to UP or MSU; and ➤ NOSCA, if applicable	None		
3.2 None	3.2 Create NOSCA entry	None		
4. None	4. Review action documents	None	3 working days	<i>Supervising BMS BMB-F</i>
5. None	5. Review action documents	None	3 working days	<i>Chief BMS BMB-F</i>
6. None	6. Review action documents	None	4 working days	<i>Assistant Director BMB-F</i>
7. None	7. Review and recommend approval of the action documents	None		<i>Director BMB-F</i>
8. None	8. Review action documents	None	3 working days	<i>Assistant Secretary BPE Group</i>
9. None	9. Review action documents	None	2 working days	<i>Undersecretary BPE Group</i>
10. None	10. Review, approve and sign action documents	None	1 working day	<i>DBM Secretary OSEC</i>
10.1 None	10.1 Send approved action documents to BTB-CPRU	None		<i>AO/ADAS OSEC</i>
11. Receive letter of approval/letter to UP/MSU and NOSCA, if applicable	11. Release letter of approval/letter to UP/MSU and NOSCA, if applicable	None	10 minutes	<i>ADAS III BTB-CPRU</i>
11.1 Download NOSCA	11.1 Upload NOSCA	None		
TOTAL			36 working days, 1 hour, 20 minutes*	

*The service requires more than 20 working processing days since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.



5. Release of Other Authorities: Major Organization and Staffing Modifications for UP University of the Philippines (UP) System and Mindanao State University (MSU) System, including the Issuance of Notice of Organization, Staffing and Compensation Action (NOSCA)

This pertains to other authorities prepared by the BMB - F aside from obligational and disbursement authorities. This includes authorities on major organization and staffing modifications for UP System and MSU System, i.e., those involving four (4) or more divisions, or 50 or more positions, including the issuance of NOSCA. The service requires more than 20 working processing days since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

Office or Division:	Budget and Management Bureau (BMB) - F, Budget Technical Bureau (BTB)-Central Printing and Releasing Unit (CPRU), Office of the Assistant Secretary of Budget Preparation and Execution (BPE) Group, Office of the Undersecretary of BPE Group, Office of the Secretary (OSEC), and Administrative Service-Central Records Division (AS-CRD)		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	UP System and MSU System		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
<ol style="list-style-type: none"> Agency Request (including the Legal basis/Justification, funding source, rationale, and background of the proposal) Description of the proposed organization/staffing modification, which include the following: <ol style="list-style-type: none"> Number of positions Position title/salary grade/unique item number, as necessary Functions/duties/responsibilities and organizational deployment of the proposed positions Computation of PS requirement Organizational structure and staffing pattern, that includes filled and unfilled items regardless of position status (i.e., permanent/casual/contractual) Board Approval for the organization / staffing modification Other documentary requirements under existing guidelines <p>Note: Agency request/s will be processed upon receipt of the complete and valid documentary requirements. If submitted request/s is/are incomplete, incorrect, non-compliant, or denied the clients shall be informed through a letter or Document Management System (DMS) reply document.</p>		One (1) originally signed copy and complete set	Requesting government entity unless indicated otherwise

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request and documentary requirements to AS-CRD or send digital or clear scanned copy of the complete set of documents to the AS-CRD official email (dbm-crd@dbm.gov.ph)	1. Receive agency request and documentary requirements	None	within 1 hour ¹⁷	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD</i>
1.1 None	1.1 For physical submission, upload all documents to the Document Management System (DMS) and attach DMS-generated routing slip to the document For electronic submission, upload all documents to the DMS	None		
1.2 Receive DMS-generated acknowledgement receipt (AR)	1.2 For physical submission, issue DMS-generated AR; and send hardcopy to BMB-F For electronic submission, send DMS-generated AR; and copy furnish the BMB concerned	None		
2. None	2. Route request to Chief Budget and Management Specialist (CBMS)	None	10 minutes	<i>AO/ADAS BMB-F</i>
3. None	3. Prepare action documents	None	45 working days	<i>Budget and Management Analyst, Budget and Management</i>
3.1 None	3.1 Draft the following action documents:	None		

¹⁷ Voluminous documents will be physically routed to the B/S/O concerned within the day.

	<ul style="list-style-type: none"> ➤ Letter of approval/letter to UP or MSU; and ➤ NOSCA, if applicable 			<i>Specialist (BMS) I, BMS II, Senior BMS BMB-F</i>
4. None	4. Review action documents	None	5 working days	<i>Supervising BMS BMB-F</i>
5. None	5. Review action documents	None	5 working days	<i>CBMS BMB-F</i>
6. None	6. Review action documents	None	5 working days	<i>Assistant Director BMB-F</i>
7. None	7. Review and recommend approval of the action documents	None		<i>Director BMB-F</i>
8. None	8. Review action documents	None	3 working days	<i>Assistant Secretary BPE Group</i>
9. None	9. Review action documents	None	2 working days	<i>Undersecretary BPE Group</i>
10. None	10. Review, approve and sign action documents	None	1 working day	<i>DBM Secretary OSEC</i>
10.1 None	10.1 Send approved action documents to BTB-CPRU	None		<i>AO/ADAS OSEC</i>
11. Receive letter of approval/letter to UP/MSU and NOSCA, if applicable	11. Release letter of approval/letter to UP/MSU and NOSCA, if applicable	None	10 minutes	<i>ADAS III BTB-CPRU</i>
11.1 Download NOSCA	11.1 Upload NOSCA	None		
TOTAL			66 working days, 1 hour, 20 minutes*	

**The service requires more than 20 working processing days since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.*



6. Review, Evaluation, and Approval of the Corporate Operating Budget (COB)

The review, evaluation, and approval of the COB of GOCCs/GFIs by the DBM is undertaken to ensure that the budgets of government corporations are consistent and supportive of national objectives and development plans, and consistent with the budgetary standards and guidelines adopted for national government agencies and local government units pursuant to Executive Order No. 518 dated January 23, 1979. The service is considered as highly technical considering the requirement for technical knowledge, specialized skills and/or training in the preparation thereof.

Office or Division:	Budget and Management Bureau (BMB) - C, Office of the Assistant Secretary of Budget Preparation and Execution (BPE) Group, Office of the Undersecretary of BPE Group, Office of the Secretary (OSEC), and Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	GOCCs and GFIs under the coverage of the Governance Commission for GOCCs (GCG) pursuant to Republic Act 10149 and those under the jurisdiction of the DBM, with or without budgetary support from the national government			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
<ol style="list-style-type: none"> 1. COB 2. Board Resolution / Secretary's Certificate 3. DBM Forms 700 (Corporate Strategic Measures), 702 (Statement of Financial Position), 703 (Statement of Financial Performance and attached annexes [DBM Forms 703-A to C]), 704 (Statement of Cash Flows), 705 (Comparative Sources of Funds), 706 (Uses of Funds by Expense Class) 4. Certification signed by the GOCC head that the proposed project/s are implementation-ready and will be completed within the fiscal year 5. Certificate of Budget Inclusion, duly approved by the Governing Board for multi-year projects 6. Supporting documents for the purchase or rental of motor vehicles pursuant to existing issuances and guidelines <p>Note: If supporting documents are found to be incomplete/inconsistent, it shall be without prejudice to its resubmission not later than March 31 of the fiscal year and not to exceed five (5) working days for COBs that were submitted on the deadline.</p>		Three (3) sets of the hard copies thereof, generated from the OSBPS v2.0		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit GOCC's COB and documentary requirements to AS-CRD	1. Receive GOCC's COB and documentary requirements	None		Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and

1.1 None	1.1 Upload all documents to the Document Management System (DMS) and attach DMS-generated routing slip to the document	None	within 1 hour ¹⁸	V AS-CRD
1.2 Receive DMS-generated acknowledgement receipt (AR)	1.2 Issue DMS-generated AR; and send hardcopy to BMB-C	None		
2. None	2. Route request to Director	None	7 working days, 6 hours, 50 minutes	AO/ADAS BMB-C
3. None	3. Instruct CBMS concerned to act on GOCC's COB	None		Director BMB-C
4. None	4. Assign GOCC's COB proposal to technical staff for evaluation	None		CBMS BMB-C
5. None	5. Validate the consistency of data/figures reflected in the different COB Forms and their supporting schedules under the current year ➤ Submitted on or before March 31 of the fiscal year	None		Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS (SRBMS) BMB-C
5.1 None	5.1 The total operating requirements indicated in the Uses of Funds by Expense Class (DBM Form No. 706) must be consistent with the total amount in the Board approval	None		
5.2 None	5.2 The amounts in the following forms must be consistent with the total amount per allotment class reflected in the Uses of Funds (DBM Form No. 706): ➤ DBM Form No. 703-A - Personnel	None		

¹⁸ Voluminous documents will be physically routed to the B/S/O concerned within the day.

	<p>Services (PS)</p> <ul style="list-style-type: none"> ➤ DBM Form No. 703-B - Maintenance and Other Operating Expenses (MOOE), net of non-cash expenses ➤ DBM Form No. 703-C - Capital Outlays (CO) 			
5.3 None	5.3 Total Sources of Fund reflected in DBM Form No. 705 (Comparative Sources of Funds) should be equal to or greater than the Uses of Funds under DBM Form No. 706	None		<i>BMAN, BMS I, II, SRBMS BMB-C</i>
5.4 None	<p>5.4 Evaluate current operating expenditures and capital outlay requirements of the GOCC/GFI for the fiscal year taking into consideration the following (Details of evaluation per attached Schedule J):</p> <p>Sources of Funds</p> <ul style="list-style-type: none"> ➤ Ensure that all expenditures shall be within the limits of available funds realized from corporate receipts, authorized corporate borrowings, and National Government budgetary support (current 	None		

	<p>year GAA and prior year's unutilized allotment as authorized in its Special Provision)</p> <p>Uses of Funds</p> <p>6. As a general policy, all proposed expenditures shall be aligned with the priorities of the National Government, as well as the GOCC's mandate, as indicated in their Corporate Strategic Measures (DBM Form 700)</p>			
5.5 None	5.5 Evaluate proposed COB considering the GOCC's physical performance in the previous years and the targets for the proposed year to ensure that funds are spent in the performance of the GOCC's mandate	None		<i>BMAN, BMS I, II, SRBMS BMB-C</i>
5.6 None	5.6 Evaluate the immediately preceding year's COB utilization presented by allotment class as against the DBM-approved COB for the same year	None		<i>BMAN, BMS I, II, SRBMS BMB-C</i>
5.7 None	5.7 Compute financial ratios based on the three-year financial performance for	None		



	the following: For heavily-subsidized GOCCs: ➤ Revenue to Expense Ratio to reflect the operational efficiency and funding deficits, if any For Government Banks ➤ Capital Adequacy Ratio (CAR) based on the prescribed standards set by the Bangko Sentral ng Pilipinas which shall be included in the Memorandum			
6. None	6. Review action documents	None	2 working days	<i>Supervising BMS</i> BMB-C
7. None	7. Review action documents	None	2 working days	<i>CBMS</i> BMB-C
8. None	8. Review action documents	None	2 working days	<i>Assistant Director</i> BMB-C
9. None	9. Review and recommend approval of the action documents	None		<i>Director</i> BMB-C
10. None	10. Review and endorse action documents	None	3 working days	<i>Assistant Secretary</i> BPE Group
11. None	11. Review, approve and sign the following action documents: ➤ Memo for the BPE FGH; and ➤ COB approval letter	None	3 working days	<i>Undersecretary</i> BPE Group
12. Receive COB approval letter	12. Release COB approval letter	None	10 minutes*	<i>AO/ADAS</i> AS-CRD
TOTAL			20 working days	

* If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.



7. Administration and Release against the Contingent Fund and Unprogrammed Appropriations

Contingent Fund shall be used exclusively for requirements of new and/or urgent projects and activities that need to be implemented during the year, except for the purchase of motor vehicles, including any improvements thereon. All releases from this fund require the prior approval of the President, other than payment resulting from final and executory decisions of competent authorities, which shall be subject to the approval of the DBM. The Unprogrammed Appropriations provide standby authority to incur additional agency obligations for priority programs or projects when the revenue source has exceeded the corresponding revenue collections target, and when additional grants or foreign funds are generated.

Office or Division:	Budget and Management Bureaus (BMBs) - A, B, C, D, E, and F, Budget Technical Bureau (BTB)-Central Printing and Releasing Unit (CPRU), BTB-Standards and Policy Division (SPD), Office of the Assistant Secretary of Budget Preparation and Execution (BPE) Group, Office of the Undersecretary of BPE Group, Office of the Secretary (OSEC), and Administrative Service-Central Records Division (AS-CRD)		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	All National Government Agencies, Local Government Units (LGUs), State Universities and Colleges (SUCs), Government-Owned or -Controlled Corporations (GOCCs), and other Government Instrumentalities		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
Contingent Fund: 1. Special Budget Request (SBR) 2. Budget Execution Document (BED) 1 3. BED 2 4. BED 3 5. Approval by the Office of the President/Final and Executory decision of competent authority 6. Other pertinent documents, as applicable Releases from Unprogrammed Appropriations: a) For excess revenue collections: 1. SBR 2. Certification that remitted collections to the BTr from a particular revenue source has exceeded the corresponding revenue collections target 3. BED 1 4. BED 2 5. BED 3 6. Other pertinent documents, as applicable b) New revenue collections 1. SBR 2. Certification that remitted collections identified were not part of, nor included in, the original revenue collection targets reflected 3. BED 1		<ul style="list-style-type: none"> Physical submission - 1 original signed and complete set OR Electronic submission - 1 original digitally signed or clear scanned copy and complete set 	Requesting government entity unless indicated otherwise

4. BED 2 5. BED 3 6. Other pertinent documents, as applicable c) Approved loans for FAPs 1. SBR 2. BED 1 3. BED 2 4. Project Profile 5. Approved Loan Agreement 6. Approved Loan Effectivity issued by the DOF 7. Other pertinent documents, as applicable For Risk Management Program for Public-Private Partnership Projects: 1. SBR 2. BED 3 3. BTr Certification on excess income generated by the National Government (NG) 4. DBCC approval of the use of the Unprogrammed Appropriations and the DBCC-TWG on Contingent Liabilities 5. In case of obligations assumed by GOCCs, performance undertaking or similar instrument by the agency concerned confirming that the NG will assume obligations in the case of default by the GOCC, if applicable <i>Note: Agency request/s will be processed upon receipt of the complete and valid documentary requirements. If submitted request/s is/are incomplete, incorrect, non-compliant, or denied the clients shall be informed through a letter or Document Management System (DMS) reply document.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request and documentary requirements to AS-CRD or send digital or clear scanned copy of the complete set of documents to the AS-CRD official email (dbm-crd@dbm.gov.ph)	1. Receive agency request and documentary requirements	None	within 1 hour ¹⁹	Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD
1.1 None	1.1 For physical submission, upload all documents to the Document	None		

¹⁹ Voluminous documents will be physically routed to the B/S/O concerned within the day.

	<p>Management System (DMS) and attach DMS-generated routing slip to the document</p> <p>For electronic submission, upload all documents to the DMS</p>			
1.2 Receive DMS-generated acknowledgement receipt (AR)	<p>1.2 For physical submission, issue DMS-generated AR; and send hardcopy to the BMB/s concerned</p> <p>For electronic submission, send DMS-generated AR; and copy furnish the BMB concerned</p>	None		
2. None	2. Route request to Director	None	10 working days, 6 hours and 50 minutes	AO/ADAS BMBs A-F
3. None	3. Give instruction to Chief Budget and Management Specialist (CBMS)	None		Director BMBs A-F
4. None	<p>4. Determine the following:</p> <ul style="list-style-type: none"> ➤ Actions to be taken; and ➤ Technical staff to handle the request 	None		CBMS BMBs A-F
5. None	5. Coordinate with BTB for the CF/UA balance	None		Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS (SRBMS) BMBs A-F
6. None	6. Check CF/UA balance	None		BMAN, BMS I, BMS II, SRBMS BTB-SPD
6.1 None	6.1 If balance is sufficient, provide status to the requesting bureau	None		

	and balance of excess income in the case of UA			
6.2 None	6.2 If balance is insufficient in terms of: ➤ Allotment class – prepare MFS and accomplish Use of Appropriations (USAP) form ➤ Total amount – Prepare MFS	None		
7. None	7. Review action documents	None		<i>Supervising BMS (SVBMS) BTB-SPD</i>
8. None	8. Review action documents	None		<i>CBMS BTB-SPD</i>
9. None	9. Review action documents	None		<i>Assistant Director BTB-SPD</i>
10. None	10. Review and recommend approval of action documents	None		<i>Director BTB-SPD</i>
11. None	11. Review action documents	None		<i>Undersecretary BPE Group</i>
11.1 None	11.1 If insufficient in terms of the total amount, give instruction, decide and recommend approval of action on augmentation of CF/UA	None		
11.2 None	11.2 If insufficient in terms of allotment class, recommend approval of the MFS and USAP form	None		
12. None	12. Review action documents	None		<i>DBM Secretary OSEC</i>
13. None	13. Receive signed action documents and forward to the division in-charge	None		<i>AO/ADAS BTB-SPD</i>
14. None	14. Receive signed action documents	None		<i>BMAN, BMS I, BMS II, SRBMS BTB-SPD</i>
14.1 None	14.1 Update ledger and send email request to ICTSS to reflect	None		



	adjustments in the e-Budget, copy furnish the requesting bureau			
15. None	15. Receive request and incorporate modifications in the e-Budget	None		ICTSS
16. None	16. Notify BMB that the allotment class has been modified	None		
17. None	17. Update BMB concerned	None		BMAN, BMS I, BMS II, SRBMS BTB-SPD
18. None	18. Prepare action documents	None		BMAN, BMS I, BMS II, SRBMS BMBs A-F
18.1 None	18.1 Evaluate request and prepare the following action documents: <ul style="list-style-type: none"> ➤ Memorandum for the Secretary (MFS); ➤ Obligational and/or Disbursement Authority/ies, i.e., SARO/ Annexes/ Schedule; ➤ DV; or ➤ Denial letter if request is for denial 	None		
18.2 None	18.2 Create a SARO/NCA entry. Ensure that DMS Ref. No. is tagged in e-Budget	None		
19. None	19. Review action documents	None		SVBMS BMBs A-F
20. None	20. Review action documents	None		CBMS BMBs A-F
21. None	21. Review and recommend approval of the action documents	None		Assistant Director BMBs A-F



22. None	22. Review and recommend approval of the action documents	None	3 working days	Director BMBs A-F
22.1 None	22.1 Verify and tag "For Approval" in the e-Budget the release documents	None		
23. None	23. Send action documents to BTB	None		AO/ADAS BMBs A-F
24. None	24. Route request to Director	None		AO/ADAS BTB
25. None	25. Give instruction to CBMS	None		Director BTB
26. None	26. Assign request to the technical staff concerned to administer the fund release	None		CBMS BTB-SPD
27. None	27. Evaluate request	None		BMAN, BMS II, SRBMS BTB-SPD
27.1 None	27.1 Verify compliance with documentary requirements (e.g., OP approval, BTr certification)	None		
27.2 None	27.2 Update status of CF/UA balances including allotment breakdown	None		
27.3 None	27.3 Update SPF ledger and fill out the lower portion of the DV	None		
27.4 None	27.4 Coordinate with the BMB concerned for any deficiency/non-compliant issue	None		
27.5 None	27.5 Prepare memorandum to BMB concerned as needed for documentation/compliance issues	None		

28. None	28. Review DV and certify the correctness of status reflected in the DV	None		SVBMS BTB-SPD
29. None	29. Review DV and certify the correctness of the status reflected in the DV	None		CBMS BTB-SPD
30. None	30. Review and sign DV	None		Director BTB
31. None	31. Review and recommend approval of action documents	None	3 working days	Assistant Secretary BPE Group
32. None	32. Review and approve DV and recommend approval of action documents	None		Undersecretary BPE Group
33. None	33. Review, approve and sign the following: ➤ MFS; ➤ DV; ➤ SARO and/or NCA	None	3 working days	DBM Secretary OSEC
33.1 None	33.1 Tag "Approve" in the e-Budget	None		Executive Assistant (EA) OSEC
33.2 None	33.2 Send approved MFS, SARO/NCA, Annexes/ Attachments, and DV to the BTB-CPRU	None		EA OSEC
34. None	34. Send the following printed documents to the OSEC: ➤ Advice of SARO (ASARO), if applicable; ➤ Advice on NCA Issued (ANCAI), if applicable ➤ Annexes, as applicable; ➤ Schedule, as	None	within the day (cut off time 2pm)	ADAS III BTB-CPRU



	applicable			
35. None	35. Sign action documents	None		<i>DBM Secretary OSEC</i>
36. Access Obligational and/or Disbursement Authority/ies from the ADRS	36. Release signed Obligational and/or Disbursement Authority/ies	None	10 minutes	<i>ADAS III BTB-CPRU</i>
36.1 Download Obligational and/or Disbursement Authority/ies from the ADRS	36.1 Upload signed Obligational and/or Disbursement Authority/ies	None		
36.2 None	36.2 Tag as "Released" in the e-Budget	None		
36.3 None	36.3 Forward copy of signed DV to BTB technical staff concerned	None		
TOTAL			20 working days	



8. Administration and Release against the National Disaster Risk Reduction and Management Fund

The NDRRMF shall be used for aid, relief and rehabilitation services to communities/areas; as well as, repair, rehabilitation and reconstruction works in connection with the occurrence of natural or human induced calamities in the current or two (2) preceding years, subject to the approval of the President. The fund also serves as additional funding source of the QRF of agencies whose budgets include provisions for QRF when the balance thereof has reached 50%, subject to the approval of the DBM.

Office or Division:	Budget and Management Bureaus (BMBs) - A, B, C, D, E, and F, Budget Technical Bureau (BTB), Office of the Assistant Secretary of Budget Preparation and Execution (BPE) Group, Office of the Undersecretary of BPE Group, Office of the Secretary (OSEC), and Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All National Government Agencies, Local Government Units (LGUs), State Universities and Colleges (SUCs), Government-Owned or -Controlled Corporations (GOCCs), and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
National Disaster Risk Reduction and Management Fund: 1. SBR 2. BED 1 3. BED 2 4. BED 3 5. OP approval/directive other than augmentation/replenishment for Quick Response Fund 6. Recommendation from the National Disaster Risk Reduction and Management Council for local disasters or the appropriate agency for international crises, if applicable 7. Other documentary requirements under existing guidelines (APMV, etc.) <i>Note: Agency request/s will be processed upon receipt of the complete and valid documentary requirements. If submitted request/s is/are incomplete, incorrect, non-compliant, or denied the clients shall be informed through a letter or Document Management System (DMS) reply document.</i>		<ul style="list-style-type: none"> Physical submission - 1 original signed and complete set OR Electronic submission - 1 original digitally signed or clear scanned copy and complete set 		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request and documentary requirements to AS-CRD or send digital or clear scanned copy of the complete set of documents to the	1. Receive agency request and documentary requirements	None	within 1 hour ²⁰	Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD

²⁰ Voluminous documents will be physically routed to the B/S/O concerned within the day.



AS-CRD official email (dbm-crd@dbm.gov.ph)				
1.1 None	1.1 For physical submission, upload all documents to the Document Management System (DMS) and attach DMS-generated routing slip to the document For electronic submission, upload all documents to the DMS	None		
1.2 Receive DMS-generated acknowledgment receipt (AR)	1.2 For physical submission, issue DMS-generated AR; and send hardcopy to the BMB/s concerned For electronic submission, send DMS-generated AR; and copy furnish the BMB concerned	None		
2. None	2. Route request to Director	None	10 working days, 6 hours and 50 minutes	AO/ADAS BMBs A-F
3. None	3. Give instruction to Chief Budget and Management Specialist (CBMS)	None		Director BMBs A-F
4. None	4. Determine the following: ➤ Actions to be taken; and ➤ Technical staff to handle the request	None		CBMS BMBs A-F
5. None	5. Coordinate with BMB-E for the NDRRMF balance and provide copy of OP approval/directive	None		Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS (SRBMS) BMBs A-F



6. None	6. Check NDRRMF balance	None		<i>BMAN, BMS I, BMS II, SRBMS BMB-E</i>
6.1 None	6.1 If balance is sufficient, provide status to the requesting bureau	None		
6.2 None	6.2 If balance is insufficient in terms of: ➤ Allotment class – prepare MFS and USAP form ➤ Total amount – Prepare MFS and letter to OP/NDRRMC	None		
7. None	7. Review action documents	None		<i>Supervising BMS (SVBMS) BMB-E</i>
8. None	8. Review action documents	None		<i>CBMS BMB-E</i>
9. None	9. Review action documents	None		<i>Assistant Director BMB-E</i>
10. None	10. Review and recommend approval of action documents	None		<i>Director BMB-E</i>
11. None	11. Review action documents	None		<i>Undersecretary BPE Group</i>
11.1 None	11.1 NDRRMF is insufficient in terms of the total amount, give instruction, decide and recommend approval of action on augmentation of NDRRMF	None		
11.2 None	11.2 If NDRRMF is insufficient in terms of the allotment class, recommend approval of the MFS and USAP form	None		
12. None	12. Review and approve action documents	None		<i>DBM Secretary OSEC</i>
13. None	13. Receive signed action documents and forward to the division in-charge	None		<i>AO/ADAS BMB-E</i>



14. None	14. Receive signed action documents	None		<i>BMAN, BMS I, BMS II, SRBMS BMB-E</i>
14.1 None	14.1 Update ledger and send request to the ICTSS to reflect adjustments in the e-Budget	None		
15. None	15. Receive request and incorporate modifications in the e-Budget	None		<i>ICTSS</i>
16. None	16. Notify BMB-E that the allotment class has been modified	None		
17. None	17. Update BMB concerned	None		<i>BMAN, BMS I, BMS II, SRBMS BMB-E</i>
18. None	18. Prepare action documents	None		<i>BMAN, BMS I, BMS II, SRBMS BMBs A-F</i>
18.1 None	18.1 Draft the following action documents: <ul style="list-style-type: none"> ➤ Memorandum for the Secretary (MFS); ➤ Obligational and/or Disbursement Authority/ies, i.e., SARO/ Annexes/ Schedule; ➤ DV; or ➤ Denial letter if request is for denial 	None		
18.2 None	18.2 Create a SARO/NCA entry. Ensure that DMS Ref. No. is tagged in e-Budget	None		
19. None	19. Review action documents	None		<i>SVBMS BMBs A-F</i>
20. None	20. Review action documents	None		<i>CBMS BMBs A-F</i>
21. None	21. Review and recommend approval of the action documents	None		<i>Assistant Director BMBs A-F</i>



22. None	22. Review and recommend approval of the action documents	None	3 working days	Director BMBs A-F
22.1 None	22.1 Verify and tag "For Approval" in the e-Budget the release documents	None		
23. None	23. Send action documents to BMB-E	None		AO/ADAS BMBs A-F
24. None	24. Receive action documents	None		AO/ADAS BMB-E
25. None	25. Evaluate and process request	None		BMAN, BMS II, SRBMS BMB-E
25.1 None	25.1 Update status of NDRRMF balances including allotment breakdown	None		
25.2 None	25.2 Update ledger and fill out the lower portion of the DV	None		
26. None	26. Review DV	None		SVBMS BMB-E
27. None	27. Review DV and certify the correctness of the status reflected in the DV	None		CBMS BMB-E
28. None	28. Review and sign DV	None		Director BMB-E
29. None	29. Review and recommend approval/sign DV	None	3 working days	Assistant Secretary BPE Group
30. None	30. Review and approve DV	None		Undersecretary BPE Group
31. None	31. Review, approve and sign the following: ➤ MFS; ➤ DV; ➤ SARO and/or NCA	None	3 working days	DBM Secretary OSEC
31.1 None	31.1 Tag "Approve" in the e-Budget	None		Executive Assistant (EA) OSEC
31.2 None	31.2 Send approved MFS, SARO/NCA, Annexes/ Attachments, and DV to the BTB-	None		EA OSEC



	CPRU			
32. None	32. Send the following printed documents to the OSEC: <ul style="list-style-type: none"> ➤ Advice of SARO (ASARO), if applicable; ➤ Advice on NCA Issued (ANCAI), if applicable ➤ Annexes, as applicable; ➤ Schedule, as applicable 	None	within the day (cut off time 2pm)	ADAS III BTB-CPRU
33. None	33. Sign action documents	None		DBM Secretary OSEC
34. Access Obligational and/or Disbursement Authority/ies from the ADRS	34. Release signed Obligational and/or Disbursement Authority/ies	None	10 minutes	ADAS III BTB-CPRU
34.1 Download Obligational and/or Disbursement Authority/ies from the ADRS	34.1 Upload signed Obligational and/or Disbursement Authority/ies	None		
34.2 None	34.2 Tag as "Released" in the e-Budget	None		
34.3 None	34.3 Forward copy of signed DV to BMB-E for filing	None		
TOTAL			20 working days	



9. Release of Other Authorities: Minor Organization for GOCCs

These authorities pertain to other authorities prepared by the Budget and Management Bureau-C aside from obligational and disbursement authorities. They include authorities on minor organization for GOCCs. The service requires more than 20 working processing days considering the need for technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

Office or Division:	Budget and Management Bureau (BMB) - C, Budget Technical Bureau (BTB)- Central Printing and Releasing Unit (CPRU), Office of the Assistant Secretary for Budget Preparation and Execution (BPE) Group, Office of the Undersecretary for BPE Group, Office of the Secretary (OSEC), and Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Government-Owned or -Controlled Corporations (GOCCs)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
<ol style="list-style-type: none"> Agency Request Board Approval Personnel Services Cost/Financial Implication Justification Existing and proposed organizational structure (if applicable) Latest Plantilla of Positions Staffing Pattern (if applicable) Organizational Structure Functional Statements <p>Note: Agency request/s will be processed upon receipt of the complete and valid documentary requirements. If submitted request/s is/are incomplete, incorrect, non-compliant, or denied the clients shall be informed through a letter or Document Management System (DMS) reply document.</p>		<ul style="list-style-type: none"> Physical submission - 1 original signed and complete set OR Electronic submission - 1 original digitally signed or clear scanned copy and complete set 		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request and documentary requirements to AS-CRD or send the digital or clear scanned copy of the complete set of documents to the AS-CRD official email (dbm-crd@dbm.gov.ph)	1. Receive agency request and documentary requirements	None	within 1 hour ²¹	Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD
1.1 None	1.1 For physical submission, upload all	None		

²¹ Voluminous documents will be physically routed to the B/S/O concerned within the day.

	documents to the DMS and attach the DMS-generated routing slip to the document For electronic submission, upload all documents to the DMS			
1.2 Receive DMS-generated acknowledgement receipt (AR)	1.2 For physical submission, issue DMS-generated AR; and transmit the hardcopy to BMB-C For electronic submission, send DMS-generated AR; and copy furnish the BMB concerned	None		
2. None	2. Route request to the Director	None	within 4 hours	AO/ADAS BMB-C
3. None	3. Give instruction to Chief Budget and Management Specialist (CBMS)	None	19 working days	Director BMB-C
4. None	4. Assign GOCC proposal to the staff concerned	None		CBMS BMB-C
5. None	5. Evaluate request and prepare the following action documents: ➤ Memorandum for the Secretary (MFS); ➤ Letter of approval/letter to GOCC ➤ Compensation structure/ Organization staffing, if applicable	None		Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS BMB-C
6. None	6. Review action documents	None	3 working days	Supervising BMS BMB-C



7. None	7. Review action documents	None	3 working days	CBMS BMB-C
8. None	8. Review action documents	None	2 working days	Assistant Director BMB-C
9. None	9. Review action documents	None	2 working days	Director BMB-C
10. None	10. Route letter of approval/letter to GOCC	None	within 4 hours	AO/ADAS BMB-C
11. None	11. Review and recommend approval of action documents	None	3 working days	Assistant Secretary BPE Group
12. None	12. Review, recommend the approval of action documents	None		Undersecretary BPE Group
13. None	13. Review, approve and sign action documents	None	3 working days	DBM Secretary OSEC
13.1 None	13.1 Send approved action documents to the BTB-CPRU	None		AO/ADAS OSEC
14. Receive letter of approval/DBM letter to GOCC	14. Release letter of approval/letter to GOCC	None	10 minutes	ADAS III BTB-CPRU
TOTAL			36 working days, 1 hour, 10 minutes*	

*The service requires more than 20 working processing days since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.



10. Release of Other Authorities: Major Organization for GOCCs

These authorities pertain to other authorities prepared by the Budget and Management Bureau-C aside from obligational and disbursement authorities. These include authorities on major organization and compensation matters of GOCCs. The service requires more than 20 working processing days since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

Office or Division:	Budget and Management Bureau (BMB) - C, Budget Technical Bureau (BTB)-Central Printing and Releasing Unit (CPRU), Office of the Assistant Secretary for Budget Preparation and Execution (BPE) Group, Office of the Undersecretary for BPE Group, Office of the Secretary (OSEC), and Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Government-Owned or -Controlled Corporations (GOCCs)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
<ol style="list-style-type: none"> Agency Request Board Approval Personnel Services Cost/Financial Implication Justification Existing and proposed organizational structure (if applicable) Latest Plantilla of Positions Staffing Pattern (if applicable) Organizational Structure Functional Statements <p>Note: Agency request/s will be processed upon receipt of the complete and valid documentary requirements. If submitted request/s is/are incomplete, incorrect, non-compliant, or denied the clients shall be informed through a letter or Document Management System (DMS) reply document.</p>		<ul style="list-style-type: none"> Physical submission - 1 original signed and complete set OR Electronic submission - 1 original digitally signed or clear scanned copy and complete set 		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request and documentary requirements to AS-CRD or send the digital or clear scanned copy of the complete set of documents to the AS-CRD official email (dbm-crd@dbm.gov.ph)	1. Receive agency request and documentary requirements	None	within 1 hour ²²	Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD

²² Voluminous documents will be physically routed to the B/S/O concerned within the day.

1.1 None	1.1 For physical submission, upload all documents to the Document Management System (DMS) and attach DMS-generated to the document For electronic submission, upload all documents to the DMS	None		
1.2 Receive DMS-generated acknowledgement receipt (AR)	1.2 For physical submission, issue DMS-generated AR; and send hardcopy to BMB-C For electronic submission, send DMS-generated AR; and copy furnish BMB concerned	None		
2. None	2. Route request to Director	None	within 4 hours	AO/ADAS BMB-C
3. None	3. Give instruction to Chief Budget and Management Specialist (CBMS)	None	43 working days	Director BMB-C
4. None	4. Assign GOCC proposal to the staff concerned	None		CBMS BMB-C
5. None	5. Evaluate request and prepare the following action documents: ➤ Memorandum for the Secretary (MFS); ➤ Letter of approval/letter to GOCC; ➤ Compensation	None		Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS BMB-C



	structure/ Organization staffing, if applicable			
6. None	6. Review action documents	None	5 working days	<i>Supervising BMS</i> BMB-C
7. None	7. Review action documents	None	5 working days	<i>CBMS</i> BMB-C
8. None	8. Review action documents	None	3 working days	<i>Assistant Director</i> BMB-C
9. None	9. Review action documents	None	3 working days	<i>Director</i> BMB-C
10. None	10. Route letter of approval/letter to GOCC	None	within 4 hours	<i>AO/ADAS</i> BMB-C
11. None	11. Review and recommend approval of action documents	None	3 working days	<i>Assistant Secretary</i> BPE Group
12. None	12. Review and recommend approval of action documents	None		<i>Undersecretary</i> BPE Group
13. None	13. Review, approve and sign action documents	None	3 working days	<i>DBM Secretary</i> OSEC
13.1 None	13.1 Send approved action documents to BTB-CPRU	None		<i>AO/ADAS</i> OSEC
14. Receive letter of approval/letter to GOCC	14. Release letter of approval/letter to GOCC	None	10 minutes	<i>ADAS III</i> BTB-CPRU
TOTAL			66 working days, 1 hour, 10 minutes*	

*The service requires more than 20 working processing days since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.



11. Issuance of Unified Accounts Code Structure (UACS)

The BTB issues UACS codes, a government-wide harmonized budgetary, treasury and accounting code classification structure which aims to facilitate financial reporting and consolidation of actual revenue collection and expenditures, enable the assessment of outturns against transparency/accountability and improve efficiency in terms of utilization of government funds. Prior to its issuance, the BMB/RO concerned evaluates and provides its recommendation to the BTB.

Office or Division:	Budget Technical Bureau (BTB), Office of the Undersecretary for Budget Preparation and Execution (BPE) Group, Budget and Management Bureaus (BMBs), DBM Regional Offices (ROs), and Administrative Service-Central Records Division (AS-CRD)		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	NGAs, SUCs, GOCCs, and other Government Instrumentalities		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
<u>For submission by the Requesting Agency</u>		Physical submission - 1. Original copy OR Electronic submission - 1 original digitally signed or clear scanned copy of complete set	Prepared by requesting government agency unless indicated otherwise
1. Letter request with the following information: <ol style="list-style-type: none"> The request needs to include the date of the request The Implementing Agency Name and name of Requestor The reason of the request / UACS Element The nature of the request (Deactivate, Activate, Add New) <ol style="list-style-type: none"> For addition of new Funding Source, the requesting office needs to attach copy of official document to support the legality of the funding source or provide the copy of RA No. or PD No. For addition of new Organization Code, the requesting office needs to attach the copy of official document to support the creation or existence of the organization 			
<u>For submission to BTB by the DBM B/S/O concerned</u>		Physical submission - 1. original or photocopy 2. original copy 3. photocopy 4. original or photocopy 5. original copy OR	
1. Letter request 2. Budget and Management Bureaus/Regional Offices evaluation and recommendation 3. Legal basis 4. Recommendation from LS, OPCCB, and SPIB 5. UACS Request Form or Job Request Form Note: If submitted request/s is/are incomplete, incorrect or non-compliant, the clients shall be informed through a letter or Document Management System (DMS) reply document. Subject request/s will be processed upon receipt of the complete and			

<i>valid documentary requirements.</i>		Electronic submission - 1 original digitally signed or clear scanned copy of complete set		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request and documentary requirements to AS-CRD or send digital or clear scanned copy of the complete set of documents to the AS-CRD official email (dbm-crd@dbm.gov.ph)	1. Receive agency request and documentary requirements	None	within 1 hour ²³	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD</i> <i>BTB-Central Printing and Releasing Unit (CPRU) /Records Unit/ Document Management System (DMS) Focal Person/ FAD DBM ROs</i>
1.1 None	1.1 For physical submission, upload all documents to the Document Management System (DMS) and attach the DMS-generated routing slip to the document For electronic submission, upload the documents to the DMS	None		
1.2 Receive DMS-generated acknowledgement receipt (AR)	1.2 Issue DMS-generated AR; and send hardcopy to the BMB/s concerned	None		
2. None	2. Route request to division concerned	None	3 working days	<i>AO/ADAS BMBs A-F Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I,</i>
3. None	3. Evaluate request and completeness of the documentary requirements	None		
3.1 None	3.1 If request is valid and a new funding	None		

²³ Voluminous documents will be physically routed to the B/S/O concerned within the day.

	source, coordinate with LS to request for legal opinion			<i>BMS II, Senior BMS (SRBMS) BMBs A-F</i>
3.1.1 None	3.1.1 Review request and provide legal opinion on the approval or denial of the request	None		<i>Attorney Legal Service</i>
3.2 None	3.2 If request is valid and a new organization code, send recommendation to BTB For Organization Code, coordinate with SPIB, as needed For Sub-Object Code as a result of PS requirement, coordinate with OPCCB, as needed	None		<i>BMAN, BMS I, BMS II, SRBMS BMBs A-F</i>
3.3 None	3.3 If request is invalid, prepare denial letter explaining rejection due to either: ➤ Incomplete or no supporting documents attached; or ➤ Codes are already existing	None		
4. None	4. Review action documents	None	1 working day	<i>Supervising BMS (SVBMS) BMBs A-F</i>
5. None	5. Review action documents	None	1 working day	<i>Chief BMS (CBMS) BMBs A-F</i>
6. None	6. Review and recommend approval of action documents	None	1 working day	<i>Assistant Director BMBs A-F</i>

7. None	7. Review and approve action documents	None	1 working day	<i>Director</i> BMBs A-F
7.1 None	7.1 If for disapproval, sign action documents; and tag request to the UACS Repository as NEW REQUEST ²⁴	None		
7.2 None	7.2 If for disapproval, sign denial letter to agency	None		
8. None	8. Send approved memo and supporting documents to BTB or the denial letter to AS-CRD	None		<i>AO/ADAS</i> BMBs A-F
9. None	9. Send approved memo and supporting documents to Director	None	10 minutes	<i>AO/ADAS</i> BTB
10. None	10. Give instruction to CBMS	None		<i>Director</i> BTB
11. None	11. Assign UACS request to technical staff	None		<i>CBMS</i> BTB-CPD
12. None	12. Evaluate request specifically on the following: <ul style="list-style-type: none"> ➤ Validity of the request; ➤ Consistency with the element definition; and ➤ Consistency with the business rule 	None	2 working days	<i>BMAN, BMS I, SRBMS</i> BTB
12.1 None	12.1 Prepare the following action documents: <ul style="list-style-type: none"> ➤ Memorandum endorsing the recommendation of BMBs 	None		

²⁴ The UACS Repository will send email notification to the DBM BTS UACS Administrator regarding the status of the request.

	to BPE FGH for the creation/ deactivation/ tagging of UACS codes; and ➤ Letter to agency for the issuance of UACS code			
12.2 None	12.2 Coordinate with the B/S/O concerned if there is a need for additional documents or prepare a memorandum to B/S/O concerned if there is a non-compliance issue	None		<i>BMAN, BMS I, SRBMS BTB</i>
13. None	13. Review and endorse draft action documents	None	1 working day	<i>CBMS BTB-CPD</i>
14. None	14. Review and endorse draft action documents	None	1 working day	<i>Assistant Director BTB</i>
15. None	15. Review draft action documents	None		<i>Director BTB</i>
15.1 None	15.1 If in order and request is for approval: ➤ Sign the memorandum endorsing the letter recommendation of BMBs to BPE FGH; and ➤ Tag the request as RECOMMENDING PPROVAL If in order and request is for disapproval: ➤ Tag the request as REQUEST DISAPPROVED	None		<i>SRBMS BTB-CPD</i> <i>SRBMS BTB-CPD</i>



16. None	16. Send action documents to BPE FGH	None		AO/ADAS BTB
17. None	17. Review action documents	None	3 working days	Assistant Secretary/ Undersecretary BPE Group
17.1 None	17.1 Approve memorandum for the creation/deactivation/tagging of UACS codes and letter to agency for the issuance of UACS code Tag request as APPROVED in the UACS Repository	None		
18. Accept and/or acknowledge receipt of action from AS-CRD	18. Release letter to agency	None	10 minutes*	AA IV, ADAS I and VI, AO I, III and V AS-CRD (for agencies, and DBM ROs except DBM RO NCR and RO IV-A) Records Officer/Administrative Officer (for DBM Central Office units and DBM NCR and DBM RO IV-A)
18.1 None	18.1 Forward receiving copy and attachments to BTB- CPD for reference and filing	None		
TOTAL			14 working days, 1 hour, 20 minutes**	
* If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.				
**The processing time applies for cases with no issues and no coordination needed with COA or other DBM units (e.g., LS, OPCCB).				



12. Release against the Local Government Support Fund – Conditional Matching Grant to Provinces for Road and Bridge Rehabilitation, Upgrading and Improvement (LGSF-CMGP)

Under this service, the Department of the Interior and Local Government (DILG) submits an endorsement to the DBM for fund release of the LGSF-CMGP. Upon evaluation of the endorsement based on the existing laws, rules and regulations, the Local Government and Regional Coordination Bureau (LGRCB) recommends to the Secretary the release of funds or informs the DILG should a ground for denial be found.

Office or Division:	Administrative Service – Central Records Division (AS-CRD), Budget Technical Bureau-Central Processing Unit (BTB-CPRU) Office of the Secretary, Office of the Undersecretary for Budget Preparation and Execution (BPE) Group, Offices of the Assistant Secretary and Undersecretary for Local Government and Regional Operations (LGRO) Group, and Local Government and Regional Coordination Bureau (LGRCB)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Between DILG and DBM)			
Who may avail:	Local Government Units (Provinces enumerated under SP No.1 of the FY 2023 General Appropriations Act (GAA), Republic Act (RA) No. 11936			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Endorsement of DILG Secretary regarding the release of funds for LGSF-CMGP		One (1) original copy/scanned copy		DILG-Office of the Secretary
<i>Note: If information is incomplete, incorrect or non-compliant, the DBM shall return the endorsement documents through a letter to the DILG.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. DILG submits endorsement letter to the AS-CRD	1. Receive request	None	within 1 hour ²⁵	Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD
1.1 None	1.1 Upload all documents to DMS	None		
1.2 Receive Document Management System (DMS)-generated acknowledgement receipt (AR)	1.2 Issue DMS-generated AR; and send hardcopy to LGRCB	None		
2. None	2. Route request to Division concerned	None	within 2 hours, 50 minutes	ADAS III/ AO III LGRCB
3. None	3. Evaluate request and prepare the following action document(s):	None	11 working days	Budget and Management Analyst/Budget and Management Specialist (BMS) I and BMS II,

²⁵ Voluminous documents will be physically routed to the B/S/O concerned within the day.

	<ul style="list-style-type: none"> ➤ MFS ➤ Checklist ➤ Special Allotment Release Order (SARO)/ Notice of Cash Allocation (NCA)/ Advice of NCA Issued (ANCAI) ➤ Annexes ➤ Schedules 			Senior BMS (SRBMS) LGRCB
4. None	4. Review draft action and fund release document(s) in e-Budget, and affix initials on draft fund release documents	None	1 working day	Supervising BMS (SVBMS) LGRCB
5. None	5. Review draft action document(s). Recommend and endorse to Director the draft action/fund release documents (affix initials and/or signature on draft fund release documents)	None	1 working day	Chief BMS (CBMS) LGRCB
6. None	6. Review and recommend approval of action/fund release documents. Tag "For Approval" in e-Budget and sign draft fund release documents	None	1 working day	Director LGRCB
7. None	7. Send approved fund release documents to the Assistant	None	within 4 hours	ADAS III/AO III LGRCB



	Secretary for LGRO Group			
8. None	8. Review draft action/fund release documents and endorse the same to Undersecretary for LGRO Group	None	1 working day	Assistant Secretary LGRO Group
9. None	9. Review draft action/fund release documents and endorse the same to Undersecretary for BPE Group	None		Undersecretary LGRO Group
10. None	10. Review and recommend approval of action/fund release documents to DBM Secretary	None	1 working day	Undersecretary BPE Group
11. None	11. Review and approve action document/s, including signing of budget release documents	None	3 working days	DBM Secretary OSEC
11.1 None	11.1 Tag "Approve" in e-Budget	None		Executive Assistant (EA)/ Chief-of-Staff OSEC
11.2 None	11.2 Send approved eSARO, eNCA and approved MFS to BTB-Central Printing and Releasing Unit (CPRU)	None		EA OSEC
12. None	12. Send printed NCA to OSEC	None		ADAS III BTB-CPRU
13. None	13. Sign action documents	None		DBM Secretary OSEC
14. DILG to access signed Obligational	14. Receive, package and		10 minutes	ADAS III BTB-CPRU



and/or Disbursement Authority/-ies in ADRS	release obligational and disbursement authorities			
14.1 Download Obligational and/or Disbursement Authority/-ies in the ADRS	14.1 Upload signed Obligational and/or Disbursement Authority/-ies in the ADRS	None		
14.2 None	14.2 Tag as "Released" in e-Budget	None		
TOTAL			20 working days	
<i>*The processing time may vary depending on the result of evaluation of requests and volume of requests received</i>				



13. Release against the Local Government Support Fund– Financial Assistance to Local Government Units (LGSF-FA to LGUs)

This service is rendered when an eligible LGU submits its request for financial assistance to the DBM. Upon receipt of the request, the LGRCB evaluates the request based on existing laws, rules and regulations, prioritization,²⁶ and just and equitable distribution. After which, the LGRCB recommends to the Secretary the release of funds for the identified LGUs. If the LGU is not included in the list of identified beneficiary LGUs, a return letter is sent to the requesting LGU.

Office or Division:	Administrative Service – Central Records Division (AS-CRD), Budget Technical Bureau (BTB), Office of the Undersecretary for Budget Preparation and Execution (BPE) Group, Offices of the Assistant Secretary and Undersecretary for Local Government and Regional Operations (LGRO) Group, Office of the Undersecretary for BPE Group, Local Government and Regional Coordination Bureau (LGRCB), Regional Offices (ROs), Information and Communications Technology Systems Service (ICTSS)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Between LGU and DBM)			
Who may avail:	Local Government Units			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. LGU User Registration Form (Annex B of Local Budget Circular No. 150, s. 2023)		One (1) original/scanned copy		Local Budget Circular (LBC) No. 150, s. 2023, which may be accessed through the DBM website
<i>Note: It is understood that by affixing local chief executive's physical signature in the LGU User Form, he/she undertakes that the Digital Requests Submission for Local Government Support Fund in the DBM Apps Portal shall be for his/her exclusive use and control and that all details and information in the digital request shall, upon submission and verification through the one-time password (OTP) sent to the LCE's email, are deemed his/her own actual submission.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. LGU submits the duly accomplished, signed and notarized LGU User Registration Form to the DBM RO concerned	1. Receive request	None	within 1 hour	Budget Management Analyst (BMAN), Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), Supervising BMS (SVBMS) or RO-CPRU/Records Control Coordinator (RCC) / DMS Focal Person DBM ROs
1.1 None	1.1 Upload all documents to	None		RO-CPRU/RCC/ DMS

²⁶ Pursuant to the Local Budget Circular governing for the pertinent fiscal year.



	Document Management System (DMS)			Focal Person DBM ROs
1.2 Receive Document Management System (DMS)-generated acknowledgement receipt (AR)	1.2 Issue DMS-generated AR and send hardcopy to Technical Division concerned	None		
2. None	2. Encode and consolidate details in LGU Registration Forms	None	2 working days	<i>BMAN, BMS I, II, SRBMS, or SVBMS</i> DBM ROs
2.1 None	2.1 Submit consolidated information to ICTSS via email	None		
3. Receive (AR) via email, and confirm system registration via OTP	3. Upload excel file to Digital Requests Submission for Local Government Support Fund (DRSL)	None	3 working days	<i>Information Technology Officer (ITO) II/I, Project Development Officer (PDO) IV/III, Information Systems Analysts (ISA) III/II/I, Computer Programmer II</i> ICTSS
4. Submit LGU request in DRSL, using local chief executive's account	4. Prepares draft weekly reports for instructions of Functional Group Head (FGH)	None	1 working day	<i>BMAN, BMS I, II, SRBMS</i> LGRCB
5. None	5. Review/Check draft weekly reports for instructions of FGH	None	1 working day	SVBMS LGRCB
6. None	6. Review/Check draft weekly reports for instructions of FGH	None	1 working day	CBMS LGRCB
7. None	7. Review/Check draft weekly reports for instructions of FG	None	3 hours	Director LGRCB
8. None	8. Receives instructions from FGH	None	1 working day	<i>BMAN, BMS I, II, SRBMS</i>

8.1 None	8.1 Prepares the following: ➤ MFS ➤ Checklist ➤ Special Allotment Release Order (SARO)/ Notice of Cash Allocation (NCA)/ Advice of NCA Issued (ANCAI) ➤ Annexes ➤ Schedules	None		LGRCB
9. None	9. Review draft action and fund release documents in e-Budget, and affix initials on draft fund release documents	None	1 working day	SVBMS LGRCB
10. None	10. Review, recommend and endorse to Director the draft action/fund release documents, and affix initials and/or signature on draft fund release documents)	None	1 working day	CBMS LGRCB
11. None	11. Review and recommend approval of draft fund release documents. Tag "For Approval" in e-Budget and sign draft fund release documents	None	1 working day	Director LGRCB
12. None	12. Forward approved fund release documents to Assistant Secretary for LGRO Group	None	within 4 hours	ADAS III/AO III LGRCB
13. None	13. Review draft action/fund release documents, and endorse the same to Undersecretary	None	1 working day	Assistant Secretary LGRO Group

	for LGRO Group			
14. None	14. Review and endorse draft action/fund release documents to Undersecretary for BPE Group	None	1 working day	Undersecretary <i>LGRO Group</i>
15. None	15. Review and recommend approval of action/fund release documents to DBM Secretary	None	1 working day	<i>Undersecretary</i> BPE Group
16. None	16. Review and approve action document/s, including signing of budget release documents	None	4 working days	<i>DBM Secretary</i> OSEC
16.1 None	16.1 Tag "Approve" in e-Budget	None		<i>Executive Assistant (EA)/Chief-of-Staff</i> OSEC
16.2 None	16.2 Send approved eSARO, eNCA and approved MFS to BTB-Central Printing and Releasing Unit (CPRU)	None		<i>EA</i> OSEC
17. None	17. Print and forward NCA to OSEC	None		<i>ADAS</i> BTB-CPRU
18. None	18. Sign action documents, and inform LGRCB of approval	None		<i>DBM Secretary</i> OSEC
19. None	19. Tag/change status from "For Approval" to "Approved" in DRSL			<i>Director</i> LGRCB
20. BTr to access signed Obligational and/or Disbursement Authority/-ies in ADRS	20. Receive, package and release obligatory and disbursement authorities	None		<i>ADAS III</i> BTB-CPRU



20.1 Download Obligational and/or Disbursement Authority/ies in ADRS	20.1 Upload signed Obligational and/or Disbursement Authority/ies in ADRS	None		
20.2 None	20.2 Release approved NCA to Government Servicing Bank	None		
TOTAL			20 working days	
<i>*The processing time may vary depending on the result of evaluation of requests and volume of requests received</i>				



14. Release against the Local Government Support Fund– Assistance to Cities (LGSF-AC)

This service is rendered when a requesting city, specifically a Highly Urbanized City (HUC), submits its request for financial assistance to the DBM. Upon evaluation of the request, the LGRCB evaluates the request based on existing laws, rules and regulations. After which, the LGRCB recommends to the Secretary the release of funds for the identified cities.

Office or Division:	Administrative Service – Central Records Division (AS-CRD), Budget Technical Bureau (BTB), Office of the Undersecretary for Budget Preparation and Execution (BPE) Group, Offices of the Assistant Secretary and Undersecretary for Local Government and Regional Operations (LGRO) Group, Office of the Undersecretary for BPE Group, and Local Government and Regional Coordination Bureau (LGRCB)		
Classification:	Highly Technical		
Type of Transaction:	G2G – Government to Government (Between City and DBM)		
Who may avail:	Local Government Units (Highly Urbanized Cities identified in the FY 2021 GAA, RA No. 11518)		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
<p>All projects to be funded under LGSF-AC shall strictly conform with the design concepts, environmental principles and requirements prescribed in item 3.7 of LBC No. 133.</p> <p>The release of the corresponding NCA shall only be issued to the beneficiary HUCs, upon submission of their requests and the following documentary requirements:</p> <ol style="list-style-type: none"> 1. Letter request signed by the LCE, specifying the project title, location and fund allocation addressed to the Secretary of the DBM; 1. Project Brief signed by the LCE following the template provided in Annex C of LBC No. 133; 2. Duly notarized omnibus sworn statement following the template provided in Annex D of LBC No. 133; <p>If City is a recipient FYs 2018-2020 LGSF-AC:</p> <ol style="list-style-type: none"> 4. Report of Fund Utilization and Status of Program/Project Implementation following the template provided in Annex E of LBC No. 133; <p>If City has unobligated balances from FYs 2018-2020 LGSF-AC:</p> <ol style="list-style-type: none"> 5. Certification attesting that the balances from FYs 2018-2020 LGSF-AC have already been returned to the National Treasury, together 		One (1) original copy/scanned copy	Templates of the various forms are provided under the LBC No. 133, which may be accessed through the DBM website



with the corresponding proof of reversion of unobligated balances (e.g., disbursement voucher/check, deposit slip, or official receipt from the BTr. Note: If information is incomplete, incorrect or non-compliant, the DBM shall return the endorsement documents through a letter to the LGU/City concerned.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. LGU/City to submit endorsement letter to AS-CRD	1. Receive request	None	within 1 hour ²⁷	Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD
1.1 None	1.1 Upload all documents to DMS	None		
1.2 Receive Document Management System (DMS)-generated acknowledgement receipt (AR)	1.2 Issue DMS-generated AR; and send hardcopy to LGRCB	None		
2. None	2. Route request to Division concerned	None	within 2 hours, 50 minutes	ADAS III/ AO III LGRCB
3. None	3. Evaluate request and prepare the following action document(s): <ul style="list-style-type: none"> ➤ MFS ➤ Checklist ➤ Special Allotment Release Order (SARO)/ Notice of Cash Allocation (NCA)/ Advice of NCA Issued (ANCAI) ➤ Annexes ➤ Schedules 	None	11 working days	Budget and Management Analyst/Budget and Management Specialist (BMS) I and BMS II, Senior BMS (SRBMS) LGRCB
4. None	4. Review draft action and fund release document(s) in e-Budget, and affix	None	1 working day	Supervising BMS (SVBMS) LGRCB

²⁷ Voluminous documents will be physically routed to the B/S/O concerned within the day

	initials on draft fund release documents			
5. None	5. Review draft action document(s). Recommend and endorse to Director the draft action/fund release documents (affix initials and/or signature on draft fund release documents)	None	1 working day	<i>Chief BMS (CBMS)</i> LGRCB
6. None	6. Review and recommend approval of action/fund release documents. ag "For Approval" in e-Budget and sign draft fund release documents	None	1 working day	<i>Director</i> LGRCB
7. None	7. Send approved fund release documents to \Assistant Secretary for LGRO Group	None	within 4 hours	<i>ADAS III/ AO III</i> LGRCB
8. None	8. Review draft action/fund release documents and endorse the same to Undersecretary for LGRO Group	None	1 working day	<i>Assistant Secretary</i> LGRO Group
9. None	9. Review draft action/fund release documents and endorse the same to Undersecretary for BPE Group	None		<i>Undersecretary</i> LGRO Group
10. None	10. Review and recommend approval of action/fund release documents to DBM Secretary	None	1 working day	<i>Undersecretary</i> BPE Group



11. None	11. Review and approve action document/s, including signing of budget release documents	None	3 working days	<i>DBM Secretary</i> OSEC
11.1 None	11.1 Tag "Approve" in e-Budget	None		<i>Executive Assistant (EA)/Chief-of-Staff</i> OSEC
11.2 None	11.2 Send approved eSARO, eNCA and approved MFS to BTB-CPRU	None		<i>EA</i> OSEC
12. None	12. Send printed NCA to OSEC	None		<i>ADAS</i> BTB-CPRU
13. None	13. Sign action documents	None		<i>DBM Secretary</i> OSEC
14. LGU/City to access signed Obligational and/or Disbursement Authority/-ies in ADRS	14. Receive, package and release obligatory and disbursement authorities	None	10 minutes	<i>ADAS III</i> BTB-CPRU
14.1 Download Obligational and/or Disbursement Authority/ies in ADRS ²⁸	14.1 Upload signed Obligational and/or Disbursement Authority/ies in ADRS	None		
14.2 None	14.2 Tag as "Released" in e-Budget	None		
TOTAL			20 working days	
*The processing time may vary depending on the result of evaluation of requests and volume of requests received.				

²⁸ The corresponding SARO shall be automatically uploaded in the ADRS and shall be made available to the agency for viewing and printing upon approval in the e-Budget System. Upon release of SARO through ADRS, any adjustment shall be made through the issuance of a modification or a negative SARO. In the case of ANCAI and MRS-NCA, these shall be made available to the agency for viewing and printing through the ADRS within the next calendar day after receipt of NCA by the GSB.



15. Release against the Local Government Support Fund– Support to Barangay Development Program (SBDP) of the National Task Force to End Local Communist Armed Conflict (NTF-ELCAC)

This service pertains to the submission of the National Task Forces to End Local Communist Armed Conflict (NTF-ELCAC), endorsing to the DBM a fund release chargeable against the LGSF-SBDP of the NTF-ELCAC. Upon evaluation of the endorsement based on the existing laws, rules and regulations, the LGRCB recommends to the Secretary the release of funds or informs the NTF-ELCAC should a ground for denial be found.

Office or Division:	Administrative Service – Central Records Division (AS-CRD), Budget Technical Bureau (BTB), Office of the Secretary (OSEC), Office of the Undersecretary for Budget Preparation and Execution (BPE) Group, Offices of the Assistant Secretary and Undersecretary for Local Government and Regional Operations (LGRO) Group, Office of the Undersecretary for BPE Group, and Local Government and Regional Coordination Bureau (LGRCB)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Between NTF-ELCAC and DBM)			
Who may avail:	Local Government Units (NTF-ELCAC-cleared barangays from 2020, as enumerated under the FY 2022 General Appropriations Act (GAA), Republic Act (RA) No. 11639)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Endorsement of NTF-ELCAC Chairperson regarding the release of funds for LGSF-SBDP of the NTF-ELCAC. <i>Note: If information is incomplete, incorrect or non-compliant, the DBM shall return the endorsement documents through a letter to the NTF-ELCAC.</i>		One (1) original copy		NTF-ELCAC
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. NTF-ELCAC to submit endorsement letter to AS-CRD	1. Receive request	None	within 1 hour ²⁹	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD</i>
1.1 None	1.1 Upload all documents to DMS	None		
1.2 Receive Document Management System (DMS)-generated acknowledgment receipt (AR)	1.2 Issue DMS-generated AR; send hardcopy to LGRCB	None		

²⁹ Voluminous documents will be physically routed to the B/S/O concerned within the day

2. None	2. Route request to Division concerned	None	within 2 hours, 50 minutes	ADAS III/AO III LGRCB
3. None	3. Evaluate request and prepare the following action document(s): ➤ MFS ➤ Checklist ➤ Special Allotment Release Order (SARO)/ Notice of Cash Allocation (NCA)/ Advice of NCA Issued (ANCAI) ➤ Annexes ➤ Schedules	None	11 working days	Budget and Management Analyst/Budget and Management Specialist (BMS) I and II, and Senior BMS (SRBMS) LGRCB
4. None	4. Review draft action and fund release document(s) in e-Budget, and affix initials on draft fund release documents	None	1 working day	Supervising BMS (SVBMS) LGRCB
5. None	5. Review draft action document(s) and recommend/ endorse to Director the draft action/fund release documents (affix initials and/or signature on draft fund release documents)	None	1 working day	Chief BMS (CBMS) LGRCB
6. None	6. Review action/fund release documents, recommend approval. Tag "For Approval" in e-Budget and sign draft fund release documents	None	1 working day	Director LGRCB
7. None	7. Send approved fund release documents to the Assistant Secretary for LGRO Group	None	within 4 hours	ADAS III/AO III LGRCB
8. None	8. Review draft action/fund release documents, endorse the same	None	1 working day	Assistant Secretary LGRO Group



	to Undersecretary for LGRO Group			
9. None	9. Review draft action/fund release documents and endorse the same to Undersecretary for BPE Group	None		<i>Undersecretary LGRO Group</i>
10. None	10. Review, recommend approval and endorse action/fund release documents to DBM Secretary	None	1 working day	<i>Undersecretary BPE Group</i>
11. None	11. Review and approve action document/s, including signing of budget release documents	None	3 working days	<i>DBM Secretary OSEC</i>
11.1 None	11.1 Tag "Approve" in e-Budget	None		<i>Executive Assistant (EA)/ Chief-of-Staff OSEC</i>
11.2 None	11.2 Send approved eSARO, eNCA and approved MFS to BTB-CPRU	None		<i>EA OSEC</i>
12. None	12. Send printed NCA to OSEC	None		<i>ADAS III CPRU</i>
13. None	13. Sign action documents	None		<i>DBM Secretary OSEC</i>
14. NTF-ELCAC to access signed Obligational and/or Disbursement Authority/ies in ADRS	14. Receive, package and release obligational and disbursement authorities	None	10 minutes	<i>ADAS III BTB-CPRU</i>
14.1 Download Obligational and/or Disbursement Authority/ies in the ADRS ³⁰	14.1 Upload signed Obligational and/or Disbursement Authority/ies in ADRS	None		
14.2 None	14.2 Tag as "Released" in e-	None		

³⁰ The corresponding SARO shall be automatically uploaded in the ADRS and shall be made available to the agency for viewing and printing upon approval in the e-Budget System. Upon release of SARO through ADRS, any adjustment shall be made through the issuance of a modification or a negative SARO. In the case of ANCAI and MRS-NCA, these shall be made available to the agency for viewing and printing through the ADRS within the next calendar day after receipt of NCA by the GSB.



	Budget			
TOTAL			20 working days	
<i>*The processing time may vary depending on the result of evaluation of requests and volume of requests received</i>				



16. Preparation of Response to Simple Queries Relevant to LGU Budgeting Rules

The Local Government and Regional Coordination Bureau (LGRCB) evaluates minor or simple queries or issues raised by external and internal stakeholders regarding local governance, expenditure and public management, among others. Simple queries require ministerial actions on the part of the public officer or employee, or those which present only inconsequential issues for the resolution by an officer or an employee. The total processing time and specific processing time per step for the process may still vary depending on the corresponding instructions from officials and the degree of complexity of the request.

Office or Division:	LGRCB and Administrative Service-Central Records Division (AS-CRD)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B - Government to Business			
Who may avail:	DBM Bureaus/Services/Offices (BSOs), national government agencies (NGAs), local government units (LGUs), government-owned and -controlled corporations (GOCCs), and other government instrumentalities, and others concerned, whether private or public entities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter/Email query		1 original or digital copy		Requesting entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request to AS-CRD or to LGRCB official email (lgrcb@dbm.gov.ph)	1. Receive agency request	None	within 1 hour ³¹	Administrative Aide (AA) IV, Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD Budget and Management Analyst/Budget and Management Specialist (BMS) I, II/Senior BMS (SRBMS), ADAS III/AO III LGRCB
1.1 None	1.1 Upload all documents to DMS	None		
1.2 Receive email acknowledgement for requests sent via email and/or Document Management System (DMS)- generated acknowledgement receipt (AR)	1.2 Issue DMS-generated AR; and send hardcopy/digital copy to LGRCB (applicable if request was received through AS-CRD). Otherwise, submit acknowledgment email to the request	None		
2. None	2. Route the request to Division concerned	None	within 1 hour	ADAS III/AO III LGRCB

³¹ Voluminous documents will be physically routed to the B/S/O concerned within the day



3. None	3. Evaluate request and prepare action document(s), i.e., Memorandum/ Letter/Data/Matrix	None	1 working day	<i>BMAN/BMS I, II/SRBMS LGRCB</i>
4. None	4. Review action document(s) and recommend approval to CBMS/Director	None	1 working day	<i>Supervising BMS (SVBMS)/ Chief BMS (CBMS) LGRCB</i>
5. None	5. Review, approve and sign action document(s)	None	within 6 hours	<i>Director LGRCB</i>
6. Accept and/or acknowledge receipt of action from AS-CRD (for LGUs, NGOs, NGAs and citizens) or LGRCB (for DBM B/S/Os)	6. Release signed action document(s)	None	within 1 hour	<i>ADAS III/AO III LGRCB</i>
			within 10 minutes*	<i>AA IV, ADAS I and VI, and AO I, III and V AS-CRD</i>
TOTAL			3 working days, 1 hour and 10 minutes*	

**If for pick-up by the agency concerned; Within 1 working day for personal delivery; Within 3 working days thru courier service.*

Note:

The processing time for each request considers the time allotted for the technical evaluation of the request to ensure the quality and veracity of the inputs to be provided for the Bureau's final action. The evaluation of the request includes study of pertinent data and previous issuances that must be considered for the concluding course of action that shall be rendered.



17. Preparation of Response to Complex Queries Relevant to LGU Budgeting Rules

The Local Government and Regional Coordination Bureau (LGRCB) evaluates complex queries or issues raised by external and internal stakeholders regarding local governance, expenditure and public management. Complex queries necessitate evaluation by an officer or employee and/or require data from the bureau or from other Bureaus/Services/Offices (BSOs) concerned. Such queries require in-depth research, have similar requests previously referred to LGRCB but necessitate documented information from the Bureau and other BSOs. The total processing time and specific processing time per step for the process may still vary depending on the corresponding instructions from officials and the degree of complexity of the request.

Office or Division:	LGRCB, Administrative Service-Central Records Division (AS-CRD) and other B/S/Os concerned			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B - Government to Business			
Who may avail:	DBM BSOs, NGAs, LGUs, GOCCs, and other government instrumentalities, and others concerned, whether private or public entities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter/Email query		1 original or scanned copy		Requesting entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request to AS-CRD or to LGRCB official email (lgrcb@dbm.gov.ph)	1. Receive agency request	None	within 1 hour ³²	Administrative Aide (AA) IV, Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD Budget and Management Analyst/Budget and Management Specialist (BMS) I, II/ Senior BMS (SRBMS), ADAS III/AO III LGRCB
1.1 None	1.1 Upload all documents to DMS	None		
1.2 Receive email acknowledgement for requests sent via email and/or Document Management System (DMS)-generated acknowledgment receipt (AR)	1.2 Issue DMS-generated AR; and send hardcopy/digital copy to LGRCB (applicable if request was received through AS-CRD). Otherwise, submit an acknowledgment email to	None		

³² Voluminous documents will be physically routed to the B/S/O concerned within the day



	the request			
2. None	2. Route request to Division concerned	None	within 1 hour	ADAS III/AO III LGRCB
3. None	3. Evaluate request; coordinate with other B/S/Os regarding the request; prepare data/information regarding the request; Prepare action document(s) i.e., Memorandum/ Letter/Data/ Matrix	None	4 working days	BMAN/BMS I, II/ SRBMS LGRCB
4. None	4. Review action document(s) and recommend approval to CBMS/Director	None	2 working days	Supervising BMS (SVBMS) and Chief BMS (CBMS) LGRCB
5. None	5. Review, approve and sign action document(s)	None	within 6 hours	Director LGRCB
6. Accept and/or acknowledge receipt of action from AS-CRD (for LGUs, NGOs, NGAs and citizens) or LGRCB (for DBM B/S/Os)	6. Release signed action document(s)	None	within 1 hour	ADAS III/AO III LGRCB
			within 10 minutes*	AA IV, ADAS I and VI, and AO I, III and V AS-CRD
TOTAL			7 working days, 1 hour and 10 minutes**	
<i>*If for pick-up by the agency concerned; Within 1 working day for personal delivery; Within 3 working days thru courier service. **Such queries require inputs which were already tackled in the previous meetings/seminars/webinars/discussions but necessitate documented information from the Bureau and other BSOs. The total processing time and specific processing time per step for the process varies depending on the type of request and the degree of complexity of the request.</i>				
Note: <i>The processing time for each request considers the time allotted for the thorough technical evaluation of the request and further coordination with other Bureaus/Services/Offices (BSOs) to ensure the quality and veracity of the inputs to be provided for the DBM's final action. This classification requires the use of technical knowledge, specialized skills, and/or training in the processing and/or evaluation thereof. The evaluation of the request includes the study of similar requests previously referred to LGRCB and a fully comprehensive examination of pertinent data, rules, regulations, and laws that must be considered for the concluding course of action that shall be rendered.</i>				



18. Preparation of Response to Highly Technical Queries Relevant to Local Government Unit (LGU) Budgeting Rules

The Local Government and Regional Coordination Bureau (LGRCB) evaluates Highly Technical queries or issues raised by external and internal stakeholders regarding local governance, expenditure, and public management. Highly Technical queries require technical knowledge, specialized skills, and/or training in the processing and/or evaluation thereof. The total processing time and specific processing time per step for the process may still vary depending on the corresponding instructions from officials and the degree of complexity of the request.

Office or Division:	LGRCB, Administrative Service-Central Records Division (AS-CRD), and other Bureaus/Services/Offices (BSOs) concerned			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B - Government to Business			
Who may avail:	DBM BSOs, NGAs, LGUs, GOCCs, and other government instrumentalities, and others concerned, whether private or public entities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter/Email query		1 original or digital copy		Requesting entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request to AS-CRD or to LGRCB official email (lgrcb@dbm.gov.ph)	1. Receive agency request	None	within 1 hour ³³	Administrative Aide (AA) IV, Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD Budget and Management Analyst (BMAN)/Budget and Management Specialist (BMS) I, II/Senior BMS (SRBMS), ADAS III/AO III LGRCB
1.1 None	1.1 Upload all documents to DMS	None		
1.2 Receive email acknowledgement for requests sent via email and/or Document Management System (DMS)-generated acknowledgement receipt (AR)	1.2 Issue DMS-generated AR; and send hardcopy/ digital copy to LGRCB (applicable if request was received through AS-CRD). Otherwise, submit acknowledgement email to the request	None		

³³ Voluminous documents will be physically routed to the B/S/O concerned within the day.

2. None	2. Route request to Division concerned	None	within 1 hour	ADAS III/AO III LGRCB
3. None	3. Evaluate request; coordinate with other B/S/Os regarding the request; prepare data/information regarding the request; Prepare action document(s) i.e., Memorandum/ Letter/Data/ Matrix, requesting for information from other B/S/Os	None	5 working days	BMAN/ BMS I, II/ SRBMS LGRCB
4. None	4. Review action document(s) and recommend approval to CBMS/Director	None	1 working day	Supervising BMS (SVBMS) and Chief BMS (CBMS) LGRCB
5. None	5. Review, approve and sign action document(s)	None	1 working day, 4 hours	Director LGRCB
6. None	6. Release signed action document(s)	None	within 1 hour	ADAS III/AO III LGRCB
7. None	7. Prepare other B/S/O's action document(s)	None	7 working days	DBM Office/s concerned
8. None	8. Route request to Division concerned	None	within 1 hour	ADAS III/AO III LGRCB
9. None	9. Prepare action document(s) relative to data/information gathered from other B/S/Os	None	4 working days	BMAN/ BMS I, II/ SRBMS LGRCB
10. None	10. Review action document(s) and recommend approval to CBMS/Director	None	2 working days	SVBMS and CBMS LGRCB
11. None	11. Review, approve and sign action document(s)	None	1 working day	Director LGRCB
12. Accept and/or acknowledge receipt	12. Release signed action	None	within 1 hour	ADAS III/AO III LGRCB



of action from AS-CRD	document(s)		within 10 minutes*	AA IV, ADAS I and VI, and AO I, III and V AS-CRD
TOTAL			22 working days, 1 hour and 10 minutes**	

**If for pick-up by the agency concerned; Within 1 working day for personal delivery; Within 3 working days thru courier service.*

***Such queries require inputs which were already tackled in the previous meetings/seminars/webinars/discussions but necessitate documented information from the Bureau and other BSOs. The total processing time and specific processing time per step for the process varies depending on the type of request and the degree of complexity of the request.*

Note:

The processing time for each request considers the time allotted for the thorough technical evaluation of the request and further coordination with other BSOs to ensure the quality and veracity of the inputs to be provided for the DBM's final action. This classification requires the use of technical knowledge, specialized skills, and/or training in the processing and/or evaluation thereof. The evaluation of the request includes in-depth research and a fully comprehensive examination of pertinent data, rules, regulations, and laws that must be considered for the concluding course of action that shall be rendered.



19. Preparation of Response to Highly Technical Queries for Policy Decisions Relevant to Local Government Unit (LGU) Budgeting Rules

The Local Government and Regional Coordination Bureau (LGRCB) evaluates Highly Technical queries or issues raised by external and internal stakeholders regarding local governance, among others. Highly Technical queries for policy decisions relevant to LGU budgeting require legal opinion, data analysis and computation, information, and policy directives espoused from the LGRCB, other DBM Bureaus/Services/Offices (BSOs), Legal Service, and Senior Officials of the DBM. The same include queries which may require further review and approval from the Secretary and other Senior Officials of the DBM. Further, the total processing time and specific processing time per step for the process varies depending on the type and the degree of complexity of the request, and the corresponding instructions from officials.

Office or Division:	Administrative Service – Central Records Division (AS-CRD), Local Government and Regional Coordination Bureau (LGRCB), and Other B/S/Os concerned			
Classification:	Multistage Process			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B - Government to Business			
Who may avail:	DBM BSOs, NGAs, LGUs, GOCCs, and other government instrumentalities, and others concerned, whether private or public entities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter of query		1 original or scanned copy		Requesting entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request to AS-CRD or to LGRCB official email (lgrcb@dbm.gov.ph)	1. Receive agency request	None	within 1 hour ³⁴	Administrative Aide (AA) IV, Administrative Assistant (ADAS) I, and Administrative Officer (AO) I and V AS-CRD Budget and Management Analyst (BMAN)//Budget and Management Specialist (BMS) I, II/Senior BMS (SRBMS), ADAS III/AO III LGRCB
1.1 None	1.1 Upload all documents to DMS	None		
1.2 Receive email acknowledgement for requests sent via email and/or Document Management System (DMS)-generated acknowledgement receipt (AR)	1.2 Issue DMS-generated AR; and send hardcopy/digital copy to LGRCB (applicable if request was received through AS-CRD). Otherwise, submit acknowledge-	None		

³⁴ Voluminous documents will be physically routed to the B/S/O concerned within the day

	ment email to the request			
2. None	2. Route request to Division concerned	None	within 1 hour	<i>ADAS III/ AO III</i> LGRCB
3. None	3. Evaluate request; coordinate with other B/S/Os regarding the request; prepare data/information regarding the request; Prepare action document(s) i.e., Memorandum/ Letter/Data/Matrix , requesting for information from other stakeholders	None	15 working days or within the deadline set by the Senior Officials	<i>BMAN/ BMS I, II/ SRBMS</i> LGRCB
4. None	4. Review action document(s) and recommend approval to CBMS/Director	None	7 working days	<i>Supervising BMS (SVBMS) and Chief BMS (CBMS)</i> LGRCB
5. None	5. Review, approve and sign action document(s)	None	2 working days	<i>Director</i> LGRCB
6. None	6. Release signed action document(s)	None	within 1 hour	<i>ADAS III, AO III</i> LGRCB
7. None	7. Prepare action document(s)	None	15 working days	DBM Senior Officials and other Office/s concerned
8. None	8. Route request to Division concerned	None	within 1 hour	<i>ADAS III, AO III</i> LGRCB
9. None	9. Prepare action document(s) relative to data/information gathered from other B/S/Os	None	7 working days	<i>BMAN/ BMS I, II/ SRBMS</i> LGRCB
10. None	10. Review action document(s) and recommend approval to CBMS/Director	None	5 working days	<i>SVBMS /CBMS</i> LGRCB
11. None	11. Review, approve and sign action document(s)	None	3 working days, 5 hours	<i>Director</i> LGRCB



12. None	12. Release signed action document(s)	None	within 1 hour	ADAS III, AO III LGRCB
13. None	13. Review and approve action document(s)	None	3 working days	Senior Official concerned Office of the Functional Group Head concerned (as applicable) DBM Secretary OSEC (as applicable)
14. Accept and/or acknowledge receipt of action from AS-CRD	14. Release signed action document(s)	None	within 1 hour	ADAS III, AO III LGRCB
			within 10 minutes*	AA IV, ADAS I and VI, and AO I, III and V AS-CRD
TOTAL			58 working days, 3 hours and 10 minutes**	

*If for pick-up by the agency concerned; Within 1 working day for personal delivery; Within 3 working days thru courier service.

**This service is qualified for multi-stage processing as it necessitates an in-depth research and review of the information gathered from other B/S/Os concerned to come up with a recommendation for final actions of DBM Officials.



20. Evaluation of "Minor Simple" Organization, Staffing, Position Classification, and Compensation Proposals, including the Issuance of Notice of Organization, Staffing and Compensation Action (NOSCA)

The Organization, Position Classification and Compensation Bureau (OPCCB) evaluates minor simple organizational and/or staffing-related proposals, i.e., those involving one (1) division, or less than 15 positions that do not require extensive research, including the issuance of NOSCA of national government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), and other government instrumentalities. The total processing time and specific processing time per step for the process/service varies depending on the type and degree of complexity of individual request of agency concerned.

Office or Division:	OPCCB, Office of the Secretary (OSEC), Office of the Organization and Systems Improvement (OSI) Functional Group Head (FGH), Budget Technical Bureau (BTB), and Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All NGAs, LGUs, SUCs, GOCCs, and other government instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Agency request endorsed by the Department/Agency Head 2. Legal basis 3. Rationale/background of the proposal 4. Existing and proposed organizational chart 5. Existing and proposed functional chart 6. Proposed staffing pattern (including the number of positions, position title, salary grade (SG), general statements of functions of proposed positions, organizational deployment and Personnel Services computation) 7. Linkage of the organization with internal and external stakeholders, among others 8. Funding source 9. In the absence of specific appropriations, the following shall be submitted: a) List of vacant positions offered for abolition (indicate the unique item number, position title, SG and deployment of the positions); and b) Justification for the abolition of positions.		One (1) of each document shall be in original copy, endorsed by the head, and signed by the authorized signatories thereof		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request with complete documentary	1. Receive agency request and documentary requirements	None	within 1 hour ³⁵	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V</i>

³⁵ Voluminous documents will be physically routed to the B/S/O concerned within the day.

requirements to AS-CRD				AS-CRD
1.1 None	1.1 Upload all documents to Document Management System (DMS)	None		
1.2 Receive DMS-generated acknowledgment receipt (AR)	1.2 Issue DMS-generated AR to client; and send hard copy to the OPCCB	None		
2. None	2. Route request to Division concerned	None	14 working days, 6 hours, 30 minutes	ADAS III and IV and AO III and V OPCCB
3. None	3. Draft and finalize action documents, i.e., Memorandum for the Organization and Systems Improvement Functional Group Head/Secretary, Letter to Agency, DBM-approved organizational structure and staffing pattern (as necessary) and NOSCA (as required) ³⁶	None		Budget and Management Analyst, Budget and Management Specialist (BMS) I, BMS II, Senior BMS, Supervising BMS, Chief BMS OPCCB
				Director/Assistant Director OPCCB
4. None	4. Review and approve action documents	None	3 working days	OSI FGH ³⁷ OSI Group
			2 working days	DBM Secretary ³⁸ OSEC (as applicable)
5. Accept and/or acknowledge receipt of action documents from AS-CRD or BTB-Central Printing and Releasing Unit (CPRU)	5. Release Letter to Agency and attachments, as may be applicable	None	30 minutes ³⁹	AA IV, ADAS I and III, and AO I, II and V AS-CRD (if the approving authority is the OSI FGH) ADAS III BTB-CPRU (if the approving

³⁶ The allotted processing time shall only commence upon receipt from the agency of all documentary requirements containing the accurate and complete information, and in proper format as prescribed by the OPCCB.

³⁷ For minor simple organizational and staffing modifications involving positions below division chief level and following the scrap and build policy; creation of positions below division chief level based on established and published standards, e.g. immediate support staff of Secretaries, Undersecretaries, and Assistant Secretaries; and filling of positions below division chief level.

³⁸ Other than those enumerated above which are delegated to the OSI-FGH.

³⁹ If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.



				authority is the Secretary)
TOTAL			20 working days	
<i>*This key process requires a certain level of thorough evaluation to maintain the quality and accuracy of recommendation/s which serve as a basis for the senior officials of the Department.</i>				
Note: "Minor simple" organizational and/or staffing-related proposals are those involving one (1) division, or 15 positions or less.				



21. Evaluation of "Minor Complex" Organization, Staffing, Position Classification, and Compensation Proposals, including the Issuance of Notice of Organization, Staffing and Compensation Action (NOSCA)

The Organization, Position Classification and Compensation Bureau (OPCCB) evaluates minor complex organizational and/or staffing-related proposals, i.e., those involving two (2) to three (3) divisions, or 16 to 49 positions, or those that fall under "Minor Simple" but requires extensive research, including the issuance of NOSCA of national government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), and other government instrumentalities. The total processing time and specific processing time per step for the process varies depending on the type and degree of complexity of the individual request of agency concerned.

Office or Division:	OPCCB, Office of the Secretary (OSEC), Office of the Organization and Systems Improvement (OSI) Functional Group Head (FGH), Budget Technical Bureau (BTB), and Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All NGAs, LGUs, SUCs, GOCCs, and other government instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
<ol style="list-style-type: none"> Agency request endorsed by the Department/Agency Head Legal basis Rationale/background of the proposal Existing and proposed organizational chart Existing and proposed functional chart Proposed staffing pattern (including the number of positions, position title, salary grade (SG), general statements of functions of proposed positions, organizational deployment and Personnel Services computation) Linkage of the organization with internal and external stakeholders, among others Funding source In the absence of specific appropriations, the following shall be submitted: <ol style="list-style-type: none"> List of vacant positions offered for abolition (indicate the unique item number, position title, SG and deployment of the positions); and Justification for the abolition of positions 		One (1) of each document shall be in original copy, endorsed by the head, and signed by the authorized signatories thereof		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request with complete documentary requirements to	1. Receive agency request and documentary requirements	None	within 1 hour ⁴⁰	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V</i>

⁴⁰ Voluminous documents will be physically routed to the B/S/O concerned within the day.



AS-CRD				AS-CRD
1.1 None	1.1 Upload all documents to Document Management System (DMS)	None		
1.2 Receive DMS-generated acknowledgment receipt (AR)	1.2 Issue DMS-generated AR to client; and transmit hard copy to OPCCB	None		
2. None	2. Route request to Division concerned	None	within 40 working days	<i>ADAS III and IV and AO III and V OPCCB</i>
3. None	3. Draft and finalize action documents, i.e., Memorandum for the Organization and Systems Improvement Functional Group Head/Secretary, Letter to Agency, DBM-approved organizational structure and staffing pattern (as necessary) and NOSCA (as required) ⁴¹	None		<i>Budget and Management Analyst, Budget and Management Specialist (BMS) I, BMS II, Senior BMS, Supervising BMS, Chief BMS OPCCB</i>
		None		<i>Director/Assistant Director OPCCB</i>
4. None	4. Review and approve action document/s	None	3 working days	<i>OSI FGH⁴² OSI Group</i>
			2 working days	<i>DBM Secretary OSEC⁴³ (as applicable)</i>
5. Accept and/or acknowledge receipt of action documents from AS-CRD or BTB-CPRU	5. Release Letter to Agency and attachments, as may be applicable	None	30 minutes ⁴⁴	<i>AA IV, ADAS I and III, and AO I, II and V AS-CRD (if the approving authority is the OSI FGH)</i> <i>ADAS III BTB-CPRU</i>

⁴¹ The allotted processing time shall only commence upon receipt from the agency of all documentary requirements containing the accurate and complete information, and in proper format as prescribed by the OPCCB.

⁴² For minor complex organizational and staffing modifications involving positions below DC level and following the scrap and build policy; creation of positions below DC level based on established and published standards, e.g. immediate support staff of Secretaries, Undersecretaries, and Assistant Secretaries; and filling of positions below DC level.

⁴³ Other than those enumerated above which are delegated to the OSI-FGH.

⁴⁴ If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.



				(if the approving authority is the Secretary)
TOTAL			45 working days, 1 hour, 30 minutes	
<p><i>*This key process requires a certain level of thorough evaluation to maintain the quality and accuracy of recommendation/s which serve as a basis for the senior officials of the Department.</i></p>				
<p>Note: "Minor complex" organizational and/or staffing-related proposals are those involving two (2) to three (3) divisions, or 16 to 49 positions.</p>				



22. Evaluation of "Major" Organization, Staffing, Position Classification, and Compensation Proposals, including the Issuance of Notice of Organization, Staffing and Compensation Action (NOSCA)

The Organization, Position Classification and Compensation Bureau (OPCCB) evaluates major organizational and/or staffing-related proposals, i.e., those involving four (4) or more divisions, or 50 or more positions, or those that fall under "Minor Complex" but require extensive research, including the issuance of NOSCA of national government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), and other government instrumentalities. The total processing time and specific processing time per step for the process varies depending on the type and degree of complexity of the individual request of agency concerned.

Office or Division:	OPCCB, Office of the Secretary (OSEC), Office of the Organization and Systems Improvement (OSI) Functional Group Head (FGH), Budget Technical Bureau (BTB), and Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All NGAs, LGUs, SUCs, GOCCs, and other government instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE	
1. Agency request endorsed by the Department/Agency Head 2. Legal basis 3. Rationale/background of the proposal 4. Existing and proposed organizational chart 5. Existing and proposed functional chart 6. Proposed staffing pattern (including the number of positions, position title, salary grade (SG), general statements of functions of proposed positions, organizational deployment and Personnel Services computation) 7. Linkage of the organization with internal and external stakeholders, among others 8. Funding source 9. In the absence of specific appropriations, the following shall be submitted: a) List of vacant positions offered for abolition (indicate the unique item number, position title, SG and deployment of the positions); and b) Justification for the abolition of positions		One (1) of each document shall be in original copy, endorsed by the head, and signed by the authorized signatories thereof	Requesting government entity unless indicated otherwise	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request with complete	1. Receive agency request and documentary	None	within 1 hour ⁴⁵	<i>Administrative Assistant (ADAS) I, and Administrative Officer</i>

⁴⁵ Voluminous documents will be physically routed to the B/S/O concerned within the day.

documentary requirements to AS-CRD	requirements			(AO) III and V AS-CRD
1.1 None	1.1 Upload all documents to Document Management System (DMS)	None		
1.2 Receive DMS-generated acknowledgment receipt (AR)	1.2 Issue DMS-generated AR to client; and send hard copy to OPCCB	None		
2. None	2. Route request to Division concerned	None	within 90 working days	AO/ADAS OPCCB
3. None	3. Draft and finalize action documents, i.e., Memorandum for the Organization and Systems Improvement Functional Group Head/Secretary, Letter to Agency, DBM-approved organizational structure and staffing pattern (as necessary) and NOSCA (as required) ⁴⁶	None		<i>Budget and Management Analyst, Budget and Management Specialist (BMS) I, BMS II, Senior BMS, Supervising BMS, Chief BMS</i> OPCCB
		None		<i>Director/Assistant Director</i> OPCCB
4. None	4. Review and approve action document/s	None	3 working days	OSI FGH ⁴⁷ OSI Group
		None	2 working days	DBM Secretary ⁴⁸ OSEC (as applicable)
5. Accept and/or acknowledge receipt of action documents from AS-CRD or BTB-Central Printing and Releasing Unit (CPRU)	5. Release Letter to Agency and the attachments, as may be applicable	None	30 mins ⁴⁹	AA IV, ADAS I and III, and AO I, II and V AS-CRD (if the approving authority is the OSI FGH) ADAS III BTB-CPRU (if the approving authority

⁴⁶ The allotted processing time shall only commence upon receipt from the agency of all documentary requirements containing the accurate and complete information, and in proper format as prescribed by the OPCCB.

⁴⁷ For major organizational and staffing modifications involving positions below DC level and following the scrap and build policy; creation of positions below DC level based on established and published standards, e.g. immediate support staff of Secretaries, Undersecretaries, and Assistant Secretaries; and filling of positions below DC level.

⁴⁸ Other than those enumerated above which are delegated to the OSI-FGH.

⁴⁹ If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.



				is the Secretary)
TOTAL			95 working days, 1 hour, 30 minutes	
<i>*This key process requires a certain level of thorough evaluation to maintain the quality and accuracy of recommendation/s which serve as a basis for the senior officials of the Department.</i>				
Note: "Major" organizational and/or staffing-related proposals are those involving four (4) or more divisions, or 50 or more positions.				



23. Inquiry on Existing Organization, Position Classification, and Compensation Policies

The Organization, Position Classification and Compensation Bureau (OPCCB) responds to queries relating to existing Organization, Position Classification and Compensation Policies of national government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), Bureaus/Services/Offices (B/S/Os) of the DBM, and individuals, whether public or private entities. The Bureau considers the total processing time rather than the specific processing time per step considering the variety and degree of complexity of the request.

Office or Division:	OPCCB, Office of the Secretary (OSEC), Office of the Organization and Systems Improvement (OSI) Functional Group Head (FGH), Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Government Government-to-Citizen Government-to-Business			
Who may avail:	All NGAs, LGUs, SUCs, GOCCs, B/S/Os of the DBM, and individuals, whether public or private entities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Agency/Individual Party request or inquiry request endorsed by the Department/Agency Head 2. Other supporting requirements, as necessary		One (1) original		Requesting entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request to AS-CRD	1. Receive agency request and documentary requirements	None	within 1 hour ⁵⁰	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD</i>
1.1 None	1.1 Upload all documents to Document Management System (DMS)	None		
1.2 Receive DMS-generated acknowledgment receipt (AR)	1.2 Issue DMS-generated AR to client; and send hard copy to OPCCB	None		
2. None	2. Route request to Division concerned ⁵¹	None	within 14 working days, 6 hours, 30 minutes	ADAS/AO OPCCB
3. None	3. Draft and finalize action document/s, i.e.,	None		<i>Budget and Management Analyst, Budget and Management Specialist</i>

⁵⁰ Voluminous documents will be physically routed to the B/S/O concerned within the day.

⁵¹ Requests received by the OPCCB may also include those referred and endorsed by other DBM B/S/Os as the responsible B/S/O to respond to the inquiry.



	Memorandum for the OSI FGH/Secretary, Letter to the Agency/ Individual Party concerned ⁵²			(BMS) I, BMS II, Senior BMS, Supervising BMS, Chief BMS OPCCB
		None		Director/Assistant Director OPCCB
4. None	4. Review and approve action document/s	None	3 working days	OSI FGH OSI Group
			2 working days	DBM Secretary OSEC (as applicable)
5. Accept and/or acknowledge receipt of action from AS-CRD	5. Release Letter to agency or the individual party concerned	None	30 minutes ⁵³	AA IV, ADAS I and III, and AO I, II and V AS-CRD
TOTAL			20 working days	
<p><i>*Requests received by the OPCCB may also include those referred and endorsed by other DBM B/S/Os as the responsible B/S/O to respond to the inquiry.</i></p>				

⁵² The allotted processing time shall only commence upon receipt from the agency of the necessary information needed to properly respond to the query.

⁵³ If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.



24. Minor Technical Evaluation of Systems and Productivity Improvement-Related Agency Requests/Proposals

The Systems and Productivity Improvement Bureau (SPIB) prepares action documents/reports to evaluate or respond to agency requests/proposals in relation to management systems improvement, public sector productivity enhancement, management of government assets, strengthening of internal control systems in government, and other related matters. The timeline for this service depends on the complexity of the technical evaluation needed to come up with the action document(s), as well as the deadline set by or agreed upon with the party concerned.

Among the requests that can be considered under this classification are those regular transactions wherein all required data have been submitted or are available.

The classification of the service is considered highly technical since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof. In particular, it requires a thorough technical evaluation to ensure the quality and consistency of recommendations that would be the basis for the final DBM action. Said evaluation may also necessitate the conduct of a more in-depth study or research on the matter, exhaustive review of relevant laws, issuances and standards, or coordination with other stakeholders which could provide relevant inputs.

Office or Division:	SPIB, Office of the Secretary (OSEC), Office of the Organization and Systems Improvement (OSI) Functional Group Head (FGH) or other DBM Senior Official Concerned, and Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen			
Who may avail:	National Government Agencies (NGAs), Local Government Units (LGUs), State Universities and Colleges (SUCs), Government-Owned or -Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), and other government entities concerned; development partners; and other concerned parties (e.g., general public)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter request of the agency/party, which should indicate the nature of the request, justification and other pertinent information		<ul style="list-style-type: none"> Physical submission - 1 original in hard copy OR Electronic submission - 1 original in digital or scanned copy (preferred) 		Requesting party unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit hard copy of the request to AS-CRD or email request to SPIB official email (dbm-spib@dbm.gov.ph)	1. For physical submission, receive the request	None	Physical submission - within 1 hour Electronic submission -	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD</i>

2. None	2. For physical submission, upload all documents to the Document Management System (DMS) For submission received via official SPIB email, upload all documents to the DMS	None	included in SPIB processing time	AO III (Records Officer II)/ADAS III (Computer Operator II), Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS, Supervising BMS, Chief BMS SPIB
3. Receive DMS-generated acknowledgement receipt (AR)	3. For physical submission, issue DMS-generated AR to client and send hard copy to SPIB For electronic submission, send DMS-generated AR to client via email	None		
4. None	4. For physical submission, receive and record request Determine SPIB division concerned, otherwise, refer to SPIB B/S/O Director	None	included in SPIB processing time	AO III (Records Officer II)/ADAS III (Computer Operator II) SPIB Assistant Director/Director SPIB
	For electronic submission, record request Determine SPIB division concerned, otherwise, refer to SPIB B/S/O Director			BMAN, BMS I, BMS II, Senior BMS, Supervising BMS, Chief BMS SPIB Assistant Director/Director SPIB

5. None	5. Draft action document/s (e.g. memorandum, letter or email to external stakeholders, comments/inputs/position papers, minutes, presentations, and briefers)	None	within 15 working days or deadline set by or agreed upon with DBM senior official concerned or party concerned	<i>BMAN, BMS I, BMS II, Senior BMS SPIB</i>
6. None	6. Review draft action document/s and send to SPIB B/S/O Assistant Director/ Director for review	None		<i>Supervising BMS, Chief BMS SPIB</i>
7. None	7. Review draft action document/s and send to OSI FGH, SPIB Supervising Senior Official, and/or other Senior Official concerned; or send directly to client or requesting party, cc OSI FGH, SPIB Supervising Senior Official, and/or other Senior Official concerned, as needed	None		<i>Assistant Director/Director SPIB</i>
8. None	8. Review and approve action document/s, and release physical copy to AS-CRD (as applicable, depending on the nature of transaction)	None	within 3 working days	<i>Supervising Senior Official of the SPIB OSI Group (as applicable)</i> <i>Senior Official concerned Functional Group concerned (as applicable)</i>
			2 working days	<i>DBM Secretary OSEC</i>



				(as applicable)
9. Accept and/or acknowledge receipt of the DBM action from AS-CRD (for physical release) or SPIB (for electronic release), whichever is applicable	9. Release DBM action to requesting party	None	Physical release - 10 minutes* Electronic release - included in SPIB processing time	AA IV, ADAS I and III, and AO I, II and V AS-CRD AO III/ADAS III/SPIB
TOTAL			20 working days	
*If for pick-up by the agency concerned; Within 1 working day for personal delivery; Within 3 working days thru courier service.				



25. Major Technical Evaluation of Systems and Productivity Improvement-Related Agency Requests/Proposals

The Systems and Productivity Improvement Bureau (SPIB) prepares action documents/reports to evaluate or respond to agency requests/proposals on management systems improvement, public sector productivity enhancement, management of government assets, strengthening of internal control systems in government, and other related matters. The timeline for this service depends on the complexity of the technical evaluation needed to come up with the action document(s), as well as the deadline set by or agreed upon with the party concerned.

Among the requests that can be considered under this classification are: (a) those regular transactions requiring the SPIB's inputs or evaluation wherein certain data have yet to be gathered from or coordinated and/or discussed with the office(s) concerned; (b) those which may entail the provision of systems and productivity improvement-related inputs by other agencies; (c) drafting of policies, standards or guidelines with budgetary and management implications (e.g., specific provisions on the issuances of other agencies); or similar undertakings with a degree of complexity; and/or (d) at least five (5) requests, the processing of which would be consolidated in a single action document.

The classification of the service is considered as highly technical since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof. In particular, it requires a thorough technical evaluation to ensure the quality and consistency of recommendations that would be the basis for the final DBM action. Said evaluation may also necessitate the conduct of a more in-depth study or research on the matter, exhaustive review of relevant laws, issuances and standards, or coordination with other stakeholders which could provide relevant inputs.

Office or Division:	SPIB, Office of the Secretary (OSEC), Office of the Organization and Systems Improvement (OSI) Functional Group Head (FGH) or other DBM Senior Official Concerned, and Administrative Service-Central Records Division (AS-CRD)		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen		
Who may avail:	National government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs), government-owned or -controlled corporations (GOCCs), government financial institutions (GFIs), and other government entities concerned; development partners; and other concerned parties (e.g., general public)		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
1. Letter request of the agency/party, which should indicate the nature of the request, justification and other pertinent information		<ul style="list-style-type: none"> Physical submission - 1 original in hard copy OR Electronic submission - 1 original in digital or scanned copy (preferred) 	Prepared by requesting party unless indicated otherwise

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit hard copy of request to AS-CRD or email to official SPIB official email (dbm-spib@dbm.gov.ph)	1. For physical submission, receive request	None	Physical submission - within 1 hour Electronic submission - included in SPIB processing time	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD</i> <i>AO III (Records Officer II)/ ADAS III (Computer Operator II), Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS (SRBMS), Supervising BMS (SVBMS), Chief BMS (CBMS) SPIB</i>
2. None	2. For physical submission, upload all documents to the Document Management System (DMS) For submission received via official SPIB email, upload all documents to the DMS	None		
3. Receive DMS-generated acknowledgement receipt (AR)	3. For physical submission, issue DMS-generated AR to client; and send hard copy to SPIB For electronic submission, send DMS-generated AR to client via email	None		
4. None	4. For physical submission, receive and record request Determine SPIB division concerned, otherwise, refer to SPIB B/S/O Director	None	included in SPIB processing time	<i>AO III (Records Officer II)/ ADAS III (Computer Operator II) SPIB</i> <i>Assistant Director/Director SPIB</i>

	For electronic submission, record request			<i>BMAN, BMS I, BMS II, SRBMS, SVBMS, CBMS SPIB</i> <i>Assistant Director/Director SPIB</i>
	Determine SPIB division concerned, otherwise, refer to SPIB B/S/O Director			
5. None	5. Draft action document/s (e.g. memorandum, letter or email to external stakeholders, comments/inputs/position papers, minutes, presentations, and briefers)	None	within 25 working days or deadline set by or agreed upon with the DBM senior official concerned or party concerned	<i>BMAN, BMS I, BMS II, SRBMS SPIB</i>
6. None	6. Review draft action document/s and send to SPIB B/S/O Assistant Director/Director for review	None		<i>SVBMS, CBMS SPIB</i>
7. None	7. Review draft action document/s and send to OSI FGH, SPIB Supervising Senior Official, and/or other Senior Official concerned; or send directly to client or requesting party, cc OSI FGH, SPIB Supervising Senior Official, and/or other Senior Official concerned, as	None		<i>Assistant Director/Director SPIB</i>



	needed			
8. None	8. Review and approve action document/s, and release physical copy to AS-CRD (as applicable, depending on the nature of transaction)	None	within 5 working days	Supervising Senior Official of the SPIB OSI Group (as applicable) Senior Official concerned Functional Group concerned (as applicable)
			3 working days	DBM Secretary OSEC (as applicable)
9. Accept and/or acknowledge receipt of DBM action from AS-CRD (for physical release) or SPIB (for electronic release), whichever is applicable	9. Release DBM action to the requesting agency	None	Physical release - 10 minutes* Electronic release - included in SPIB processing time	AA IV, ADAS I and III, and AO I, II and V AS-CRD AO III/ADAS III SPIB
TOTAL			33 working days – electronic release	
			33 working days, 1 hour, 10 minutes – physical release	
*If for pick-up by the agency concerned; Within 1 working day for personal delivery; Within 3 working days thru courier service.				



26. Preparation of DBM Position Paper on Enrolled Bills and Proposed Executive Issuances from the Office of the President (OP)/Office of the Executive Secretary (OES)

The Budget Information Legislative Service (BILS) receives requests for DBM position papers on enrolled bills and proposed executive issuances from the OP/OES. The BILS refers said enrolled bills and proposed executive issuances to DBM Bureaus/Offices/Services concerned for comments and recommendations, and consolidates the same to prepare the DBM position paper.

Office or Division:	BILS, Office of the Secretary (OSEC), Office of the Legal and Legislative (LL) Functional Group Head (FGH), Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	OP/OES			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter of Request 2. House/Senate Bill 3. House/Senate Resolution 4. Joint Resolution 5. Enrolled Bill 6. Executive Issuance		1 Original or Photocopy/ Digital copy		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for DBM position paper to AS-CRD	1. Route received request to BILS	None	1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD</i>
2. None	2. Prepare referral memorandum and forward the same to Chief Budget and Management Specialist (CBMS)	None		<i>Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I and Senior BMS (SRBMS) BILS-Division A</i> <i>BMAN, BMS I, SRBMS and Supervising BMS (SVBMS) BILS-Division B</i>
3. None	3. Review referral memorandum	None		<i>CBMS BILS-Division A</i>
4. None	4. Approve document and endorse to Director	None		<i>CBMS BILS-Division B</i>
5. None	5. Review referral memorandum	None	1 hour	<i>Director BILS</i>

6. None	6. Sign document and forward to assigned Division for release	None		
7. None	7. Upload referral memorandum to DMS for B/S/Os concerned	None		<i>ADAS I and III</i> BILS-Division A <i>ADAS III</i> BILLS-Division B
8. None	8. Prepare and submit comments to BILS	None	2 working days, 5 hours (21 working hours)	<i>BMAN, BMS I & II, SRBMS, SVBMS, CBMS, Assistant Director, and Director DBM B/S/Os concerned</i>
9. None	9. Receive and record comments from B/S/Os concerned	None	1 working day, 7 hours (15 working hours)	<i>ADAS I and III</i> BILS-Division A <i>ADAS III</i> BILS-Division B
10. None	10. Prepare DBM position paper based on inputs and forward to CBMS	None		<i>BMAN, BMS I, and SRBMS</i> BILS-Division A <i>BMAN, BMS I, SRBMS and SVBMS</i> BILS-Division B
11. None	11. Review position paper	None		<i>CBMS</i> BILS-Division A
12. None	12. Approve document and endorse to Director	None		<i>CBMS</i> BILS-Division B
13. None	13. Review position paper	None		<i>Director</i> BILS
14. None	14. Sign document and forward to assigned Division for release	None		
15. None	15. Release draft position paper to Office of the LLG FGH	None		<i>ADAS I and III</i> BILS-Division A <i>ADAS III or CBMS</i> BILS-Division B
16. None	16. Review position paper	None	1 working day (8 working hours)	<i>Supervising Senior Official of the BILS LL Group</i>
17. None	17. Sign document and endorse to OSEC	None		
18. None	18. Route signed position paper to BILS	None	6 working hours	<i>ADAS/ AO</i> OSEC
19. Acknowledge receipt of DBM	19. Release DBM position paper	None	2 working hours	<i>ADAS III</i> BILS-Division A



position paper				ADAS III BILS-Division B
TOTAL			6 working days, 6 hours (54 working hours)	



27. Preparation of DBM Position Paper on Legislative Measures and Proposed Executive Issuances from Agencies

The Budget Information Legislative Service (BILS) receives requests for DBM position papers on legislative measures and proposed executive issuances from the client agencies. The BILS refers said legislative measures and proposed executive issuances to DBM Bureaus/Offices/Services concerned for comments and recommendations, and consolidates the same to prepare the DBM position paper.

Office or Division:	BILS, Office of the Secretary (OSEC), Office of the Legal and Legislative (LL) Functional Group Head (FGH), Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	House of Representatives, Senate of the Philippines, Agencies			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter of Request 2. House/Senate Bill 3. House/Senate Resolution 4. Joint Resolution 5. Executive Issuances		1 Original or Photocopy/ Digital copy		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for DBM position paper to BILS	1. Receive invitation and upload complete set of documents using the Document Management System (DMS)	None	1 working day	<i>Administrative Assistant (ADAS) I and III</i> BILS-Division A <i>ADAS III</i> BILS-Division B
2. None	2. Prepare referral memorandum and forward the same to Chief Budget and Management Specialist (CBMS)	None		<i>Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I and Senior BMS (SRBMS)</i> BILS-Division A <i>BMAN, BMS I, SRBMS and Supervising BMS (SVBMS)</i> BILS-Division B
3. None	3. Review referral memorandum	None		<i>CBMS</i> BILS-Division A
4. None	4. Approve document and endorse to Director	None		<i>CBMS</i> BILS-Division B
5. None	5. Review referral memorandum	None	1 working day	<i>Director</i> BILS

6. None	6. Sign document and forward to assigned Division for release	None		
7. None	7. Upload referral memorandum to DMS for B/S/Os concerned	None		<i>ADAS I and III</i> BILS-Division A <i>ADAS III</i> BILLS-Division B
8. None	8. Prepare and submit comments to BILS	None	15 working days	<i>BMAN, BMS I & II, SRBMS, SVBMS, CBMS, Assistant Director, and Director</i> DBM B/S/Os concerned
9. None	9. Receive and record comments from B/S/Os concerned	None	10 working days	<i>ADAS I and III</i> BILS-Division A <i>ADAS III</i> BILS-Division B
10. None	10. Prepare DBM position paper based on inputs and forward to CBMS	None		<i>BMAN, BMS I, and SRBMS</i> BILS-Division A <i>BMAN, BMS I, SRBMS and SVBMS</i> BILS-Division B
11. None	11. Review position paper	None		<i>CBMS</i> BILS-Division A
12. None	12. Approve document and endorse to Director	None		<i>CBMS</i> BILS-Division B
13. None	13. Review position paper	None		<i>Director</i> BILS
14. None	14. Sign document and forward to assigned Division for release	None		
15. None	15. Release draft position paper to Office of the LLG FGH	None		<i>ADAS I and III</i> BILS-Division A <i>ADAS III or CBMS</i> BILS-Division B
16. None	16. Review position paper	None	2 working days	<i>Supervising Senior Official of the BILS</i> LL Group
17. None	17. Sign document and endorse to OSEC	None		
18. None	18. Route signed position paper to BILS	None	2 working days	<i>ADAS/ AO</i> OSEC



19. Acknowledge receipt of DBM position paper	19. Release DBM position paper	None	1 working day	<i>ADAS III</i> BILS-Division A <i>ADAS III</i> BILS-Division B
TOTAL			32 working days	



28. Request for the Conduct of Local and Foreign Study Visits or Learning Sessions

The DBM strengthens its network and linkages through the conduct of study visits or learning sessions for local and foreign stakeholders and learners. These study visits or learning sessions are conducted over a minimum period of two (2) hours to a week at most. Subject Matter Experts (SMEs) are identified and invited to serve as Resource Speakers on specific topics, which are tackled in various formats, including lectures, fora, or table discussions. Study visits or learning sessions may also include a trip to and/or tour of offices to observe daily activities and actual transactions.

Official delegations and special interest groups from countries, local agencies, or offices that wish to learn more about the Philippine Budget Process, as well as its relevance, role and responsibilities in the context of good governance and public service may be accommodated in brief lectures and discussions upon the approval of their request or invitation from the Department. A formal request in writing, addressed to the head of the agency, is required for proper reference and documentation.

The request should be submitted and acknowledged by the DBM at least two (2) weeks prior to the date of the intended study visit or learning session for local groups, and at least one (1) month before the target date for foreign groups. This will facilitate sufficient preparation of materials and other necessary logistics by the Advocacy, Communications and Training Service - Capacity Development Division (ACTS-CDD).

Office or Division:	ACTS-CDD, Office of the Secretary (OSEC), Office of the Budget Policy and Strategy (BPS) Functional Group Head (FGH), Administrative Service-Central Records Division (AS-CRD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen			
Who may avail:	Visiting party/ies, which may be one of the following: <ul style="list-style-type: none"> • Other National Government Agencies and government offices; • Schools/universities and private institutions; and • Government agencies and private institutions from foreign countries 			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Request letter or invitation from visiting party 2. Registration Form 3. Program of Activities		1 original or e-copy/photocopy of the required document		1.-2. Requesting party 3. ACTS -CDD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to AS-CRD or send the request via email to the ACTS-CDD official email (bitscdd@dbm.gov.ph)	1. Receive request or invitation	None	3 working days from the receipt of request	<i>Administrative Assistant (ADAS) and Administrative Officer (AO) ACTS</i> AS-CRD
1.1 None	1.1 Prepare initial response to requesting party	None		
1.2 Accept and/or acknowledge receipt of initial response from CDD	1.2 Send initial response to requesting party	None		

2. Attend exploratory/ coordination meeting.	2. Evaluate request for study: ➤ Determine type of study visit ➤ Conduct of exploratory/ coordination meeting ➤ Initial evaluation of the SMEs to be engaged for request ➤ Prepare feedback to requesting party	None	7 working days from sending of initial response	<i>Training Specialist, Senior Budget and Management Specialist</i> ACTS-CDD
3. None	3. Review and approve confirmation or regret letter	None		<i>Director ACTS</i> <i>Supervising Senior Official CAS Group</i> <i>DBM Secretary OSEC</i>
4. Accept and/or acknowledge receipt of confirmation or regret letter	4. Send feedback (confirmation or regret letter) to the requesting party based on evaluation result of request	None		<i>Training Specialist</i> ACTS-CDD
TOTAL			10 working days	
<p><i>*Feedback sent through a formal letter or an email to the requesting party. Moreover, the signatory of the feedback letter can either be the ACTS Director, the Functional Group Head, or the Department Secretary, depending on the type of the requested study visit or learning session and/or the requesting party.</i></p> <p><i>**In cases where the request for a study visit was declined, the requesting party can send another request where both parties (DBM ACTS-CDD and the requesting party) are amenable to the new details of the request.</i></p>				



29. Request for Certified True Copy/ies of Record/s

The Administrative Service-Central Records Division (AS-CRD), as the custodian of current/active and non-current/inactive official records of the DBM, such as internal and external issuances, budget-related action documents, and other relevant documents, is in charge of acting upon requests for the issuance of certified true copies of records in its custody, provided such records are non-restricted or the information contained therein, non-classified; subject to existing laws, rules and regulations, such as the National Archives of the Philippines Act, Data Privacy Act, Executive Order No. 2, s. 2016, DBM Freedom of Information Manual, and the like. This process excludes requests covered by a Subpoena issued by the Office of Ombudsman and *Sandiganbayan* and requests of the Commission on Audit for audit purposes.

Office or Division:	Administrative Service (AS) - Central Records Division			
Classification:	Simple* (Less than ten (10) Current Records)			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All National Government Agencies (NGAs), LGUs, SUCs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Letter Request signed by the Agency Head or Local Chief Executives stating the purpose of the same		One (1) original copy		Prepared by the requesting entity
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to AS-CRD	1. Receive request	None	within 1 hour	Administrative Assistant (ADAS) I Administrative Officer (AO) I, III and V AS-CRD
1.1 Receive Document Management System (DMS)-generated acknowledgement receipt (AR)	1.1 Route from AS-OD to CRD with instructions			
2. None	2. Evaluate request, retrieve and photocopy requested records	None	within 1 working day and 7 hours	ADAS I AO I, III and V, Supervising AO AS-CRD
2.1 None	2.1 For records covered by ADRS, CRD shall print requested records			
2.2 None	2.2 If request is for CTC of DBM Issuances, the same can be provided within the day			



3. None	3. Review and certify requested records	None		Chief AO AS-CRD
4. None	4. Prepare transmittal letter/memo	None	within 1 working day	ADAS I, AO I, III and V AS-CRD
4.1 None	4.1 For records covered by ADRS, submit transmittal letter/memo upon clearance/ approval by B/S/O concerned and/or Legal Service	None		
5. None	5. Evaluate, review and approve transmittal letter/memo	None		Director AS-CRD
6. Receive requested documents	6. Issue/release requested records	None		ADAS I, AO I, III and V AS-CRD
TOTAL			3 working days	

Note:

1.) **For Complex Request** – Request for CTC of more than 10 current records and less than 10 non- current records, the corresponding processing time for Step No. 2 shall be within 3 working days and 7 hours. The Total Process Time would be 6 working days.

2.) **For Highly Technical Request** - Request for CTC of more than 10 non-current records the corresponding processing time for Step No. 2 shall be within 15 working days and 7 hours. The Total Process Time would be 18 working days.



30. Receipt of Incoming Documents from External Clients

The Administrative Service - Central Records Division (AS-CRD), as the centralized receiving unit of all the documents in the DBM, is in charge of receiving incoming documents such as but not limited to budgetary and non-budgetary requests, financial and accountability reports and invitations, from external clients received through walk-in clients, couriers and electronic mail. This process also includes the scanning, uploading and routing in the Document Management System (DMS), as well as delivery of the hard copy of the documents to concerned B/S/O.

Office or Division:	Administrative Service (AS) - Central Records Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen			
Who may avail:	All National Government Agencies (NGAs), LGUs, SUCs, GOCCs, and other Government Instrumentalities and the general public			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Dropbox Form 2. Letter requests of the client 3. Reports 4. Other supporting documents of the previously submitted request		One (1) original copy		Prepared by the requesting entity
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Dropbox Form and drop the documents in the designated Dropbox	1. Check if request is intended for DBM	None	within 1 minute	<i>Administrative Assistant (ADAS) I, Administrative Officer (AO) III and V AS CRD</i>
2. None	2. Evaluate document if is confidential	None	within 1 minute	<i>AO III and V, ADAS I AS CRD</i>
3. None	3. For confidential documents: Scan the face of envelope, upload, and route to concerned BSO/ employee in DMS and deliver the same together with confidential slip and routing slip to concerned official/ employee	None	within 2 minutes (uploading)	<i>AO III and V, ADAS I AS CRD</i>
4. None	4. For non-confidential documents: Scan and upload	None	1-15 minutes (depending on the type and	<i>AO III and V, ADAS I AS CRD</i>



	complete set of documents and attach DMS-generated routing slip as top cover page of document		bulk of documents)	
5. Receive Document Management System (DMS)-generated acknowledgement receipt (AR)	5. Issue DMS AR to external clients/ email address indicated in the accomplished Dropbox Form	None	within 1 minute	AO III and V, ADAS / AS CRD
6. None	6. Deliver hard copies of documents to concerned B/S/O	None	within the day	ADAS / AS CRD
TOTAL			1 working day	
Note: 1) For documents received beyond 1PM, delivery of the hard copy shall be done on the first working hours of the next working day. 2) For documents received thru email beyond 4PM, the uploading and routing of the same shall be done on the first working hour of the next working day.				



31. Request for Information and Communications (ICT) Support – Type 1a, Applications System-Related (High)

The Information and Communication Technology Systems Service (ICTSS) assists and supports the Department of Budget and Management (DBM) stakeholders through helpdesk ticketing and in accordance with the Service Level Agreement (SLA) for resolving ICT concerns and issues.

Office or Division:	ICTSS - Application Development, Maintenance, and Support Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	National Government Agencies (NGAs), State Universities and Colleges (SUCs), Government Owned and Controlled-Corporations (GOCCs), DBM Bureaus/Services/Offices (Central Office and Regional Offices) officials and employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Any of these could be used by the client: 1. Messages in Google Hangout – the support team will advise the sender to send an email to ictsshelpdesk@dbm.gov.ph for ticket creation 2. Phone calls – the support team will advise the caller to send an email to ictsshelpdesk@dbm.gov.ph for ticket creation 3. Memoranda, Department Orders, Advisories from BMBs and ROs – the support team will create a ticket for the concern 4. Verbal Communication from Meetings, Instructions from Process Owners, Directives from Management – the support team will create a ticket for the concern		Online (soft) copy through a ticketing request (1 ticket per request)		Send an email to ictsshelpdesk@dbm.gov.ph
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to the ICTSS	1. Time to Own (TTO)	None	1 hour	Information Technology Officer II/I, Project Development Officer IV/III, Information Systems Analyst III/II/I, Computer Programmer III/II/I ICTSS
1.1 None	1.1 Acknowledge and receive request	None		
2. None	2. Time to Resolve (TTR)	None	8 hours	
2.1 None	2.1 Review request and take appropriate action/s	None		
2.2 None	2.2 Resolve and update status of requests	None		



2.3 Accept or acknowledge action taken	2.3 Inform requesting user on ticket resolution	None		
TOTAL			1 working day, 1 hour	
<p>Note: <i>*In consideration with the recognized Working/Business Hours: Monday-Friday 7AM-6PM (except Holidays)</i></p> <p><i>Incidents categorized as Application Systems-Related (High) refers to:</i></p> <ul style="list-style-type: none"> - Critical impact/systems down or not available. Complete ICT system outage affecting overall DBM-wide operations; - If the effect of the incident impacts a significant group or groups of users (I.e., division-wide, DBM-wide) with no temporary fix/workaround solution available; and - Users with impact on time-sensitive, critical processing and no workaround is possible 				



32. Request for Information and Communications (ICT) Support – Type 2a, Applications Systems-Related (Medium)

The Information and Communication Technology Systems Service (ICTSS) assists and supports the Department of Budget and Management (DBM) stakeholders through helpdesk ticketing and in accordance with the Service Level Agreement (SLA) for resolving ICT concerns and issues.

Office or Division:	ICTSS - Application Development, Maintenance, and Support Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	National Government Agencies (NGAs), DBM Bureaus/Services/Offices (Central Office and Regional Offices) officials and employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Any of these could be used by the client: 1. Messages in Google Hangout – the support team will advise the sender to send an email to ictsshelpdesk@dbm.gov.ph for ticket creation 2. Phone calls – the support team will advise the caller to send an email to ictsshelpdesk@dbm.gov.ph for ticket creation 3. Memoranda, Department Orders, Advisories from BMBs and ROs – the support team will create a ticket for the concern 4. Verbal Communication from Meetings, Instructions from Process Owners, Directives from Management – the support team will create a ticket for the concern		Online (soft) copy through a ticketing request (1 ticket per request)		Send an email to ictsshelpdesk@dbm.gov.ph
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to ICTSS	1. Time to Own (TTO)	None	4 hours	Information Technology Officer II/I, Project Development Officer IV/III, Information Systems Analyst III/II/I, Computer Programmer III/II/I ICTSS
1.1 None	1.1 Acknowledge and receive request	None		
2. None	2. Time to Resolve (TTR)	None	3 working days	
2.1 None	2.1 Review request and take appropriate action/s	None		
2.2 None	2.2 Resolve and update status of requests	None		

2.3 Accept or acknowledge action taken	2.3 Inform the requesting user on ticket resolution	None		
TOTAL			3 working days, 4 hours	
Note: <i>*In consideration with the recognized Working/Business Hours: Monday-Friday 7AM-6PM (except Holidays)</i> <i>Incidents categorized as Application Systems-Related (Medium) refers to:</i> <ul style="list-style-type: none"> - <i>If users or group of users with operations significantly impacting/downgrading time-sensitive, critical processing, but with a temporary solution available;</i> - <i>If a set or subset of a system is not functioning properly affecting productivity of a significant number of users.</i> 				



33. Request for Information and Communications (ICT) Support – Type 3a, Application Systems-Related (Low)

The Information and Communication Technology Systems Service (ICTSS) assists and supports the Department of Budget and Management (DBM) stakeholders through helpdesk ticketing and in accordance with the Service Level Agreement (SLA) for resolving ICT concerns and issues.

Office or Division:	ICTSS - Application Development, Maintenance, and Support Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM B/S/Os (Central Office and Regional Offices) employees and officials and National Government Agencies (NGAs)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Any of these could be used by the client: 1. Messages in Google Hangout – the support team will advise the sender to send an email to ictsshelpdesk@dbm.gov.ph for ticket creation 2. Phone calls – the support team will advise the caller to send an email to ictsshelpdesk@dbm.gov.ph for ticket creation 3. Memoranda, Department Orders, Advisories from BMBs and ROs – the support team will create a ticket in Freshdesk 4. Verbal Communication from Meetings, Instructions from Process Owners, Directives from Management – the support team will create a ticket in Freshdesk		Online (soft) copy through a ticketing request (1 ticket per request)		Send an email to ictsshelpdesk@dbm.gov.ph
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to ICTSS	1. Time to Own (TTO)	None	1 working day	Information Technology Officer II/I, Project Development Officer IV/III, Information Systems Analyst III/II/I, Computer Programmer II ICTSS
1.1 None	1.1 Acknowledge and receive request	None		
2. None	2. Time to Resolve (TTR)	None	5 working days	
2.1 None	2.2 Review request and take appropriate action/s	None		
2.2 None	2.2 Resolve and update status of requests	None		



2.3 Accept or acknowledge action taken	2.3 Inform requesting user on ticket resolution	None		
TOTAL			6 working days	
<p>Note: <i>*In consideration with the recognized Working/Business Hours: Monday-Friday 7AM-6PM (except Holidays)</i></p> <p><i>Incidents categorized as Application Systems-Related (Low) refers to:</i></p> <ul style="list-style-type: none"> - <i>If the effect of the incident impacts an individual or a small group of individuals;</i> - <i>Users with no impact on time-sensitive, critical processing, with a temporary solution or workaround is possible and can carry out day-to-day work and operations.</i> 				



Central Office

Internal Services



1. Processing of Claims of Suppliers and Employees (For Payment through Check)

The Finance Service (FS) validates, evaluates, processes and approves requests for payment of claims of suppliers for the delivered goods/supplies and reimbursement of expenses incurred by employees while on official business.

The processing in the Administrative Service (AS) - Cash Division starts from the receipt of Disbursements Voucher (DV), Obligation Request and Status (ORS), and supporting documents from the FS, up to the submission of required action documents to the government-servicing bank.

Office or Division:	Finance Service (FS), Administrative Service (AS)-Cash Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2B - Government to Business			
Who may avail:	Various Suppliers and Employees of the DBM Central Office			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Disbursement Voucher (DV) 2. Obligation Request and Status (ORS) 3. Modified Disbursement System (MDS) Check 4. Advice of Checks Issued and Cancelled (ACIC) 5. Other supporting documents depending on the nature of transaction, based on COA Circular 2012-001 (Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions)		1. Original (1 copy) 2. Original (1 copy) 3. Original (3 copies) 4. Original (1 copy) 5. Original and certified true copy of supporting documents, depending on the requirement per COA Circular 2012-001 (1 copy each)		1. FS 2. To be prepared by the requesting party 3. AS-Cash Division 4. AS-Cash Division 5. To be prepared by the requesting party
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit supplier/employee claims with supporting documents together with Obligation Request and Status (ORS)	1. Receive ORS and supporting documents	None	30 minutes	Administrative Assistant (ADAS)I/ Administrative Officer (AO) III FS-Office of the Director
2. None	2. Forward all documents to Budget Division	None	1 hour	ADAS I/ AOIII FS-Office of the Director
3. None	3. Review allotment availability and check completeness of documents	None	2 hours	AO II/IV/V FS-Budget Division
4. None	4. Record claim in subsidiary Ledger (SL) of creditor/payee to	None	3 hours	AO II/IV/V FS-Budget Division



	monitor status of obligation			
5. None	5. Obligate amount for indicated purpose, and post ORS in Registry of Allotments, Obligations and Disbursement (RAOD) with assigned ORS number	None	2 hours	AO II/IV/V FS-Budget Division
6. None	6. Certify availability of allotment, initial update on SL and sign Box B of the ORS	None	1 hour	Chief AO FS-Budget Division
7. None	7. Forward all documents to Accounting Division	None	30 minutes	AO II FS-Budget Division
8. None	8. Receive documents for processing	None	30 minutes	ADAS III FS-Accounting Division
9. None	9. Evaluate validity of claim, accuracy of amount and completeness of supporting documents	None	3 hours	Accountant I, II, III, IV FS-Accounting Division
10. None	10. Prepare DV journal entry and tax certificates	None	3 hours	Accountant I, II, III, IV FS-Accounting Division
11.	11. Return DV to end-user for signature of Bureau/ Service/ Office (B/S/O) Head in Box A	None	1 hour	ADAS III FS-Accounting Division
12. None	12. Certify cash availability, completeness of supporting documents, and determine if subject to ADA or check (Sign Box C of DV)	None	3 hours	Chief Accountant FS-Accounting Division
13. Sign Box A of DV.	13. Forward DV and other supporting	None	30 minutes	ADAS III FS-Accounting Division

	documents to FS-Office of the Director			
14. None	14. Receive documents for processing and forward to FS Director	None	30 minutes	ADAS I/AO III FS-Office of the Director
15. None	15. Approve payment for claim and sign Box D of DV	None	2 hours	<i>Director</i> FS
16. None	16. Forward DV and other supporting documents to AS-Cash Division for Check Preparation	None	30 minutes	ADASI/AO III FS-Office of the Director
17. None	17. Receive approved DV and required supporting documents from FS	<i>None</i>	<i>1 hour</i>	<i>Administrative Staff</i> AS-Cash Division
18. None	18. Prepare MDS Check and ACIC	<i>None</i>	<i>4 hours</i>	<i>Administrative Officer (AO)</i> AS-Cash Division
19. None	19. Review prepared MDS Check and ACIC	<i>None</i>	<i>2 hours</i>	<i>Supervising AO</i> AS-Cash Division
20. None	20. Review prepared MDS Check and ACIC, and sign those with amount less than 5M	None	4 hours	<i>Chief AO</i> AS-Cash Division
21. None	21. Counter sign MDS Check and ACIC with amount less than 5M Sign MDS Check and ACIC with amount of 5M and above	<i>None</i>		<i>Director</i> AS <i>Authorized Signatories delegated under D.O. 29, s. 2021</i>



22. None	22. Submit following to Landbank of the Philippines (LBP): <ul style="list-style-type: none"> • Duplicate signed copy of MDS Check • Two (2) original copies of ACIC for LBP and BTr with softcopies 	<i>None</i>	<i>3 hours</i>	<i>Administrative Staff AS-Cash Division</i>
23. None	23. Update Check Registry for MDS Check Issued, and release to payees after 24 hours clearing time	<i>None</i>	<i>2 hours</i>	<i>AO AS-Cash Division</i>
TOTAL			5 working days	



2. Processing of Claims of Suppliers and Employees (For Payment through List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA))

The Finance Service (FS) validates, evaluates, processes and approves requests for payment of claims of suppliers for the delivered goods/supplies and reimbursement of expenses incurred by employees while on official business. The FS-Accounting Division prepares and prints the LDDAP-ADA Form.

The processing in the Administrative Service (AS) – Cash Division starts from the receipt of LDDAP-ADA, Disbursement Voucher (DV), Obligation Request and Status (ORS) and supporting documents from the FS up to the submission of required action documents to the government-servicing bank.

Office or Division:	Finance Service (FS), Administrative Service (AS)-Cash Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2B - Government to Business			
Who may avail:	Various Suppliers and Employees of the DBM Central Office			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Disbursement Voucher (DV) 2. Obligation Request and Status (ORS) 3. LDDAP-ADA and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIIE) 4. Advice of Checks Issued and Canceled (ACIC) 5. Payroll Register through Financial Data Entry System (FinDES) 6. Other supporting documents depending on the nature of transaction, based on COA Circular 2012-001 (Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions)		1. Original (1 copy) 2. Original (1 copy) 3. Original (3 copies) 4. Original (1 copy) 5. Original (1 copy) 6. Original and certified true copy of supporting documents, depending on the requirement per COA Circular 2012-001 (1 copy each)		1. FS 2. To be prepared by the requesting party 3. FS 4. AS-Cash Division 5. AS-Cash Division 6. To be prepared by the requesting party
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit supplier/employee claims with supporting documents together with Obligation Request and Status (ORS)	1. Receive ORS and supporting documents	None	30 minutes	<i>Administrative Assistant (ADAS) I/Administrative Officer (AO) III</i> FS-Office of the Director
2. None	2. Forward all documents to Budget Division	None	1 hour	<i>ADAS I/AO III</i> FS-Office of the Director
3. None	3. Review allotment availability and check completeness of documents	None	2 hours	<i>AO II/IV/V</i> FS-Budget Division



4. None	4. Obligate amount for indicated purpose, and post ORS in Registry of Allotments, Obligations and Disbursement (RAOD) with assigned ORS number	None	2 hours	AO II/IV/V FS-Budget Division
5. None	5. Certify availability of allotment, initial update on SL and sign Box B of the ORS	None	1 hour	Chief AO FS-Budget Division
6. None	6. Forward all documents to Accounting Division	None	30 minutes	AO II FS- Budget Division
7. None	7. Receive documents for processing	None	30 minutes	ADAS III FS-Accounting Division
8. None	8. Evaluate validity of claim, accuracy of amount and completeness of supporting documents	None	3 hours	Accountant I, II, III, IV FS-Accounting Division
9. None	9. Prepare Disbursement Voucher (DV), Journal Entry and Tax Certificates	None	3 hours	Accountant I, II, III, IV FS-Accounting Division
10. Sign Box A of DV	10. Return DV to end-user for signature of Bureau/ Service/ Office (B/S/O) Head in Box A	None	1 hour and 30 minutes	ADAS III FS-Accounting Division
11. None	11. Certify cash availability, completeness of supporting documents and determine if subject to ADA or Check. Sign Box C of DV	None	1 hour	Chief Accountant FS-Accounting Division
12. None	12. Prepare LDDAP-ADA based on signed DVs	None	1 hour	Accountant I FS-Accounting Division
13. None	13. Certify LDDAP-ADA prepared	None	30 minutes	Chief Accountant FS-Accounting Division

14. None	14. Forward LDDAP-ADA, DV and other supporting documents to FS Office of the Director	None	30 minutes	ADAS III FS-Accounting Division
15. None	15. Receive documents for processing and forward to FS Director	None	30 minutes	ADAS I/AO III FS-Office of the Director
16. None	16. Sign Box D of DV and Approved LDDAP-ADA payment	None	2 hours	Director FS
17. None	17. Forward approved LDDAP-ADA, DV and other supporting documents to t Administrative Service – Cash Division for processing of payment	None	30 minutes	ADAS I/AO III FS-Office of the Director
18. None	18. Receive approved LDDAP-ADA, SLIIE, DV and required supporting documents from FS	None	1 hour	Administrative Staff AS-Cash Division
19. None	19. Review LDDAP-ADA, and DVs and Bank Details of payees	None	2 hours	Administrative Officer (AO) AS-Cash Division
20. None	20. Prepare ACIC, FinDES, and Biller Data Entry System (BillerDES)	None	4 hours	AO AS-Cash Division
21. None	21. Review LDDAP-ADA prepared ACIC and Payroll Register (if applicable)	None	2 hours	Supervising AO AS-Cash Division
22. None	22. Review prepared LDDAP-ADA, SLIIE and other action documents, and sign those with amount less than	None	4 hours	Chief AO AS-Cash Division



	5M			
22. None	<p>22. Counter sign ADA portion of LDDAP-ADA, ACIC and Payroll Register (if applicable) with amount less than 5M</p> <p>Sign ADA portion of LDDAP-ADA, ACIC and Payroll Register with amount of 5M and above</p>	None		<p><i>Director AS</i></p> <p><i>Authorized Signatories delegated under DO. 29, s. 2022</i></p>
23. None	<p>23. Submit the following approved action documents to MDS-Government-Servicing Bank (MDS-GSB):</p> <ul style="list-style-type: none"> • Two (2) original copies of LDDAP-ADA and SLIIE • Two (2) original copies of ACIC with softcopies • FinDES file with softcopy; • BillerDES file with softcopy <p>Note: MDS-GSB shall effect payment within the next two (2) banking days</p>	None	3 hours	<p><i>Administrative Staff AS-Cash Division</i></p>
TOTAL			4 working days, 5 hours	



3. Request for Legal Service (LS) Legal Opinions - Contract Review Queries and Legislative Measures

The LS processes the requests for legal opinion by the DBM Bureaus/Services/Offices (B/S/Os). Subject to the final review and approval of the Assistant Director or Director, the handling Division would incorporate inputs, comments, and recommendations on the requests for contract reviews, pertaining, but not limited, to review of Memorandum of Agreement, Memorandum of Understanding, among others, as endorsed by DBM B/S/Os. The comments and recommendations on legislative measures received from BILS, on the one hand, are those pertaining to bills that are still being deliberated in both Houses of Congress, i.e., house bills and senate bills. This LS process involves rendering legal opinion on budget-related issues in the draft contract/ legislative measure and requires highly technical application.

Office or Division:	LS – Divisions (Handling Teams)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM Bureaus/Services/Offices			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter or Memorandum of Requests for comments 2. Supporting Documents such as, contracts, circulars, executive issuances, copy of the memorandum of understanding		1. Digital copy of the contracts and legislative measures; and/or 2. Photocopy of the supporting documents		1. One (1) copy each from originating B/S/O or requesting party
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with complete documentary requirements to LS	1. Receive, record, and endorse request to designated LS Handling Team/LS Division	None	2 hours	<i>Administrative Officer (AO) or Administrative Assistant (ADAS) (Records Officer) LS</i>
2. None	2. Validate due dates and conduct verification of completeness of supporting documents	None	2 hours	<i>Legal Assistant II & III, Budget and Management Specialist (BMS) II, Senior BMS (SRBMS), Attorney III, IV LS</i>
3. None	3. Discuss the action/s to be taken and conduct research on the matter.	None	4 hours	<i>Legal Assistant II, III, BMS II, SRBMS, Attorney III, IV, and VI LS</i>
4. None	4. Draft legal opinion	None	14 working days	<i>Legal Assistant II, III, BMS II, SRBMS, Attorney III, IV, and VI LS</i>



5. None	5. Review draft document and forward to the Assistant Director for review	None		Attorney VI LS
6. None	6. Review draft document and endorse to Director for review	None		Assistant Director LS
7. None	7. Review and approve draft document and endorse to assigned staff for release	None		Director LS
8. None	8. Release memorandum to official recipient/ requesting DBM B/S/O or client thru e-mail and forward the same to Records Officer	None		Legal Assistant II, III, BMS II, SRBMS, Attorney III, IV LS
9. Accept and/or acknowledge receipt of memorandum	9. Release memorandum to official recipient/ requesting DBM B/S/O or client thru Document Management System (DMS) and record release of document in logbook	None		AO/ADAS*** (Records Officer) LS
TOTAL			15 working days*	
*Subject to extension for the same number of days upon notice, pursuant to Section 3 (b), Rule VII of the Implementing Rules and Regulations of Republic Act No. 11032				



4. Request for Legal Service (LS) Legal Opinions – Comments on Enrolled Bills

The LS processes the requests for legal opinion by the Budget Information and Legislative Service (BILS). Subject to the final review and approval of the Assistant Director or Director, the handling Division would incorporate inputs, comments, and recommendations on the enrolled bill, which pertains to one that is given final approval by both Houses of Congress. This LS process involves rendering legal opinion on budget-related issues in the enrolled bill and requires highly technical application.

Office or Division:	LS – Divisions (Handling Teams)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM Bureaus/Services/Offices			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter or Memorandum of Requests for comments; and 2. Supporting Documents such as, contracts, circulars, executive issuances, copy of the memorandum of understanding		1. Digital copy of Enrolled Bill; and/or 2. Photocopy of supporting documents		1. One (1) copy each from originating B/S/O or requesting party
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with complete documentary requirements	1. Receive, record, and endorse request to designated LS Handling Team/ LS Division	None	2 hours	<i>Administrative Officer (AO) or Administrative Assistant (ADAS) (Records Officer) LS</i>
2. None	2. Validate due dates and conduct verification of completeness of supporting documents	None	2 hours	<i>– Legal Assistant II, III, Budget and Management Specialist (BMS) II, Senior BMS (SRBMS), Attorney III and IV; LS</i>
3. None	3. Discuss action/s to be taken and conduct research on the matter	None	4 hours	<i>Legal Assistant II, III, BMS II, SRBMS, Attorney III, IV, and VI LS</i>
4. None	4. Draft legal opinion	None	19 working days	<i>Legal Assistant II, III, BMS II, SRBMS, Attorney III, IV LS</i>



5. None	5. Review draft document and forward to Assistant Director for review	None		Attorney VI LS
6. None	6. Review draft document and endorse to Director for review	None		Assistant Director LS
7. None	7. Review and approve document and endorse to assigned staff for release	None		Director LS
8. None	8. Release memorandum to official recipient/ requesting DBM B/S/O or client thru email and forward the same to Records Officer	None		Legal Assistant II, III, BMS II, SRBMS, Attorney III, IV LS
9. Accept and/or acknowledge receipt of memorandum	9. Release memorandum to official recipient/ requesting DBM B/S/O or client thru Document Management System and record release of document in logbook	None		AO/ADAS (Records Officer) LS
TOTAL			20 working days*	
*Subject to extension for the same number of days upon notice, pursuant to Section 3 (b), Rule VII of the Implementing Rules and Regulations of Republic Act No. 11032				



5. Request for Legal Service (LS) Legal Opinions – Guidelines, LGU Matters, and All Other Queries

The LS processes the requests for legal opinion by the DBM Bureaus/Services/Offices (B/S/Os). Subject to the final review and approval of the Assistant Director or Director, the handling Division would incorporate inputs, comments, and recommendations on (i) draft guidelines, which includes circulars and executive issuances; (ii) LGU matters; and (iii) all other queries with budgetary implications, as endorsed by DBM B/S/Os where such process clearly requires highly technical application.

Office or Division:	LS – Divisions (Handling Teams)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM Bureaus/Services/Offices			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter or Memorandum of Requests for comments; and 2. Supporting Documents such as, contracts, circulars, executive issuances, copy of the Memorandum of Understanding		1. Digital copy of guidelines, LGU matters, and all other queries; and/or 2. Photocopy of the supporting documents		1. One (1) copy each from originating B/S/O or requesting party
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with complete documentary requirements	1. Receive, record, and endorse request to designated LS Handling Team/LS Division	None	2 hours	<i>Administrative Officer (AO) or Administrative Assistant (ADAS) (Records Officer) LS</i>
2. None	2. Validate due dates and conduct verification of completeness of supporting documents	None	2 hours	<i>Legal Assistant II, III, Budget and Management Specialist (BMS) II, Senior BMS (SRBMS), Attorney III, IV LS</i>
3. None	3. Discuss action/s to be taken and conduct research on the matter	None	4 hours	<i>Legal Assistant II, III, BMS II, SRBMS, Attorney III, IV, and VI LS</i>
4. None	4. Draft legal opinion	None	19 working days	<i>Legal Assistant II, III, BMS II, SRBMS, Attorney III, IV, and VI LS</i>



5. None	5. Review draft documents and forward to Assistant Director for review	None		Attorney VI LS
6. None	6. Review draft document and endorse to Director for review	None		Assistant Director LS
7. None	7. Review and approve draft document and forward to assigned staff for release	None		Director LS
8. None	8. Release memorandum to official recipient/requesting DBM B/S/O or client thru email and forward the same to Records Officer	None		Legal Assistant II, III, BMS II, SRBMS, Attorney III, IV LS
9. Accept and/or acknowledge receipt of memorandum	9. Release memorandum to official recipient/requesting DBM B/S/O or client thru Document Management System	None		AO/ADAS (Records Officer) LS
TOTAL			20 working days*	
*subject to extension for the same number of days upon notice, pursuant to Section 3 (b), Rule VII of the Implementing Rules and Regulations of Republic Act No. 11032				



6. Request for Handling DBM Legal Cases by the Legal Service (LS)

The LS processes the requests for handling of legal cases by the DBM Bureaus/Services/Offices (B/S/Os). These refer to pleadings, motion, orders, and other processes of courts and other administrative bodies, as endorsed by the Record Officer to the LS Handling Team. The LS Divisions, as Handling Teams, ensure: (i) a preliminary discussion scheduled with LS Assistant Director or Director concerning the action to be taken; and (ii) a case review involving Complete Staff Work (CSW) done within 2-3 working days from receipt of case docket number. CSW includes drafting a Memorandum for the DBM Secretary describing the nature of the case, letter to the Office of Solicitor General requesting for representation or deputation, and Office Order authorizing the LS lawyers to represent DBM.

Office or Division:	LS – Divisions (Handling Teams)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM Bureaus/Services/Offices			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Case-related documents such as pleadings, motions, court orders, among others		1. Digital copy of the pleadings; and/or 2. Photocopy of the supporting documents		1. One (1) copy from originating B/S/O, CRD, or concerned court or administrative body
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit case-related documents to LS	1. Receive, record, and endorse case to LS Handling Team/ LS Division	None	8 to 40 working days*	<i>Administrative Officer (AO) or Administrative Assistant (ADAS) (Records Officer) LS</i>
2. None	2. Verify completeness of the attachments and supporting documents	None		<i>Legal Assistant II, III, Budget and Management Specialist (BMS) II, Senior BMS (SRBMS), Attorney III, IV, and VI LS</i>
3. None	3. Conduct preliminary discussion on actions to be taken, and research	None		<i>Legal Assistant II, III, BMS II, SRBMS, Attorney III, IV, and VI LS</i>
4. None	4. Draft responsive pleading	None		<i>Legal Assistant II, III, BMS II, SRBMS, Attorney III, IV, and VI</i>

				LS
5. None	5. Review draft pleading and forward to Assistant Director for review	None		Attorney VI LS
6. None	6. Review draft pleading and endorse to Director for review	None		Assistant Director LS
7. None	7. Review and approve draft pleading and forward to assigned staff for release	None		Director LS
8. None	8. Release pleading to official recipient/s (parties) and/or court thru email (E-Filing) and forward the same to Records Officer	None		Legal Assistant II, III, BMS II, SRBMS, Attorney III, IV LS
9. Accept and/or acknowledge receipt of action (case-pleadings)	9. Release pleading to Administrative Service-Central Records Division for the filing in proper court and record release of document in logbook	None		AO/ADAS (Records Officer) LS
TOTAL			8-40 working days*	
Process is highly technical considering that the same varies depending on the nature/necessity of each case, as specified. This necessitates the conduct of a more in-depth study or research on the matter, exhaustive review of relevant laws, issuances, and standards.				



7. Request for Certified True Copy/ies of Record/s

The Administrative Service-Central Records Division (AS-CRD), as the custodian of current/active and non-current/inactive official records of the DBM, such as internal and external issuances, budget-related action documents, and other relevant documents, is in charge of acting upon requests for the issuance of certified true copies of records in its custody, provided such records are non-restricted or the information contained therein, non-classified; subject to existing laws, rules and regulations, such as the National Archives of the Philippines Act, Data Privacy Act, Executive Order No. 2, s. 2016, DBM Freedom of Information Manual, and the like. This process excludes requests covered by a Subpoena issued by the Office of Ombudsman and *Sandiganbayan* and requests of the Commission on Audit for audit purposes.

Office or Division:	Administrative Service (AS) - Central Records Division			
Classification:	Simple* (Less than ten (10) Current Records)			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	DBM Bureaus/Services/Offices (B/S/Os) and Regional Offices (ROs)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Memo Request signed by B/S/O Head stating the purpose of the same / AS CRD Records Request form (AS-CRD-BP-02-Form 01 Rev. 2)		Prepared by requesting B/S/O or AS-Central Records Division, whichever is applicable		Prepared by requesting B/S/O or AS-Central Records Division
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit client request to AS-CRD	1. Receive request	None	within 1 hour	<i>Administrative Assistant (ADAS) I Administrative Officer (AO) I, III and V AS-CRD</i>
1.1 Receive Document Management System (DMS)-generated acknowledgement receipt (AR)	1.1 Route request from AS-OD to CRD with instructions	None		
2. None	2. Evaluate request, retrieve and photocopy requested records	None	within 1 working day and 7 hours	<i>ADAS I AO I, III and V, Supervising AO AS-CRD</i>
2.1 None	2.1 For records covered by ADRS, CRD shall print the requested records	None		
2.2 None	2.2 If request is for CTC of DBM Issuances, the same can be	None		<i>ADAS I AO I, III and V, Supervising AO AS-CRD</i>



	provided within the day			
3. None	3. Review and certify requested records	None		Chief AO AS-CRD
4. None	4. Prepare transmittal letter/memo with attached requested copies/certified true copies of records	None	within 1 working day	ADAS I, AO I, III and V AS-CRD
4.1 None	4.1 For records covered by ADRS, submit transmittal letter/memo upon clearance/ approval by B/S/O concerned and/or Legal Service	None		
5. None	5. Evaluate, review and approve transmittal letter/memo	None		Director AS-CRD
6. Receive requested records	6. Issue/release requested records	None		ADAS I, AO I, III and V AS-CRD
TOTAL			3 working days	
Note: 1.) For Complex Request – Request for CTC of more than 10 current records and less than 10 non- current records, the corresponding processing time for retrieval and certification of records shall be within 4 working days and 7 hours. The Total Process Time would be 6 working days. 2.) For Highly Technical Request - Request for CTC of more than 10 non-current records the corresponding processing time for retrieval and certification of records shall be within 16 working days and 7 hours. The Total Process Time would be 18 working days.				



8. Releasing of DBM Action Documents

The Administrative Service - Central Records Division (AS-CRD), Releasing Section, as the centralized releasing unit of DBM, is in charge of releasing action documents, such as but not limited to, acknowledgement and confirmation letters, *Reply Document*, *Agency Performance Reviews*, from Bureaus/Services/Offices (B/S/Os) to external clients, DBM Regional Offices (ROs) and attached agencies, as well as, budgetary documents from the BTB-Central Printing and Releasing Unit (CPRU).

Office or Division:	Administrative Service (AS) - Central Records Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All National Government Agencies (NGAs), LGUs, SUCs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Action Documents 2. Accomplished Instruction/s Slip		One (1) original copy		Bureau/Service/ Office (B/S/O)
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Check completeness of action documents received, and review Instruction Slip	None	4 hours	<i>Administrative Aide (AdA) IV Administrative Assistant (ADAS) I and III Administrative Officer (AO) III and V AS-CRD</i>
1.1 None	1.1 Acknowledge email from B/S/O, if action documents were received through email	None		
2. None	2. Upload action documents in DMS. Acknowledge the same and route to Archiving unit or concerned B/S/O	None	4 hours	<i>AO III and V, ADAS I and III AS-CRD</i>
3. None	3. Sort action documents, prepare CRD file copy/receiving copy and reproducing copy furnish, if necessary	None	4 hours	<i>AO III and V AS-CRD</i>
4. None	4. Identify mode of releasing documents (Private courier, Registered mail, Pickup by agency liaison	None	4 hours	<i>ADA IV, ADAS I and III AO III and V AS-CRD</i>



	office, Personal delivery and Electronic mail) based on Instruction Slip including processing for appropriate manner of release			
5. Accept or acknowledge receipt of documents for release (NGAs, LGUs, SUCs, GOCCs, and other Government Instrumentalities)	5. Release action documents to external clients and DBM ROs and attached agencies	None	1 working day	ADA IV, ADAS I and III AO I II and V AS-CRD
TOTAL			3 working days	
Note: Total Process Time of simple documents shall be 3 working days: documents with special instructions from the originating B/S/Os received between 7:00 am to 12:00 pm shall be released within the day while documents received beyond 12:00 pm shall then be released within the first working hour of the next working day, unless otherwise instructed.				



9. Processing of Office Orders

This includes Office Orders for official travels, in-house and external training programs, scholarship programs, and other learning and development interventions.

Office or Division:	Administrative Service (AS) - Human Resource Development Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM Bureaus/Services/Offices (B/S/Os)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table C for complete documentary requirements		One (1) PDF file of the original copy with corresponding signature where applicable		See Table C
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit B/S/O request together with documentary requirements	1. Receive and update Document Management System (DMS), and transmit to AS-HRDD	None	10 minutes	<i>Administrative Officer IV, V</i> AS-Office of the Director (OD)
2. None	2. Receive and check completeness of required document/s against the checklist and update DMS	None	10 minutes	AO II, AO IV AS-HRDD
3. None	3. Evaluate nature of request to determine which specific section to assign the task	None	2 working days, 7 hours and 30 minutes	ADC, CAO AS-HRDD
4. None	4. Receive documentary requirements and prepare draft memorandum and Office Order	None		AO II, AO IV AS-HRDD
5. None	5. Review and recommend approval of draft memorandum and Office Order	None		AO V, SAO, CAO AS-HRDD
6. None	6. Transmit draft memorandum and Office Order to AS-Office of the Director	None		AO II, AO IV AS-HRDD



7. None	7. Review and approve draft memorandum and Office Order	None		Director IV AS-OD
8. None	8. Release to concerned FGH	None	10 minutes	AO IV, V AS-OD
TOTAL			3 working days	

Table C - Documentary Requirements for the Processing of Office Orders

DBM Service	Documentary Requirements	Where to Secure
1. Training and other Employee Development Interventions	<ol style="list-style-type: none"> Memo to the AS Director <ol style="list-style-type: none"> Indicate the following details: <ol style="list-style-type: none"> Inclusive dates Venue Event Title Designation of OIC (if applicable) Notice of Confirmation of Registration from the Development Partner Signed Learning and Development Endorsement Form Accomplished Application for Travel Authority (ATA) Form (if applicable) Copy of Program Invitation/Itinerary DMS Reference No./Routing Slip 	<ol style="list-style-type: none"> Requesting B/S/O Development Partner Requesting B/S/O Participant/Scholar Requesting B/S/O or Development Partner Requesting B/S/O
2. Foreign Scholarship	<ol style="list-style-type: none"> Acceptance Letter/Offer Letter/Letter to the AS Director Flight Details Accomplished Application for Travel Authority (ATA) Form Accomplished DBM Office Clearance Form 	<ol style="list-style-type: none"> Donor Agency Donor Agency Participant/Scholar Requesting B/S/O
3. Local Scholarship	<ol style="list-style-type: none"> Acceptance Letter/Offer Letter/Letter to the AS Director Accomplished Application for Travel Authority (ATA) Form Copy of Program Invitation/Itinerary Accomplished DBM Office Clearance Form 	<ol style="list-style-type: none"> Donor Agency Participant/Scholar Requesting B/S/O or Development Partner Requesting B/S/O



10. Processing Request for Service Record and/or Employee Certification/s

Issuance of service record and/or employment certification/s that includes: (1) certificate of employment; (2) certificate of employment with detailed compensation; (3) certificate of no pending administrative case; or (4) certificate of good moral, as needed by DBM officials and employees.

Office or Division:	Administrative Service (AS) - Human Resource Management Division (HRMD)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM Bureaus/Services/Offices (B/S/Os)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
AS-HRMD Request Form (Requisition Slip)		One (1) Original Copy		AS-HRMD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished official/employee Request Form	1. Receive request	None	1 hour	<i>Administrative Officer (AO) I, II or IV AS-HRMD</i>
2. None	2. Prepare requested service record and/or certification	None	7 hours	<i>AO II or IV AS-HRMD</i>
3. None	3. Review requested service record and/or certification	None	1 working day	<i>AO V/Supervising AO AS-HRMD</i>
4. None	4. Final review and sign requested service record and/or certification	None	7 hours	<i>Chief AO / Supervising AO* AS-HRMD Director IV* AS</i>
5. Receipt requested document from HRMD	5. Release requested service record and/or certification	None	1 hour	<i>AO I (Records Officer I) or AO II / AO IV** AS-HRMD</i>
TOTAL			3 working days	
* In the absence of the Chief AO				
** In the absence of the AO I (Records Officer I)				



11. Processing Request for Provision of Shuttle Service (within NCR and out-of-town trips)

This outlines the procedure for requests by employees in the DBM Central Office for the provision of transportation service in line with official business. Under special circumstances, the officials and employees of the DBM Regional Offices may likewise be provided with transportation service for official business in Metro Manila.

Office or Division:	Administrative Service (AS) - General Services Division (GSD)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM Officials and Employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Driver's Trip Ticket 2. Supporting documents, e.g., Travel Authority/Office Order		1. One (1) original copy 2. One (1) Photocopy		1. AS-GSD Motorpool Section 2. B/S/O Administrative Officer
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requesting party's duly accomplished Trip Ticket and supporting documents (i.e., draft Office Order and Travel Authority) a. NCR – within the day (1PM cut-off time) b. Out-of-town • 1 day before • 2 days before (if Office Order/Travel Authority is required)	1. Receive request and check completeness of supporting documents	None	5 minutes	<i>Administrative Aide (AA) IV, Administrative Assistant (ADAS) V, Administrative Officer AS-GSD</i>
2. None	2. Evaluate request and check availability of vehicle and driver			
3. None	3. Record Trip Ticket, and assign Control number, and the name and plate number of the driver to be deployed	None	5 minutes	



4. None	4. Review and approve Trip Ticket	None	15 minutes	CAO / Director AS-GSD / AS
5. Coordinate with AS-GSD Motorpool on approved trip and other relevant information	5. Upon approval, inform requesting unit/personnel and furnish approved Trip Ticket to assigned driver	None	10 minutes	AA IV, ADAS V AS-GSD
6. Indicate passenger name and signature on Trip Ticket, and accomplish Client Satisfaction Survey	6. After the trip, ensure passenger accomplishment of Trip Ticket and CSS	None	1 working day	AA IV AS-GSD
TOTAL			1 working day, 35 minutes*	
*Within NCR				
Note: Processing of Out-of-Town Trips is 1-2 days				



12. Request for Information and Communications (ICT) Support – Type 1b, ICT Infrastructure-Related (High)

The Information and Communication Technology Systems Service (ICTSS) assists and supports the Department of Budget and Management (DBM) stakeholders through helpdesk ticketing and in accordance with the Service Level Agreement (SLA) for resolving ICT concerns and issues.

Office or Division:	ICTSS - ICT Infrastructure Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM B/S/Os (Central Office and Regional Offices) officials and employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Any of these could be used by the client: 1. Messages in Google Hangout – the support team will advise the sender to send an email to ictsshelpdesk@dbm.gov.ph for ticket creation 2. Phone calls – the support team will advise the caller to send an email to ictsshelpdesk@dbm.gov.ph for ticket creation 3. Memoranda, Department Orders, Advisories from BMBs and ROs – the support team will create a ticket for the concern 4. Verbal Communication from Meetings, Instructions from Process Owners, Directives from Management – the support team will create a ticket for the concern		Online (soft) copy through a ticketing request (1 ticket per request)		Send an email to ictsshelpdesk@dbm.gov.ph
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to ICTSS	1. Time to Own (TTO)	None	10 minutes	Information Technology Officer III/II/I, Computer Maintenance Technologists III/I, Information Systems Analysts I, Project Development Officer IV, Administrative Aide VI ICTSS
1.1 None	1.1 Acknowledge and receive request	None		
2. None	2. Time to Resolve (TTR)	None	1 hour **	
2.1 None	2.1 Review request and take appropriate action/s	None		
2.2 None	2.2 Resolve and update status of requests	None		

2.3 Accept or acknowledge action taken	2.3 Inform requesting user on ticket resolution	None	1 hour	
TOTAL			1 hour, 10 minutes***	
<p>Note:</p> <p><i>*In consideration with the recognized Working/Business Hours: Monday-Friday 7AM-6PM (except Holidays)</i></p> <p><i>***1 hour covers only the time to escalate to the vendor/partner</i></p> <p><i>***Total working hours does not include the total man hours spent by the vendor/partner; the corresponding SLA of the vendor/partner will be observed.</i></p> <p><i>Incidents categorized as ICT Infrastructure-Related (High) refers to:</i></p> <ul style="list-style-type: none"> - <i>Critical impact/systems down or not available. Complete ICT system outage affecting overall DBM-wide operations;</i> - <i>If the effect of the incident impacts a significant group or groups of users (i.e., division-wide, DBM-wide) with no temporary fix/workaround solution available;</i> - <i>Users with impact on time-sensitive, critical processing and no workaround is possible</i> 				



13. Request for Information and Communications (ICT) Support – Type 2b, ICT Infrastructure-Related (Medium)

The Information and Communication Technology Systems Service (ICTSS) assists and supports the Department of Budget and Management (DBM) stakeholders through helpdesk ticketing and in accordance with the Service Level Agreement (SLA) for resolving ICT concerns and issues.

Office or Division:	ICTSS - ICT Infrastructure Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM B/S/Os (Central Office and Regional Offices) officials and employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Any of these could be used by the client: 1. Messages in Google Hangout – the support team will advise the sender to send an email to ictsshelpdesk@dbm.gov.ph for ticket creation 2. Phone calls – the support team will advise the caller to send an email to ictsshelpdesk@dbm.gov.ph for ticket creation 3. Memoranda, Department Orders, Advisories from BMBs and ROs – the support team will create a ticket for the concern 4. Verbal Communication from Meetings, Instructions from Process Owners, Directives from Management – the support team will create a ticket for the concern		Online (soft) copy through a ticketing request (1 ticket per request)		Send an email to ictsshelpdesk@dbm.gov.ph
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to ICTSS	1. Time to Own (TTO)	None	2 hours	Information Technology Officer III/II/I, Computer Maintenance Technologist III/I, Information Systems Analyst I, Project Development Officer IV, Administrative Aide VI ICTSS
1.1 None	1.1 Acknowledge and receive request	None		
2. None	2. Time to Resolve (TTR)	None	1 working day	
2.1 None	2.1 Review request and take appropriate action/s	None		
2.2 None	2.2 Resolve and update status of requests	None		
2.3 Accept or acknowledge action taken	2.3 Inform requesting user on ticket resolution	None	1 hour	

TOTAL	1 working day, 2 hours**	
<p>Note: <i>*In consideration with the recognized Working/Business Hours: Monday-Friday 7AM-6PM (except Holidays)</i> <i>**Total working hours does not include the total man hours spent by the vendor/partner; the corresponding SLA of the vendor/partner will be observed.</i></p> <p><i>Incidents categorized as ICT Infrastructure-Related (Medium) refers to:</i></p> <ul style="list-style-type: none"> - <i>If users or group of users with operations significantly impacting/downgrading time-sensitive, critical processing, but with a temporary solution available;</i> - <i>If a set or subset of a system is not functioning properly affecting productivity of a significant number of users</i> 		



14. Request for Information and Communications (ICT) Support – Type 3b, ICT Infrastructure-Related (Low)

The Information and Communication Technology Systems Service (ICTSS) assists and supports the Department of Budget and Management (DBM) stakeholders through helpdesk ticketing and in accordance with the Service Level Agreement (SLA) for resolving ICT concerns and issues.

Office or Division:	ICTSS - ICT Infrastructure Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM B/S/Os (Central Office and Regional Offices) officials and employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Any of these could be used by the client: 1. Messages in Google Hangout – the support team will advise the sender to send an email to ictsshelpdesk@dbm.gov.ph for ticket creation 2. Phone calls – the support team will advise the caller to send an email to ictsshelpdesk@dbm.gov.ph for ticket creation 3. Memoranda, Department Orders, Advisories from BMBs and ROs – the support team will create a ticket for the concern 4. Verbal Communication from Meetings, Instructions from Process Owners, Directives from Management – the support team will create a ticket for the concern		Online (soft) copy through a ticketing request (1 ticket per request)		Send an email to ictsshelpdesk@dbm.gov.ph
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to ICTSS	1. Receive request	None	1 working day	Information Technology Officer III/II/I, Computer Maintenance Technologists III/I, Information Systems Analysts I, Project Development Officer IV, Administrative Aide VI ICTSS
1.1 None	1.1 Acknowledge and receive request	None		
2. None	2. Time to Resolve (TTR)	None	2 working days	
2.1 None	2.1 Review request and take appropriate action/s	None		
2.2 None	2.2 Resolve and update status of requests	None		
2.3 Accept or acknowledge action taken	2.3 Inform requesting user on ticket resolution	None		

TOTAL	3 working days**	
<p>Note: <i>*In consideration with the recognized Working/Business Hours: Monday-Friday 7AM-6PM (except Holidays)</i> <i>**Total working hours does not include the total man hours spent by the vendor/partner; the corresponding SLA of the vendor/partner will be observed.</i></p> <p><i>Incidents categorized as ICT Infrastructure-Related (Low) refers to:</i></p> <ul style="list-style-type: none"> - <i>If the effect of the incident impacts an individual or a small group of individuals;</i> - <i>Users with no impact on time-sensitive, critical processing, with a temporary solution or workaround is possible and can carry out day-to-day work and operations</i> 		



Regional Offices

External Services



1. Release of Fund

The service pertains to the release of funds appropriated to decentralized national government agencies (DepEd, DPWH, DOH, TESDA, CHED), and state universities and colleges (SUCs). The applicable set of documentary requirements may vary according to the nature of each transaction.

Office or Division:	DBM Regional Offices (ROs) NCR, CAR, I-XIII			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	SUCs and Decentralized NGAs (e.g., DepEd, DOH, TESDA, CHED, DPWH) and MMDA (for DBM-NCR)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table D1 for the applicable requirements based on the nature of the request		1 of each original copy		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request to RO-Central Printing and Releasing Unit (RO-CPRU)/Records Unit	1. Receive request	None	2 hours	Budget Management Analyst (BMAN), Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), or Supervising BMS (SVBMS) ⁵⁴ or RO-CPRU/ Records Control Coordinator (RCC)/ Document Management System (DMS) Focal Person DBM ROs
1.1 None	1.1 Upload all documents to DMS	None		RO-CPRU/ RCC/ DMS Focal Person DBM ROs
1.2 Receive DMS-generated acknowledgement receipt (AR)	1.2 Issue DMS-generated AR and send hardcopy to Technical Divisions concerned	None		
2. None	2. Evaluate request and prepare the	None	10 working days	BMAN, BMS I and

⁵⁴ Assigned Officer of the Day

	<p>following, as applicable:</p> <ul style="list-style-type: none"> ➤ Working Paper/ Evaluation Report/ Processing Sheet, if applicable ➤ Special Allotment Release order (SARO) ➤ Notice of Cash Allocation (NCA) ➤ Annexes ➤ Advice of NCA Issued (ANCAI) ➤ Advice of SARO (ASARO) ➤ Letter to Agency/SUCs 			<i>II, SRBMS, and Supervising BMS (SVBMS) DBM ROs</i>
2.2 None	2.1 Create SARO/NCA entry. Ensure that DMS Ref. No. is tagged in e-Budget	None		
3. None	3. Review action documents and affix initials on draft fund release documents	None	5 working days	<i>SVBMS/ CBMS DBM ROs</i>
4. None	4. Review action documents and recommend approval of action documents. Tag as "For Approval" in e-Budget	None	3 working days	<i>Assistant Regional Director (ARD) DBM ROs</i>
5. None	5. Review action documents and tag as "Approved" in e-Budget	None		<i>Regional Director (RD) DBM ROs</i>
6. None	<p>6. Print approved action documents, as applicable:</p> <ul style="list-style-type: none"> ➤ NCA; ➤ Annexes; ➤ Attachments, if any 	None	2 hours	<i>BMAN, BMS I and II, SRBMS and SVBMS/ RO-CPRU DBM ROs</i>
7. None	7. Sign action documents	None	1 hour	<i>ARD/ RD DBM ROs</i>



8. Access signed and/or Obligational and/or Disbursement Authority/-ies in ADRS	8. Receive, dry seal, if applicable, and release Disbursement Authorities	None	1 working day, 3 hours	RO-CPRU/ Records Unit/ DMS Focal Person DBM ROs
8.1 Download Obligational and/or Disbursement Authority/-ies in ADRS ⁵⁵	8.1 Upload necessary additional attachments, as applicable, in ADRS	None		
8.2 None	8.2 Tag as "Released" in e-Budget and DMS	None		
8.3 None	8.3 File documents for Archiving	None		
TOTAL			20 working days	

⁵⁵ The corresponding SARO shall be automatically uploaded in the ADRS and shall be made available to the agency for viewing and printing upon approval in the e-Budget System. Upon release of SARO through ADRS, any adjustment shall be made through the issuance of a modification or a negative SARO. In the case of ANCAI and MRS-NCA, these shall be made available to the agency for viewing and printing through the ADRS within the next calendar day after receipt of NCA by the GSB.



Table D1- Documentary Requirements for the Release of Fund

DBM Service	Documentary Requirements
1. Miscellaneous Personnel Benefits Fund (MPBF)	<ol style="list-style-type: none"> 1. Special Budget Request 2. BED No. 3, for cash allocation/NCA request 3. Latest FAR No. 1 and FAR 1-A 4. Duly Signed Matrix containing detailed computation of actual Personnel Services (PS) Requirements and date of appointment and assumption of duty of employees which is consistent with the updated PSIPOP
1.a. PS Deficiency	<ol style="list-style-type: none"> 1. Special Budget Request 2. BED No. 3 3. Latest FAR No. 1 / FAR No. 1-A 4. Detailed computation of Actual PS Requirement showing list of personnel and corresponding back salaries and other benefits which is consistent with the updated PSIPOP 5. HR-issued Certified True Copy of Decision on the case by competent/proper authority, as applicable
2. Monetization of Leave Credits of NGA/SUCs Employees	<ol style="list-style-type: none"> 1. Special Budget Request 2. List of Personnel Availing Monetization of Leave Credits (LPAMLC) with the Certification of Non-Availability of Savings 3. BED No. 3, for cash allocation/NCA request 4. Latest Notice of Salary Adjustments (NOSA) or Notice of Step Increment (NOSI), whichever is applicable 5. Other documents as may be required by the latest guidelines
3. Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) for Foreign-Assisted Projects (FAPs)	
3.a. SARO – for FAPs under For issuance of SARO/NCA ⁵⁶	<ol style="list-style-type: none"> 1. Special Budget Request 2. Copy of Signed Foreign Loan/Grant/Donation Agreement including copy of the Appraisal Report 3. Updated BED No. 1/Financial Plan, if there are revisions 4. BED No. 2/Physical Plan, if there are revisions 5. Updated Project Profile 6. ICC Approval/ICC-Secretariat/NEDA Board Action Letter to the NGA/IA for additional work and change orders, if applicable
3.b. NCA for Foreign Assisted Projects ⁵⁷	<ol style="list-style-type: none"> 1. Agency Letter of Request for the release of NCA 2. Certification from the BTr on Loan Proceeds Remitted/Deposited 3. Copy of notice of sub-allotment issued by the NGA, if applicable
4. Modification in the Allotments Issued for SUCs	<ol style="list-style-type: none"> 1. Special Budget Request 2. Latest FAR No. 1 and FAR No. 1A to show balances per object of expenditure 3. BED No. 1, as revised 4. BED No. 2, as revised 5. Justification for the proposed modification 7. Certification of Actual Deficiency and Sources of Funds identifying the affected P/A/Ps and objects of Expenditure (“From” and “To”) using the duly signed Modification Advice Form (MAF) based on the latest

⁵⁶ Process accomplished by RO National Capital Region only.

⁵⁷ Process accomplished by RO National Capital Region only.



	guidelines on the release of funds
5. Additional NCA/s	<ol style="list-style-type: none"> 1. Special Budget Request with List of Creditors 2. FAR No. 1 3. Latest FAR No. 4, as applicable 4. BED No. 3⁵⁸ 5. Computation of deficiency, as applicable <p>Other documentary requirements, as applicable:</p> <p>Accounts Payable:</p> <ol style="list-style-type: none"> a) FAR No. 3 <p>Sub-Allotment:</p> <ol style="list-style-type: none"> a) Certified True Copy of Sub-ARO <p>Lapsed NCA:</p> <ol style="list-style-type: none"> a) Justification b) Certification by the government servicing back that the NCA has lapsed
6. Trust Receipts	<ol style="list-style-type: none"> 1. Special Budget Request 2. BTr-NCAD / BTr Regional/District/ Provincial Office Confirmation/ Certification of Deposited National Collections (Trust Deposit) 3. Report of collections and deposits duly signed by the Collecting Officer <p>⁵⁹Additional Supporting Documents, as applicable:</p> <p>Release of 10% Retention Money</p> <ol style="list-style-type: none"> a) Certificate of Final Acceptance / Surety Bond, if applicable b) Trust Utilization Report i.e., Summary of Trust Fund Receipts Against Disbursement <p>For BAC Honoraria:</p> <ol style="list-style-type: none"> a) Payroll for payment of BAC Honoraria b) Certified List of Awarded Contracts/Projects with date of award <p>For refund of guarantee deposits to Utility Providers:</p> <ol style="list-style-type: none"> a) Demand Letter from the utility provider/s b) Certificate of Completion and/or Acceptance <p>For refund of bidding documents to contractors due to cancellation of project/s or failure of bidding (sec. 41 of RA 9184):</p> <ol style="list-style-type: none"> a) Certified True Copy of the declaration of failure of bidding by the Head of Procuring Entity (HOPE) or the Bids and Awards Committee (BAC) b) Demand letter from the Contractors <p>For Inter-agency Transferred Funds</p>

⁵⁸ May be URS-Generated BED No. 3 or manually-prepared Supplemental BED No. 3 for requests chargeable against non-agency specific budget, i.e. MPBF, PGF, RO Lump Sum

⁵⁹ In accordance with Section 1, Rule XIII of Joint Memorandum Circular No. 2019-001, The Implementing Rules and Regulations of RA 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018"



	<ul style="list-style-type: none">a) Memorandum of Agreement, if applicableb) Approved extension of implementation period, if applicable <p>For Bidders/Performance Bonds; Bid/Performance Security</p> <ul style="list-style-type: none">a) Agency certification that the undertaking or obligation has been faithfully performed or terminated, as the case may be
--	--



2. Retirement Gratuity Benefit

The service pertains to the processing of Retirement Gratuity Benefit appropriated to resigned, retired, and separated employees from the service of decentralized national government agencies--consistent with Republic Act No. 10154⁶⁰.

Office or Division:	DBM Regional Offices (ROs) NCR, CAR, I-XIII			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	SUCs and Decentralized NGAs (e.g., DepEd, DOH, TESDA, CHED, DPWH)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table D2 for the applicable requirements based on the nature of the request		1 of each original copy		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request to RO-Central Printing and Releasing Unit (RO-CPRU)/ Records Unit	1. Receive request	None	2 hours	<i>Budget Management Analyst (BMAN), Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS) or Supervising BMS (SVBMS) ⁶¹ or RO-CPRU/ Records Control Coordinator (RCC)/ DMS Focal Person DBM ROs</i>
1.1 None	1.1 Upload all documents to Document Management System (DMS)	None		<i>RO-CPRU/ RCC/ DMS Focal Person DBM ROs</i>

⁶⁰ "An Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and other Benefits of Retiring Government Employees" and its Implementing Rules and Regulation per CSC Resolution No. 1300237, as amended

⁶¹ Assigned Officer of the Day

1.2 Receive DMS-generated acknowledgement receipt (AR)	1.2 Issue DMS-generated AR and send hardcopy to Technical Divisions concerned	None		
2. None	2. Evaluate request and prepare the following: <ul style="list-style-type: none"> ➤ Working Paper/ Evaluation Report/ Processing Sheet, if applicable ➤ Special Allotment Release order (SARO) ➤ Notice of Cash Allocation (NCA) ➤ Annexes ➤ Advice of NCA Issued (ANCAI) ➤ Advice of SARO (ASARO), if applicable 	None	4 calendar days	<i>BMAN, BMS I and II, and SRBMS DBM ROs</i>
2.2 None	2.2 Create a SARO/NCA entry. Ensure DMS Ref. No. is tagged in e-Budget	None		
3. None	3. Review and recommend approval of action documents and submit to ARD for review and recommendation	None	2 calendar days	<i>SVBMS/ Chief BMS (CBMS) DBM ROs</i>



4. None	4. Review action documents. Recommend approval of action documents and tag as "For Approval" in e-Budget	None	2 calendar days	Assistant Regional Director (ARD) DBM ROs
5. None	5. Review and approve action documents and tag as "Approved" in e-Budget	None		Regional Director (RD) DBM ROs
6. None	6. Print approved action documents: ➤ NCA; ➤ Annexes; ➤ Attachments, if any	None	2 hours	BMAN, BMS I and II, SRBMS and SVBMS/RO-CPRU DBM ROs
7. None	7. Sign action documents	None	1 hour	ARD/ RD DBM ROs
8. Agency access signed Obligational and/or Disbursement Authority/ies in ADRS	8. Receive, dry seal, if applicable, and release Disbursement Authorities	None	1 calendar day, 3 hours	RO-CPRU/Records Unit/ DMS Focal Person DBM ROs
8.1 Download Obligational and/or Disbursement Authority/ies in ADRS ⁶²	8.1 Upload necessary additional attachments, as applicable, in ADRS	None		
8.2 None	8.2 Tag as "Released" in e-Budget and DMS	None		
8.3 None	8.3 File documents for Archiving	None		
TOTAL			10 calendar days*	
* Retirement Gratuity Benefit is covered under Rule V, Section 10(e) of the Implementing Rules and Regulations of Republic Act No. 10154, Otherwise Known as An Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits and Other Benefits of Retiring Government Employees				

⁶² The corresponding SARO shall be automatically uploaded in the ADRS and shall be made available to the agency for viewing and printing upon approval in the e-Budget System. Upon release of SARO through ADRS, any adjustment shall be made through the issuance of a modification or a negative SARO. In the case of ANCAI and MRS-NCA, these shall be made available to the agency for viewing and printing through the ADRS within the next calendar day after receipt of NCA by the GSB

Table D2- Documentary Requirements for Retirement Gratuity Benefit

DBM Service	Documentary Requirements
1. Retirement Gratuity Benefit – For GSIS and Non-GSIS Members	<ol style="list-style-type: none"> 1. Special Budget Request 2. List of Retirees to be paid (LARP) 3. Certified True copy of the Updated Service Record, including dates of Leave Without Pay (LWOP), if any 4. GSIS Clearance/Approval (for GSIS Members) ⁶³
2. Terminal Leave Benefit	<ol style="list-style-type: none"> 1. Special Budget Request 2. List of Retirees to be paid (LARP) 3. Certified True copy of the Updated Service Record, including dates of Leave Without Pay (LWOP), if any 4. Statement of Leave Credits Earned with summary of computation of leave balance and amount requested (certified by the HRMO) 5. Justification or reason for late filing of claim (pursuant to Sec. 38 of CSC MC 41, s.1998, that may include copy of court decision in case where delay is due to an administrative case and/or certification by the HRMO that the personnel performed his/her duties during the period his/her case is being deliberated in the court, among others.) 6. Other supporting documents pursuant to Budget Circular (BC) Nos. 13-1, 13-1A, 14-1 and 16-2

⁶³ To be secured in the Government Service Insurance System (GSIS)



3. Monetization of Transferred Leave Credits of Devolved Personnel

The service entails the process of Monetization of Transferred Leave Credits appropriated to existing national government personnel devolved to LGUs consistent with Republic Act No. 7160⁶⁴, National Budget Circular (NBC) 429⁶⁵ and 429-A⁶⁶.

Office or Division:	DBM Regional Offices (ROs) NCR, CAR, I-XIII, Local Government and Regional Coordination Bureau (LGRCB), Office of the Secretary (OSEC), Budget Technical Bureau (BTB)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	National Government employees devolved to LGUs			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. LCE's endorsement/Letter request for the release of funds 2. List of Devolved Personnel Requesting Monetization of Transferred Leave Credits 3. Updated Service Record signed by the HRMO and approved by the LCE, with Certification for inclusive dates of Leave of Absence Without Pay, if any 4. Certification of Transferred and Earned Leave Credits from NGA, Utilization and Balances (prescribed Template per Annex B of BC No. 2021-1 dated April 15, 2021) 5. Latest Notice of Salary Adjustment (NOSA) / Notice of Step Increment (NOSI) 6. Approved Application for Leave (CSC Form No. 6)		1. One (1) original copy 2. One (1) original copy 3. One (1) original or certified true copy 4. One (1) original copy 5. One (1) original or certified true copy 6. One (1) original copy		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request to RO-Central Printing and Releasing Unit (RO-CPRU)/Records Unit	1. Receive agency request	None	2 hours	<i>Budget Management Analyst (BMAN), Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), or Supervising BMS (SVBMS)⁶⁷ or RO-CPRU /Records Control Coordinator (RCC)/ Document Management</i>

⁶⁴ Local Government Code of 1991

⁶⁵ Separation and Retirement Benefits of National Government Agency Personnel devolved to the Local Government Units

⁶⁶ Amendment to Section 5 of NBC No. 429 dated 30 September 1993

⁶⁷ Assigned Officer of the Day

				System (DMS) Focal Person DBM ROs
1.1 None	1.1 Upload all documents to DMS	None		RO-CPRU/ RCC/ DMS Focal Person DBM ROs
1.2 Receive DMS-generated acknowledgement receipt (AR), as applicable	1.2 Issue DMS-generated AR and send hardcopy to Technical Divisions concerned	None		
2. None	2. Evaluate request and prepare the following: ➤ Working Paper/ Evaluation Report/ Processing Sheet, if applicable ➤ Memorandum for the LGRCB recommending release of funds ➤ Letter to client, if applicable	None	10 working days	BMAN, BMS I and II, SRBMS, and/or SVBMS DBM ROs
3. None	3. Review and recommend approval of action documents	None	3 working days	SVBMS/ CBMS DBM ROs
4. None	4. Review and recommend approval/approve preliminary evaluation, recommendation to LGRCB, and Letter to client, if applicable	None	3 working days	Assistant Regional Director (ARD)/ Regional Director (RD) DBM ROs
5. Receive Letter from RO-CPRU/ Records Unit	5. Send Memorandum for LGRCB. Release of Letter to client, if applicable	None	1 working day and 20 minutes	RO-CPRU / Records Unit / DMS Focal Person DBM ROs
5.1 None	5.1 Tas as "Released" in DMS	None		



5.2 None	5.2 Create subtask for routing to DBM CO	None		
5.3 None	5.3 File documents for Archiving	None		
6. None	6. Receive request	None	within 1 hour	<i>Administrative Assistant (ADAS) I, III, and VI, Administrative Officer (AO) I, III, and V AS-CRD</i>
6.1 None	6.1 Upload all documents to DMS			
6.2 None	6.2 Issue DMS-generated AR and transmit hardcopy to LGRCB			
7. None	7. Route favorable recommendation/ request to Division concerned	None	1 hour	<i>ADAS III/ AO III LGRCB</i>
8. None	8. Evaluate request and prepare the following action documents: ➤ SARO ➤ NCA ➤ MRS ➤ ANCAI.	None	5 hours, 30 minutes (plus 30 minutes for each additional request)	<i>BMAN, BMS I and II, and SRBMS LGRCB</i>
8.1 None	8.1 Create SARO/NCA entry. Ensure that DMS Ref. No. is tagged in e-Budget			
9. None	9. Review and recommend approval of action documents	None	3 hours	<i>SVBMS / CBMS LGRCB</i>
10. None	10. Review and approve action documents	None	1 hour, 30 minutes	<i>Director LGRCB</i>
10.1 None	10.1 Tag as "Approved" in the e-Budget			
11. None	11. Print and release of approved action documents to BTB-CPRU	None	1 hour, 25 minutes	<i>ADAS III/ AO III LGRCB</i>
12. None	12. Receive, record and print NCA, MRS, and ANCAI on security paper	None	1 hour, 30 minutes	<i>ADAS III BTB-CPRU</i>



13. None	13. Release of printed NCA, MRS, and ANCAI to LGRCB for signature	None	10 minutes	
14. None	14. Receive, record and transmit NCA, MRS, and ANCAI printed in Security Paper	None	10 minutes	ADAS III/ AO III LGRCB
15. None	15. Prepare Daily Allotment Releases and Corresponding NCAs Report to Budget and Technical Bureau (BTB)	None	1 hour	BMAN, BMS I and II, and SRBMS LGRCB
16. None	16. Review and recommend approval of Daily Allotment Releases and Corresponding NCAs Report	None	30 minutes	SVBMS / CBMS LGRCB
17. None	17. Review and approve/sign NCA, MRS, ANCAI, and Daily Allotment Releases and Corresponding NCAs Report	None	30 minutes	Director LGRCB
18. None	18. Release signed NCA, MRS, ANCAI and/or Daily Allotment Releases and Corresponding NCAs Report to BTB	None	1 hour, 25 minutes	ADAS III/ AO III LGRCB
19. BTr to access signed Obligational and/or Disbursement Authority/-ies in ADRS	19. Receive, package and release obligatory and disbursement authorities	None	3 hours	ADAS III BTB-CPRU
19.1 Download action documents in ADRS ⁶⁸	19.1 Upload signed action documents in ADRS, as applicable	None		

⁶⁸ The corresponding SARO shall be automatically uploaded in the ADRS and shall be made available to the agency for viewing and printing within 24 hours (excluding weekends and holidays). In the case of ANCAI and Monthly Requirement Schedule for Notice of Cash Allocation (MRS-NCA), these shall be made available to the agency for viewing and printing through the ADRS within the next calendar day after receipt of NCA by the Government Servicing Bank (GSB).



19.2 None	19.2 Tag as "Released" in the e-Budget	None		
TOTAL			20 working days	



4. Terminal Leave Benefit of Devolved Personnel

This process pertains to requests for appropriated funds for the benefits of devolved employees who were resigned, retired, and separated from the government service consistent with Republic Act (RA) Nos. 7160, 10154 and its Implementing Rules and Regulations, National Budget Circular (NBC) Nos. 429 and 429-A, and BC No. 2021-1.

Office or Division:	DBM Regional Offices (ROs) NCR, CAR, I-XIII, Local Government and Regional Coordination Bureau (LGRCB), Office of the Secretary (OSEC), Budget Technical Bureau (BTB)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	National Government employees devolved to LGUs			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Endorsement/Letter request from the LCE for the release of funds (prescribed template per ANNEX A of BC No. 2021-1) 2. Certification of Transferred and Earned Leave Credits from NGA to LGU, Utilization and Balances (prescribed template per ANNEX B of BC No. 2021-1) 3. Updated Service Record duly signed by the HRMO and approved by the LCE, (with Certification of Inclusive Dates of Leave of Absence Without Pay (LWOP), if any) 4. Latest NOSA/NOSI/NOSA for one (1) Salary Grade Higher for DOH compulsory retirees if the pertinent information is not provided in No. 3 (Updated Service Record)		1. One (1) original copy 2. One (1) original copy 3. One (1) original or certified true copy 4. One (1) original copy or certified true copy		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request to RO-Central Printing and Releasing Unit (RO-CPRU)/Records Unit	1. Receive agency request	None	2 hours	<i>Budget Management Analyst (BMAN), Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), Supervising BMS (SVBMS)⁶⁹, or RO-CPRU/ Records Control Coordinator (RCC)/ Document Management System (DMS)</i>

⁶⁹ Assigned Officer of the Day

				<i>Focal Person DBM ROs</i>
1.1 None	1.1 Upload all documents to DMS	None		<i>RO-CPRU/ RCC/ DMS Focal Person DBM ROs</i>
1.2 Receive DMS-generated acknowledgement receipt (AR), as applicable	1.2 Issue DMS-generated AR and send hardcopy to Technical Divisions concerned	None		
2. None	2. Evaluate request and prepare the following action documents: <ul style="list-style-type: none"> ➤ Working Paper/ Evaluation Report/ Processing Sheet, if applicable ➤ Annex A (single retiree)/ Annex B (multiple retirees) ➤ Memorandum for LGRCB recommending release of funds ➤ Letter to client, if applicable 	None	3 calendar days	<i>BMAN, BMS I and II, and SRBMS DBM ROs</i>
3. None	3. Review and recommend approval of the action documents	None	2 calendar days	<i>SVMBs)/ Chief BMS (CBMS) DBM ROs</i>
4. None	4. Review and recommend approval/approve the preliminary evaluation, recommendation to LGRCB, and Letter to client, if applicable	None	1 calendar day	<i>Assistant Regional Director (ARD)/ Regional Director (RD) DBM ROs</i>
5. Receive Letter from RO-CPRU/ Records Unit	5. Send Memorandum for LGRCB. Release Letter to client, if applicable	None	4 hours	<i>RO-CPRU / Records Unit / DMS Focal</i>



5.1 None	5.1 Tag as "Released" in DMS	None		Person DBM ROs
5.2 None	5.2 Create subtask for routing to DBM CO	None		
5.3 None	5.3 File documents for Archiving	None		
6. None	6. Receive request	None	within 1 hour	Administrative Assistant (ADAS) I, III, and VI, Administrative Officer (AO) I, III, and V AS-CRD
6.1 None	6.1 Upload all documents to DMS			
6.2 None	6.2 Issue DMS-generated (AR) and transmit hardcopy to LGRCB	None		
7. None	7. Route favorable recommendation/request to Division concerned	None	1 hour, 30 minutes	ADAS III/ AO III LGRCB
8. None	8. Evaluate request and prepare the following action documents: ➤ SARO ➤ NCA ➤ MRS ➤ ANCAI	None	6 hours	BMAN, BMS I and II, and SRBMS LGRCB
8.1 None	8.1 Create SARO/NCA entry. Ensure that DMS Ref. No. is tagged in e-Budget	None		
9. None	9. Review and recommend approval of action documents	None	3 hours	SVBMS / CBMS LGRCB
10. None	10. Review and approve action documents	None	2 hours	Director LGRCB
10.1 None	10.1 Tag as "Approved" in e-Budget			
11. None	11. Print and release of approved action documents to CPRU	None	1 hour, 30 minutes	ADAS III/ AO III LGRCB
12. None	12. Receive, record and print NCA,	None	1 hour, 30 minutes	ADAS III BTB-CPRU

	MRS, and ANCAI on security paper			
13. None	13. Release of printed NCA, MRS, and ANCAI to LGRCB for signature	None	30 minutes	
14. None	14. Receive, record and transmit NCA, MRS, and ANCAI printed in Security Paper	None	30 minutes	ADAS III/ AO III LGRCB
15. None	15. Prepare Daily Allotment Releases and Corresponding NCAs Report to Budget and Technical Bureau (BTB)	None	2 hours	BMAN, BMS I and II, and SRBMS LGRCB
16. None	16. Review and recommend approval of Daily Allotment Releases and Corresponding NCAs Report	None	1 hour	SVBMS / CBMS LGRCB
17. None	17. Review and approve/sign NCA, MRS, and ANCAI and Daily Allotment Releases and Corresponding NCAs Report	None	1 hour	Director LGRCB
18. None	18. Release signed NCA, MRS, ANCAI, and/or Daily Allotment Releases and Corresponding NCAs Report to BTB	None	1 hour and 30 minutes	ADAS III/ AO III LGRCB
19. BTr to access signed Obligational and/or Disbursement Authority/-ies in ADRS	19. Receive, package and release obligational and disbursement authorities	None	3 hours	ADAS III BTB-CPRU
19.1 Download action documents in the ADRS ⁷⁰	19.1 Upload signed action documents in ADRS, as applicable			

⁷⁰ The corresponding SARO shall be automatically uploaded in the ADRS and shall be made available to the agency for viewing and printing within 24 hours (excluding weekends and holidays). In the case of ANCAI and Monthly Requirement Schedule for Notice of Cash Allocation (MRS-NCA), these shall be made available to the agency for viewing and printing through the ADRS within the next calendar day after receipt of NCA by the Government Servicing Bank (GSB).



19.2 None	19.2 Tag as "Released" in e- Budget			
TOTAL			10 calendar days	
<i>*Terminal Leave Benefit of Developed Personnel is covered under Rule V, Article 24 of the IRR of Republic Act (RA) No. 7160, Otherwise Known as the Local Government Code of 1991; Rule V, Section 10(e) of the IRR of RA No. 10154, Otherwise Known as An Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits and Other Benefits of Retiring Government Employees; and Section 5 of the National Budget Circular 429</i>				



5. Review of LGU Budget

Review of LGU budget pertains to transactions or requests by the Local Government Units on review of Annual and Supplemental Budget, consistent with the provisions of the Republic Act 7160 or the Local Government Code. The applicable set of documentary requirements may vary according to the nature of each transaction.

Office or Division:	Regional Offices (ROs) NCR, CAR, I-XIII		
Classification:	Multistage Process		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Local Government Units		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
Review of Annual Budget: 1. Transmittal letter by the Secretary of the Sanggunian of the Local Government Unit 2. Budget Message 3. Appropriation Ordinance, carrying the seal of the LGU with attached Plantilla of Personnel, and veto message and corresponding Sanggunian action, if any 4. Sanggunian Resolution approving the Annual Investment Program (AIP) 5. Approved AIP adopted by the Local Sanggunian with supporting documents pursuant to applicable Local Budget Memorandum issued for the current fiscal year. 6. Annual Operating Budget for each Local Economic Enterprise, if any		One (1) of each original copy, and one (1) certified true copy/original copy	Requesting Local Government Unit
Review of Supplemental Budget: 1. Transmittal Letter by the Secretary of the Sanggunian of the LGU 2. Appropriation Ordinance, and veto message and corresponding Sanggunian action, if any 3. LBP Form No. 8- Statement of Funding Sources (Certification of Availability of Funds) 3.1 In case of realignment of appropriations in times of public calamity, Statement of Funding Sources as certified under oath by the local treasurer and local accountant and to be attested by the LCE 4. LBP Form No. 9- Statement of Supplemental Appropriation, as applicable 5. Supplemental AIP with approving Sanggunian Resolutions, as applicable			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit LGU request to RO- Central Printing and Releasing Unit (RO-CPRU)/ Records Unit	1. Receive LGU request	None	4 hours	<i>Budget Management Analyst (BMAN), Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), Supervising DBMS (SVBMS)⁷¹ or RO-CPRU/ Records Control Coordinator (RCC)/ Document Management System (DMS) Focal Person DBM ROs</i>
1.1 None	1.1 Upload all documents to DMS	None	4 hours	RO-CPRU/ RCC/ DMS Focal Person DBM ROs
1.2 Receive DMS-generated acknowledgement receipt (AR), as applicable	1.2 Issue DMS-generated AR and send hardcopy to Technical Divisions concerned	None		
2. None	2. Evaluate request and prepare the following: ➤ Processing Sheet/Local Budget Review Forms ➤ Review Letter	None	55 calendar days	<i>BMAN, BMS I and II, SRBMS, and Supervising BMS (SVBMS) DBM ROs</i>
3. None	3. Review and recommend approval of action document	None	20 calendar days	<i>SVBMS/ CBMS DBM ROs</i>
4. None	4. Review and recommend approval/ approve action document	None	12 calendar days	<i>Assistant Regional Director (ARD)/ Regional Director (RD) DBM ROs</i>

⁷¹ Assigned Officer of the Day



5. None	5. Finalize Review Letter. Stamp each page of Appropriation Ordinance	None		<i>BMAN, BMS I and II, SRBMS, and SVBMS DBM ROs</i>
6. None	6. Affix initial in Review Letter and all pages of the Ordinance	None		<i>CBMS/ARD DBM ROs</i>
7. None	7. Sign Review Letter and Appropriation Ordinance	None		<i>ARD/RD DBM ROs</i>
8. Receive action document from RO-CPRU/Records Unit Authorized agency liaison officer to sign on receiving copy of released documents, as applicable	8. Release action document	None	2 calendar days, 4 hours	<i>RO-CPRU/Records Unit/ DMS Focal Person DBM ROs</i>
8.1 None	8.1 Tag as "Released" in DMS	None		
8.2 None	8.2 File documents for Archiving	None		
TOTAL			90 calendar days*	

*Review of LGU Budget is covered under RA No. 7160 or the Local Government Code of 1991



6. Authority to Purchase Motor Vehicle

It is the policy of the government to ensure the efficient and effective use of government motor vehicles. For this purpose, motor vehicles to be acquired shall be limited to those deemed necessary and appropriate for the officials authorized to use office transport vehicles or for the performance of functions or activities requiring transport mobility. The Authority to Purchase Motor Vehicles (APMV) is issued to National Government Agencies, State Universities and Colleges, Government Owned and/or Controlled Corporations, Local Water Districts, and Local Government Units, consistent with the provisions of Administrative Order No. 14, s. 2018 and related guidelines.

Office or Division:	Regional Offices (ROs) NCR, CAR, I-XIII, Administrative Service, Offices of the Assistant Secretary and Undersecretary for BPE Group, Office of the Assistant Secretary and Undersecretary for LGRO Group, and Office of the Secretary (OSEC)		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Decentralized NGAs (e.g., DepEd, DOH, TESDA, CHED, DPWH), SUCs, LGUs, and LWDs		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
<p>1. Letter from the head of the requesting entity containing the following information:</p> <ul style="list-style-type: none"> a) Justification disclosing the number, type, quantity, specifications and comparative costing of the requested vehicles; b) User-official, deployment by organizational unit, and/or activities/purposes for which the vehicle will be used; and c) Proof of authorization, fund source and its availability, as follows: <p>For NGAs - fund sources other than the GAA such as trust receipts, special accounts in the general fund and/or other authorized appropriation source:</p> <ul style="list-style-type: none"> a) Certification by its Chief Accountant that funds for the acquisition are available; and b) Bureau of Treasury certification of deposited collection <p>For LWDs and SUCs:</p> <ul style="list-style-type: none"> a) Board resolution approving or authorizing the purchase of the motor vehicle/s; and b) certification by its Chief Accountant that funds are included and available under the operating budget approved by the Board <p>For LGUs:</p> <ul style="list-style-type: none"> a) Certification from the local chief executive attesting that (i) a Sanggunian Resolution has been approved endorsing the purchase of motor vehicles; (ii) the request 		1 of each original copy	Requesting government entity unless otherwise indicated

<p>for acquisition is part of the Local Development Investment Plan and Annual Investment Plan; and (iii) funds are available for the purpose</p> <ol style="list-style-type: none"> 2. Duly accomplished Motor Vehicle Inventory and Re-Fleeting Program Form (MVIRUP), as prescribed in Annex D of BC No. 2022-01 dated February 11, 2022, if not yet submitted during the year 3. Approved Annual Procurement Plan for the year showing inclusion of the procurement of the motor vehicle; and 4. Endorsement letter from the Department Secretary, in the case of the attached NGAs and Regional Offices, and the Local Water Utilities Authority, in the case of the LWDs <p>Additional requirements for Replacements under Item 12.3 of BC No. 2022-01:</p> <ol style="list-style-type: none"> a) Duly accomplished Inventory and Inspection Report of Unserviceable Property (IIRUP) (Annex E of BC No. 2022-1); b) A Statement of the recurring repair/reconditioning expenses for the two-year period prepared by the chief accountant and certified by the agency head; and/or c) Certification of emission testing results by accredited providers. 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request to RO-Central Printing and Releasing Unit (RO-CPRU)/Records Unit	1. Receive agency request	None	2 hours	<i>Budget Management Analyst (BMAN), Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), Supervising BMS (SVBMS)⁷² DBM ROs</i>
1.1 None	1.1 Upload all documents to DMS	None		<i>RO-CPRU/Records Control Coordinator (RCC)/ Document Management System (DMS) Focal Person</i>

⁷² Assigned Officer of the Day

1.2 Receive DMS-generated acknowledgement receipt (AR), as applicable	1.2 Issue DMS-generated AR and send hardcopy to Technical Division concerned	None		DBM ROs
2. None	2. Evaluate request as to compliance and completeness of documentary requirements	None	7 working days	<i>BMAN, BMS I and II, and SRBMS</i> DBM ROs
2.1 None	2.1 Confirm the following: a. Typology and classification of the MVs are consistent with the Updated Motor Vehicle Description, Classifications, and Specifications Guide b. Proposed unit cost is within the recommended acquisition cost provided by the DBM SPIB in their memorandum for indicative costing of motor vehicles; and c. Funds for the purpose shall be changed against corporate funds and shall be included in the current year Corporate Operating Budget of the requesting LWD, in the case of LWDs	None		
2.2 None	2.2 Prepare the following action documents: ➤ MFS ➤ Recommendation	None		

	Sheet/Working /Evaluation/ Processing Sheet ➤ APMV Letter with assigned number ➤ Agency Specification, if any ➤ Information Letter ➤ MFP transmitted to Office of the FGH (recommending approval for MVs under the approval of the OP)			
2.3 None	2.3 Log draft APMV number in database, i.e., Inventory of APMV	None		
3. None	3. Review and recommend approval of action documents	None	3 working days	SBMS / CBMS DBM ROs
4. None	4. Recommend/ Review and approve action documents	None	3 working days	Assistant Regional Director/ Regional Director DBM ROs
4.1 None	4.1 Send approved action documents	None		
5. Receipt of action documents from RO-CPRU / Records Unit Authorized agency liaison officer to sign on the receiving copy of the released documents, as applicable	5. Release the action documents	None	2 hours	RO-CPRU / Records Unit / DMS Focal Person DBM ROs
5.1 None	5.1 Send Memorandum for the Secretary, Draft APMV Template and Forms I and II to BPE and LGRO Groups	None		

6. None	6. Receive request	None	1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>
6.1 None	6.1 Upload all documents to DMS	None		
6.2 None	6.2 Issue DMS-generated AR and send hardcopy/digital copy to Office of Assistant Secretary for BPE Group	None		
7. None	7. Review and endorse action documents	None		<i>Assistant Secretary BPE Group</i>
8. None	8. Review and recommend approval of action documents	None		<i>Undersecretary BPE Group</i>
9. None	9. Review and approve action documents	None	3 working days	<i>DBM Secretary OSEC</i>
10. None	10. Send approved action documents to AS-CRD	None		<i>Administrative Aide VI / EA IV OSEC</i>
11. Receive approved documents	11. Release approved APMV	None	3 hours	<i>ADAS I, and AO I, III and V AS-CRD</i>
TOTAL			20 working days	



7. Staffing Modifications Requests

Staffing modification requests pertain to transactions relating to organization and compensation matters of decentralized national government agencies, SUCs, and LWDs, which includes creation, conversion reclassification, upgrading, transfer and abolition of position/s, and categorization/ recategorization of LWDS. The applicable set of documentary requirements may vary according to the nature of each transaction.

Office or Division:	Regional Offices (ROs) NCR, CAR, I-XIII			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	SUCs, LWDs and Decentralized NGAs (e.g., DepEd, DOH, TESDA, CHED, DPWH)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table D3 for the applicable requirements based on the nature of the request.		1 of each original copy		Requesting government entity unless otherwise indicated
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request to RO - Central Printing and Releasing Unit (RO-CPRU)/Records Unit	1. Receive agency request	None	2 hours	<i>Budget Management Analyst (BMAN), Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), Supervising BMS (SVBMS)⁷³ or RO-CPRU/ Records Control Coordinator (RCC) / Document Management System (DMS) Focal Person DBM ROs</i>
1.1 None	1.1 Upload all documents to DMS	None		<i>RO-CPRU /RCC/ DMS Focal Person DBM ROs</i>
1.2 Receive DMS-generated acknowledgement receipt (AR), as applicable	1.2 Issue DMS-generated (AR) and send hardcopy to Technical Division concerned	None		
2. None	2. Evaluate request and check the following:	None	10 working days	<i>BMAN, BMS I and II,</i>

⁷³ Assigned Officer of the Day

	<ul style="list-style-type: none"> ➤ Approved PAL of PPSA, if applicable ➤ Approved ERF or PASUC Computer Printout, if applicable ➤ Incumbent positions vis-a-vis GMIS 			SRBMS, and/or SVBMS DBM ROs
2.1 None	2.1 Create NOSCA entry (in case of SUCs and Decentralized Agencies)	None		
2.2 None	2.2 Prepare the following: <ul style="list-style-type: none"> ➤ Working Paper/ Evaluation Report/ Processing Sheet, if applicable ➤ Memorandum/ ➤ Transmittal/ Approval Letter ➤ NOSCA (for SUCs/ Decentralized Agencies) / PAL (for LWDs) 	None		
3. None	3. Review action documents and tag as "For Approval" in GMIS (for SUCs and Decentralized Agencies), and submit action documents for approval and activation	None	5 working days	SVBMS/ CBMS DBM ROs
4. None	4. Review and recommend for approval/ approve action documents Tag "Approved" in GMIS (for SUCs and Decentralized Agencies)	None	3 working days	Assistant Regional Director (ARD)/ Regional Director (RD) DBM ROs
5. None	5. Print approved action documents:	None		BMAN, BMS I and II, SRBMS and/or



	<ul style="list-style-type: none"> ➤ NOSCA/PAL ➤ Memorandum/ Transmittal/ Approval Letter 			SVBMS or RO-CPRU/ Records Unit/ DMS Focal Person DBM ROs
6. None	6. Review final action documents and affix initials in PAL/NOSCA, if applicable, and/or submit action documents for review	None		SVBMS/ CBMS/ ARD DBM ROs
7. None	7. Review and sign action documents	None	1 hour	RD DBM ROs
8. Receive action documents from RO-CPRU/Records Unit Authorized agency liaison officer to sign on receiving copy of released documents, as applicable	8. Receive, dry seal, and release NOSCA/PAL and Transmittal Letter	None	1 working day, 6 hours	RO-CPRU/Records Unit/ DMS Focal Person DBM ROs
8.1 None	8.1 Tag as "Released" in DMS	None		
8.2 None	8.2 File documents for Archiving	None		
TOTAL			20 working days	



Table D3 - Documentary Requirements for Regional Office (RO) Other Key Services

DBM Service	Documentary Requirements
1a. Creation/ Reclassification/ Conversion/ Upgrading of Positions and Other Staffing Modification Actions	<p>1. Agency Request</p> <p>2. Additional requirements, as applicable:</p> <p><u>For reclassification of positions of DepEd due to approved ERFs</u></p> <p>a) List of positions requested for reclassification (Position Allocation List (PAL)) / Revised PAL for Reclassification of Teaching Positions due to Approved Equivalent Record Forms (ERFs)</p> <p><u>For conversion to Master Teacher positions of DepEd</u></p> <p>a) List of positions requested for conversion (Position Allocation List (PAL)) / Revised PAL for Reclassification of Master Teachers</p> <p>b) For Secondary schools:</p> <ul style="list-style-type: none"> • Updated List of Teachers by Subject Area <p><u>For reclassification of School Head positions of DepEd:</u></p> <p>a) List of positions requested for reclassification (Position Allocation List (PAL)) / Revised PAL for Reclassification of School Heads</p> <p><u>For reclassification/upgrading/conversion of positions due to National Budget Circular (NBC) No. 461:</u></p> <p>a) Endorsement Letter from the CHED Regional Office</p> <p>b) Approved NBC No. 461 Zonal Print-out</p> <p>c) Plantilla of Personnel and Salary Adjustments</p> <p>d) Endorsement of the proposal by the TESDA Director-General (for TESDA only)</p> <p>e) Governing Board Resolution favorably endorsing the submissions, if SUCs</p> <p>f) Certification of Accreditation for Professor Positions, if entering the rank for the first time</p> <p><u>For abolition and creation/ reclassification/ conversion/ upgrading of positions:</u></p> <p>a) Justification for abolition and creation/ reclassification/ conversion/ upgrading of positions</p> <p>b) Prioritized list of positions for creation/ reclassification/ conversion/ upgrading of positions</p> <p>c) Detailed computation of PS requirement</p> <p>d) Organizational Chart, if applicable (proposal for items with generic positions but different designations/functions)</p> <p>e) Deployment Report</p> <p>f) Board Resolution approving the proposed staffing modification, if SUCs</p> <p>g) Enrolment Data and its Full-time Equivalent for the immediate two (2) years</p> <p>h) Certification that the incumbent fully meets the qualification standards set by the CSC (reclassification only)</p> <p>i) Duly accomplished Position Description Form (PDF)</p>

1b. Transfer of Positions	<ol style="list-style-type: none"> 1. Agency Request 2. Endorsement Letter from originating Agency and Region requesting for the transfer/swapping of positions to the recipient Agency, as applicable 3. CHED Endorsement Letter (in case of SUCs) 4. Memorandum of Agreement between the Agency Heads concerned
2. Staffing modification due to approved categorization/ re-categorization of LWDs	<ol style="list-style-type: none"> 1. Agency Request 2. Board Approval/Resolution 3. Copy of Certificate of Re-categorization signed by the Administrator, Local Water Utilities Administration (LWUA) 4. Proposed and existing Organizational Chart <p><u>Additional supporting documents, as applicable:</u></p> <ol style="list-style-type: none"> a) Existing and Proposed Organizational Structure and Staffing Pattern (OSSP) including Plantilla of Personnel b) Position Description Form for proposed creation/ reclassification/retitle/conversion of positions) c) Latest Monthly Data Sheet audited/verified by LWUA d) COA Certification that the LWD did not incur deficit for the last 3 consecutive years or Audited Financial Statement for three immediately preceding years⁷⁴ e) Justification of Creation/ Reclassification/ Retitle/ Conversion of Positions f) Projected income and cash flow for the next five years duly signed by the Accountant and Agency Head g) Certification of Availability of Funds, signed by the Accountant and Agency Head, including computation of PS Requirements for creation and reclassification

⁷⁴ To be secured from the resident Commission on Audit (COA) auditor of the requesting LWD.



8. Review/Post-Audit of PSIPOP or POP of LWDs

The review/post-audit of the PSIPOP pertain to requests by the Local Water Districts on the staffing complements consistent with the Revised Local Water District Manual on Categorization, Re-categorization and Other Related Matters (LWD-MACRO) pursuant to DBM Circular Letter No. 2011-10.

Office or Division:	DBM Regional Offices (ROs) NCR, CAR, I-XIII			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	LWDs, SUCs and Decentralized NGAs (e.g., DepEd, DOH, TESDA, CHED, DPWH)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Agency Request 2. PSIPOP (for distribution to LWD, CSC, COA and DBM file) 3. Board Resolution approving PSIPOP/POP for adoption of new Salary Schedule for implementation of latest issuance pertaining to Salary Standardization Law, or if applicable		One (1) of each original copy		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request to RO-CPRU/ Records Unit	1. Receive agency request	None	2 hours	<i>Budget Management Analyst (BMAN), Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), Supervising BMS (SVBMS)⁷⁵, or RO-CPRU / Records Control Coordinator (RCC)/ Document Management System (DMS) Focal Person DBM ROs</i>
1.1 None	1.1 Upload all documents to Document Management System (DMS)	None		<i>RO-CPRU/ RCC/ DMS Focal Person DBM ROs</i>

⁷⁵ Assigned Officer of the Day



1.2 Receive DMS-generated acknowledgement receipt (AR), as applicable	1.2 Issue DMS-generated AR and send hardcopy to Technical Divisions concerned	None		
2. None	2. Evaluate request and prepare the following, as applicable: <ul style="list-style-type: none"> ➤ Transmittal/ Approval Letter ➤ Reviewed PSIPOP/POP 	None	10 working days	<i>BMAN, BMS I and II, and SRBMS, and/or SVBMS</i> DBM ROs
3. None	3. Review and recommend approval of action documents	None	5 working days	<i>SVBMS / CBMS</i> DBM ROs
4. None	4. Review and recommend approval/approve action documents	None	3 working days	<i>Assistant Regional Director (ARD)/ Regional Director (RD)</i> DBM ROs
5. None	5. Finalize Letter, and stamp PSIPOP/POP	None	4 hours	<i>BMAN, BMS I and II, and SRBMS, and/or SVBMS</i> DBM ROs
6. None	6. Review action documents and endorse to ARD/ RD and affix signature in stamped post-audited PSIPOP/POP	None	2 hours	<i>SVBMS / CBMS</i> DBM ROs
7. None	7. Review, approve and sign Letter	None	2 hours	<i>ARD / RD</i> DBM ROs
8. Receive action documents from RO-CPRU/Records Unit Authorized agency liaison officer to sign on receiving copy of released documents, as applicable	8. Receive and release action documents	None	4 hours	<i>RO-CPRU/ Records Unit/ DMS Focal Person</i> DBM ROs
8.1 None	8.1 Upload and archive in DMS	None		



8.2 None	8.2 File approved action and supporting documents, if any	None		
TOTAL			20 working days	



9. Release of Funds Requiring OP Approval

The service pertains to the release of funds appropriated to decentralized national government agencies (DepEd, DPWH, DOH, TESDA, CHED), and state universities and colleges (SUCs) subject to the approval of the DBM Secretary and/or the Office of the President. The applicable set of documentary requirements may vary according to the nature of each transaction.

Office or Division:	Regional Offices (ROs) NCR, CAR, I-XIII, Administrative Service, Offices of the Assistant Secretary and Undersecretary for BPE Group, Office of the Assistant Secretary and Undersecretary for LGRO Group, and Office of the Secretary (OSEC)		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	SUCs and Decentralized NGAs (e.g., DepEd, DOH, TESDA, CHED, DPWH), and MMDA for DBM-NCR		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
For Later Release portion including New Budgetary Provisions not included in the NEP/GAA For Decentralized NGAs, except DPWH: <ol style="list-style-type: none"> 1. Special Budget Request 2. BED No. 1 3. BED No. 2 4. BED No. 3 5. Office of the President (OP) Approval for budgetary items tagged as such, as applicable (to be requested by the DBM from the OP once the request is evaluated by the DBM) 6. Other authorization documents as required under existing guidelines* SUCs: <ol style="list-style-type: none"> 1. Special Budget Request 2. BED No. 1 3. BED No. 2 4. BED No. 3 5. BTr Certification for Use of Income / OP Approval for Contingent Fund 6. Board Resolution 7. Other documentary requirements under existing guidelines, as applicable: Infrastructure Projects <ol style="list-style-type: none"> a. Project profile, based on the format of Budget Preparation (BP) Forms 202 (LFPs)/203 (FAPs) b. Approved loan agreement for new FAPs c. List of validated claims for ROW and contractual obligations 		1 of each original copy	Requesting government entity unless otherwise indicated

<p>d. DPWH clearance for building structural integrity/resiliency, signed picture of geo-tagged actual location of project/activity</p> <p>e. DENR – for environmental clearance</p> <p>Non-Infrastructure Projects</p> <p>a. Project profile, based on the format of Budget Preparation (BP) Forms 202 (LFPs)/203 (FAPs)</p> <p>b. DICT-endorsed Information Systems Strategic Plan (ISSP)</p> <p>c. Inventory/list and description for equipment, furniture and fixtures</p> <p>d. Endorsement by the DOE-Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) for Government Energy Efficiency Projects</p> <p>Centrally-Managed Items</p> <p>a. List of specific implementing units (IUs) and amount allotted to each IU</p> <p>Modification in the Allotments Issued (in the case of Decentralized Agencies)</p> <ol style="list-style-type: none"> 1. Special Budget Request 2. Latest FAR No. 1 and FAR No. 1A to show balances per object of expenditure 3. BED No. 1, as revised 4. BED No. 2, as applicable 5. Justification for the proposed modification 6. Certification of Actual Deficiency and Sources of Funds identifying the affected P/A/Ps and objects of Expenditure (“From” and “To”) using the duly signed Modification Advice Form (MAF) based on the latest guidelines on the release of funds <p>Use of Savings for Augmentation of Deficient P/A/Ps</p> <ol style="list-style-type: none"> 1. Special Budget Request 2. FAR No. 1 3. FAR No. 1A 4. BED No. 1 5. BED No. 2 6. Certification of how Savings were generated pursuant to existing guidelines 7. Justification 8. Details of Savings and Augmentation of Deficient P/A/Ps 		
--	--	--

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit agency request to RO-CPRU/ Records Unit	1. Receive agency request	None	2 hours	<i>Budget Management Analyst (BMAN), Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), Supervising BMS (SVBMS)⁷⁶ or RO-CPRU/Records Control Coordinator (RCC) / DMS Focal Person</i> DBM ROs
1.1 None	1.1 Upload all documents to Document Management System (DMS)	None		<i>RO-CPRU/RCC/ DMS Focal Person</i> DBM ROs
1.2 Receive DMS-generated acknowledgement receipt (AR), as applicable	1.2 Issue DMS-generated AR and send hardcopy to Technical Division concerned	None		
2. None	2. Evaluate request and prepare the following action documents: <ul style="list-style-type: none"> ➤ Working / Evaluation / Processing Sheet ➤ Information Letter to Agency/SUCs on submission of request to CO ➤ MFS ➤ Memorandum for the President, if requiring OP approval 	None	5 working days	<i>BMAN, BMS I, II, SRBMS, or SVBMS</i> DBM ROs
3. None	3. Review and recommend approval of action documents	None	2 working days	<i>SVBMS / Chief BMS (CBMS)</i> DBM ROs

⁷⁶ Assigned Officer of the Day

4. None	4. Recommend/ Review and approve action documents	None	2 working days	<i>Assistant Regional Director (ARD) / Regional Director (RD)</i> DBM ROs
4.1 None	4.1 Initial/Sign draft action documents	None		
5. Receive Letter from RO-CPRU/ Records Unit	5. Receive and release approved action documents	None	2 hours	<i>RO-CPRU / Records Unit / DMS Focal Person</i> DBM ROs
6. None	6. Receive recommendation	None	1 hour ⁷⁷	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V</i> AS-CRD
6.1 None	6.1 Upload all documents to DMS	None		
6.2 None	6.2 Issue DMS-generated AR and send hardcopy/digital copy to Office of Assistant Secretary for BPE Group	None		
7. None	7. Receive, record, and submit to Assistant Secretary for BPE Group	None	3 hours	<i>Executive Assistant</i> BPE Group
8. None	8. Review and endorse action documents	None	3 working days	<i>Assistant Secretary</i> BPE Group
9. None	9. Review and recommend approval of action documents	None		<i>Undersecretary</i> BPE Group
10. None	10. Review and approve and sign MFS and action documents, and Memorandum for the Executive Secretary, if requiring OP approval	None	3 working days	<i>DBM Secretary</i> OSEC
11. None	11. Send approved action documents to AS-CRD	None		<i>Administrative Aide VI / EA IV</i> OSEC
12. None	12. Release approved MFS and action documents, and Memorandum for	None	2 hours	<i>ADAS I, and AO I, III and V</i> AS-CRD

⁷⁷ Voluminous documents will be physically routed to the B/S/O concerned within the day.

	the Executive Secretary, if requiring OP approval			
13. None	13. Receive approved MFS/MFP	None		<i>BMAN, BMS I, II, SRBMS, RVBMS DBM ROs⁷⁸ or RO-CPRU/ RCC/ DMS Focal Person DBM ROs</i>
13.1 None	13.1 Upload all documents to DMS	None		<i>RO-CPRU/ RCC/ DMS Focal Person DBM ROs</i>
13.2 None	13.2 Submit approved action documents to Technical Division concerned	None		
14. None	14. Evaluate request and prepare the following, as applicable: <ul style="list-style-type: none"> ➤ Working Paper/ Evaluation Report/ Processing Sheet, if applicable ➤ Special Allotment Release order (SARO) ➤ Notice of Cash Allocation (NCA) ➤ Annexes ➤ Advice of NCA Issued (ANCAI) ➤ Advice of SARO (ASARO) ➤ Letter to Agency/SUCs 	None	10 working days	<i>BMAN, BMS I, II, SRBMS, SVBMS DBM ROs</i>
14.1 None	14.1 Create SARO/NCA entry. Ensure that DMS Ref. No. is tagged in e-Budget	None		
15. None	15. Review action documents and affix initials on draft fund release	None	5 working days	<i>SVBMS / CBMS DBM ROs</i>

⁷⁸ Assigned Officer of the Day



	documents			
16. None	16. Review and recommend approval of action documents, and tag as "For Approval" in e-Budget	None	3 working days	ARD DBM ROs
17. None	17. Review and approve action documents, and tag as "Approved" in e-Budget	None		RD DBM ROs
18. None	18. Print approved action documents, as applicable: ➤ NCA, if applicable; ➤ Annexes; ➤ Attachments, if any	None	2 hours	BMAN, BMS I and II, SRBMS and SVBMS/ RO-CPRU DBM ROs
19. None	19. Sign action documents	None	1 hour	ARD/RD DBM ROs
20. Access signed Obligational and/or Disbursement Authority/ies in ADRS	20. Receive, dry seal, if applicable, and release necessary additional attachments, as applicable, in ADRS	None	1 working day, 3 hours	RO-CPRU/ Records Unit/ DMS Focal Person DBM ROs
20.1 Download Obligational and/or Disbursement Authority/ies in ADRS ⁷⁹	20.1 Upload signed Disbursement Authority/ies in ADRS	None		
20.2 None	20.2 Tag as "Released" in e-Budget	None		
TOTAL			36 working days	

⁷⁹The corresponding SARO shall be automatically uploaded in the ADRS and shall be made available to the agency for viewing and printing upon approval in the e-Budget System. Upon release of SARO through ADRS, any adjustment shall be made through the issuance of a modification or a negative SARO. In the case of ANCAI and MRS-NCA, these shall be made available to the agency for viewing and printing through the ADRS within the next calendar day after receipt of NCA by the GSB.



Regional Offices

Internal Services



1. Request for Processing of Certificate of Employment and Other Related Personnel Actions

This service pertains to the issuance of employment certification/s and service record/s, among others, as needed by the DBM officials and employees.

Office or Division:	Regional Offices (ROs) NCR, CAR, I-XIII, Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DBM Officials and Employees (existing/separated)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Human Resource (HR) Request Form		1 original copy		FAD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out HR Request Form from FAD and submit request to Records Unit/FAD	1. Receive request	None	1 hour	<i>Document Management System (DMS) Focal Person DBM ROs</i>
2. None	2. Evaluate request, and prepare action document/s	None	2 working days, 6 hours, 50 minutes	<i>Accountant, Administrative Officer (AO) III (Cashier), AO II (HRMO I) DBM ROs</i>
3. None	3. Review and recommend approval of request, and action document/s	None		<i>Supervising (AO) /Chief AO DBM ROs</i>
4. None	4. Recommend/ Review and approve action document/s	None		<i>CAO/Assistant Regional Director/ Regional Director DBM ROs</i>
5. Receipt of certification from Records Unit/DBM Focal Person/FAD	5. Release action document/s	None	10 minutes	<i>Records Unit/DMS Focal Person/FAD DBM ROs</i>
TOTAL			3 working days	



2. Processing of claims of suppliers and employees

This service pertains to financial transactions or requests by suppliers and employees relative to, among others, claims for delivered goods/supplies/services, or grants/liquidations/reimbursements of expenditures incurred in the course of official business. The applicable set of documentary requirements may vary according to the nature of each transaction.

Office or Division:	Regional Offices (ROs) NCR, CAR, I-XIII, Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM Suppliers, Officials and Employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table E1 for the applicable requirements based on the nature of the request.		1 of each copy		See Table A5 for the information on where to secure the applicable requirements based on the nature of the request*
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to Records Unit/FAD	1. Receive request	None	1 hour	<i>Document Management System (DMS) Focal Person/FAD</i> DBM ROs
2. None	2. Evaluate request and prepare financial document/s, as applicable: • LDDAP-ADA • ACIC • SLIIIE	None	1 working day	<i>Accountant, Administrative Officer (AO) V (Budget officer), ADAS III (Senior Bookkeeper)</i> DBM ROs
3. None	3. Review and recommend approval of request and financial document/s	None	4 hours	<i>Chief Budget and Management Specialist⁸⁰</i> <i>Supervising AO/Chief AO</i> DBM ROs
4. None	4. Recommend/ Review and approve financial document/s	None	3 hours	<i>Assistant Regional Director (ARD)/ Regional Director (RD)</i> DBM ROs

⁸⁰ Of the requesting employee, in case of claims from RO employee



5. None	5. Prepare LDDAP-ADA/ ACIC	None	4 hours	Cashier DBM ROs
6. None	6. Review and certify correctness of LDDAP-ADA/ACIC, and sign financial document	None	3 hours	Accountant DBM ROs
7. None	7. Review and recommend approval of financial documents	None		Supervising AO / Chief AO DBM ROs
8. None	8. Review and recommend approval/approve financial documents	None		ARD/ RD DBM ROs
9. Receipt of financial document/s for payment of claims from FAD	9. Release of financial document/s for payment of claim	None	1 hour	Cashier/FAD DBM ROs
TOTAL			3 working days	
* Prepared by the requesting entity unless indicated otherwise.				



Table E1 - Documentary Requirements for the Processing of Claims of Suppliers and Employees for Regional Offices (ROs)

DBM Service	Documentary Requirements	Where to Secure
1. Grant of Cash Advance for local travels	<ol style="list-style-type: none"> Office Order/Travel Order Duly Approved Itinerary of Travel Certification from the accountant that the previous cash advance has been liquidated and accounted for in books 	Finance and Administrative Division (FAD)
2. Grant of Cash Advance for foreign travels	<ol style="list-style-type: none"> Office Order/Travel Order Duly approved Itinerary of Travel For plane fare, quotation of three travel agencies or its equivalent Flight itinerary issued by the airline/ticketing office/travel agency Copy of the United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed Document to show the dollar to peso exchange rate at the date of grant of cash advance Where applicable, authority from the Office of President (OP) to claim representation expense In case of seminars/trainings: invitation addressed to the agency inviting participants (issued by the foreign country), acceptance of the nominees as participants (issued by the foreign country), and programme Agenda and Logistics Information Certification from the accountant that the previous cash advance has been liquidated and accounted for in books 	<ol style="list-style-type: none"> AS-CRD FAD Travel Agency or its equivalent Airline/ Ticketing Office/ Travel Agency International Civil Service Commission website BSP Website Office of the President Inviting Agency FAD
3. Liquidation of travel expense for Local Travel	<ol style="list-style-type: none"> Duly accomplished/approved Liquidation Report Photocopy of previously approved itinerary of travel (if the LR is submitted on the month following the date of travel) Revised or supplemental Office Order or any proof supporting the change of schedule Certification by the Head of Agency as to the absolute necessity of the expenses together with corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bill and receipts) Reimbursement Expenses Receipt (RER) 	<ol style="list-style-type: none"> FAD FAD FAD FAD FAD Requesting entity Hotel / Lodging FAD

	<p>and/or Certification of Expenses not requiring Receipts, whichever is applicable</p> <ol style="list-style-type: none"> 6. Official Receipt in case of refund of excess cash advance 7. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius, if the travel allowances being claimed include the hotel room/lodging rate 8. Certificate of Travel Completed 	
4. Liquidation of travel expense for Foreign Travels	<ol style="list-style-type: none"> 1. Bills/receipts for non-commutable representation expenses 2. For reimbursement of actual travel expenses of the prescribed rate Certification signed by the Approving Official as to the absolute necessity of the expenses, together with the corresponding bills and receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts) 3. Revised Itinerary of Travel, if applicable 4. Narrative report on trip undertaken/Report on Participation 5. Official Receipt in case of refund of excess cash advance 6. Certificate of Travel Completed 7. Liquidation Report 	<ol style="list-style-type: none"> 1. Requesting entity 2. FAD 3. FAD 4. Requesting entity 5. Requesting entity 6. FAD 7. FAD
5. Reimbursement of Travel expense	<ol style="list-style-type: none"> 1. Approved Office Order/Travel order 2. Approved Itinerary of Travel 3. Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee 4. Certificate of appearance/attendance 5. Revised or supplemental Office Order or any proof supporting the change of schedule 6. Certification by the Head of Agency as to the absolute necessity of the expenses together with corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bill and receipts) 7. Reimbursement Expenses Receipt (RER), if applicable 8. Certification of Expenses not requiring Receipts, if applicable 9. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius, if the travel allowances being claimed include the hotel room/lodging rate 	<ol style="list-style-type: none"> 1. Finance and Administrative Division (FAD) 2. FAD 3. Travel Agency or its equivalent 4. Host/Agency/ Organization 5. FAD 6. FAD 7. FAD 8. FAD 9. Hotel/Lodging 10. Requesting entity 11. FAD



	10. Post-trip/Post-training Report 11. Certificate of Travel Completed	
6. Payment of claims through LDDAP-ADA	<p>A. Goods/Services:</p> <ol style="list-style-type: none"> 1. Purchase Order 2. Approved Consolidated Abstract of Bids, Post Qualification, Evaluation Report and Bids and Awards Committee (BAC) Resolution 3. Request for Quotation (RFQ) duly acknowledged receipt by suppliers 4. Approved Purchase Request 5. Delivery receipt (for Goods) or Statement of Account/Billing Statement (Service) 6. Signed Inspection and Acceptance Report 7. Property Acknowledgment Receipt or Inventory Custodian Slip, if applicable 8. Report of Waste Materials, if applicable 9. Post-Inspection Report, if applicable <p>B. Communication/Telephone Expenses/Cable Charges/Electricity and Water Expenses/Other Utility and General Services:</p> <ol style="list-style-type: none"> 1. Billing Statement 2. Certification by Agency Head or his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls. <p>C. For Extraordinary and Miscellaneous Expenses:</p> <ol style="list-style-type: none"> 1. Receipts and/or other documents evidencing disbursements, if there are available, or in lieu thereof, certification executed by the official concerned that the expense sought to be reimbursed have been incurred for any of the purposes contemplated under the provisions of the General Appropriations Act (GAA) in relation to or by reasons of his position. 2. Other supporting documents as necessary depending on the nature of expense charged. <p>D. For Janitorial and Security Services:</p> <ol style="list-style-type: none"> 1. Proof of payment of SSS Contributions of Employees 2. Proof of payment of Pag-IBIG Contributions of Employees 3. Proof of payment of PhilHealth Contributions of Employees 	<p>A.</p> <ol style="list-style-type: none"> 1. Finance and Administrative Division (FAD) 2. FAD 3. BAC Secretariat/FAD 4. FAD 5. Requesting entity (Supplier) 6. FAD 7. FAD 8. FAD 9. FAD <p>B:</p> <ol style="list-style-type: none"> 1. Requesting Entity (Supplier) 2. FAD <p>C:</p> <p>Requesting entity</p> <p>D:</p> <p>Requesting entity (Agency)</p>



	<ol style="list-style-type: none"> 4. Proof of payment of Salaries/Wages of Employees 5. Daily Time Record (DTR) or Certification by the Chief Administrative Officer that security/janitorial services were duly rendered 6. Statement of Account 7. Contractors Bill 8. Accomplishment Report 9. Request for Payment <p>E. For Cultural and Athletic Activities:</p> <ol style="list-style-type: none"> 1. Budget estimates approved by the Head of Agency 2. Purchase of Order 3. Approved Consolidated Abstract of Bids, Post Qualification, Evaluation Report and Bids and Awards Committee (BAC) Resolution 4. Request for Quotation (RFQ) duly acknowledged receipt by suppliers 5. Approved Purchase Request 6. Delivery receipt (for Goods) or Statement of Account/Billing Statement (Service) 7. Signed Inspection and Acceptance Report 8. Property Acknowledgment Receipt or Inventory Custodian Slip, if applicable 9. Report of Waste Materials, if applicable 10. Post-Inspection Report, if applicable 	<p>E. Finance and Administrative Division</p>
7. Monetization of Leave Credits of Personnel	<ol style="list-style-type: none"> 1. Approved Application for Leave (Monetization of Leave Credits) 2. Approved Justification Letter (if more than 30 days or 50% or more of total leave credits) 	<ol style="list-style-type: none"> 1. Finance and Administrative Division 2. Requesting entity



3. Processing of claims through Funding Checks

This service pertains to financial transactions or requests by suppliers and employees relative to claims through funding Check for delivered goods/supplies/services of expenditures incurred in the course of official business. The applicable set of documentary requirements may vary according to the nature of each transaction.

Office or Division:	Regional Offices (ROs) NCR, CAR, I-XIII, Finance and Administrative Division (FAD)		
Classification:	Simple		
Type of Transaction:	G2G - Government to Government		
Who may avail:	DBM Suppliers, Officials and Employees		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
A. Goods/Services: 1. Purchase Order 2. Approved Consolidated Abstract of Bids, Post Qualification, Evaluation Report and Bids and Awards Committee (BAC) Resolution 3. Certificate of Exclusive Distributorship, if applicable 4. Request for Quotation reviewed and signed by the BAC members 5. Approved Purchase Request 6. Delivery receipt (for Goods) or Statement of Account/Billing Statement (Service) 7. Signed Inspection and Acceptance Report 8. Approved Annual Procurement Plan (APP) / Supplemental APP 9. Property Acknowledgment Receipt or Inventory Custodian Slip, if applicable 10. Report of Waste Materials, if applicable 11. Post-Inspection Report, if applicable B. Communication/Telephone Expenses/ Cable Charges/ Electricity and Water Expenses/ Other Utility and General Services: 1. Billing Statement 2. Certification by Agency Head of his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls. C. For Extraordinary and Miscellaneous Expenses: 1. Receipts and/or other documents evidencing disbursements, if there are available, or in lieu thereof, certification executed by the official concerned that the expense sought to be		1 of each copy	A. 1. Financial and Administrative Division (FAD) 2. FAD 3. Requesting entity (Supplier) 4. BAC Secretariat / FAD 5. FAD 6. Requesting entity (Supplier) 7. FAD (%) Inspection Committee) 8. FAD 9. FAD 10. FAD 11. FAD B: 1. Requesting Entity (Supplier) 2. FAD C: Requesting entity



<p>reimbursed have been incurred for any of the purposes contemplated under the provisions of the General Appropriations Act (GAA) in relation to or by reasons of his position.</p> <p>2. Other supporting documents are necessary depending on the nature of the expense charged.</p> <p>D. For Janitorial and Security Services:</p> <p>1. Proof of payment of SSS Contributions of Employees</p> <p>2. Proof of payment of Pag-IBIG Contributions of Employees</p> <p>3. Proof of payment of PhilHealth Contributions of Employees</p> <p>4. Proof of payment of Salaries/Wages of Employees</p> <p>5. Daily Time Record (DTR) or Certification by the Chief Administrative Officer that security/janitorial services were duly rendered</p> <p>6. Statement of Account</p> <p>E. For Cultural and Athletic Activities:</p> <p>1. Budget estimates approved by the Head of Agency</p> <p>2. Same requirements for the purchase of goods/services depending on the nature of expense</p>				<p>D:</p> <p>Requesting entity (Agency)</p> <p>E.</p> <p>FAD</p>
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to Records Unit/FAD	1. Receive request	None	1 hour	Document Management System (DMS) Focal Person/ FAD DBM ROs
2. None	2. Evaluate request and prepare financial document/s	None	1 working day	Accountant, Administrative Officer (AO) V (Budget Officer) DBM ROs
3. None	3. Review and recommend approval of request and financial document/s	None	4 hours	Supervising AO/ Chief AO DBM ROs
4. None	4. Recommend/ Review and approve financial document/s	None	3 hours	Assistant Regional Director (ARD)/ Regional Director (RD) DBM ROs



5. None	5. Prepare Checks and ACIC	None	4 hours	AO III (Cashier) DBM ROs
6. None	6. Review and certify correctness of the LDDAP-ADA/ACIC, and sign financial document	None	3 hours	Accountant DBM ROs
7. None	7. Review and recommend approval/approve of financial documents	None		Supervising AO/ Chief AO/ ARD/ RD DBM ROs
8. Receipt of financial document/s for payment of claims from FAD	8. Release of financial document/s for payment of claims	None	1 hour	Cashier/FAD DBM ROs
TOTAL			3 working days	
* Prepared by the requesting entity unless indicated otherwise.				



4. Processing of claims chargeable against Petty Cash Fund (PCF)

This service pertains to financial transactions or requests by employees relative to, among others, claims for payment petty operating expenses of the office.

Office or Division:	Regional Offices (ROs) NCR, CAR, I-XIII, Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM Officials and Employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Petty Cash Voucher (PCV)		One (1) copy		Requesting Entity / FAD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claimant submits accomplished PCV	1. Receive PCV	None	1 hour	Chief Administrative Officer (AO) DBM ROs
2. None	2. Review/Evaluate and recommend approval of PCV	None	2 hours	Chief Budget and Management Specialist (CBMS)/ Supervising AO/ Chief AO DBM ROs
3. None	3. Recommend/ Review and approve PCV	None	2 hours	CAO/Assistant Regional Director/ Regional Director DBM ROs
4. None	4. Received approved PCV	None	2 hours	Cashier/Petty Cash Custodian DBM ROs
5. Receipt of cash	5. Release of cash	None	1 hour	Cashier / FAD/ Petty Cash Custodian DBM ROs
TOTAL			1 working day	



5. Application for Travel Authority

This service pertains to transactions/requests relative to the application for travel authority of an employee's official travels within the country.

Office or Division:	Regional Offices (ROs) NCR, CAR, I-XIII, Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM Officials and Employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Duly endorsed and approved Application for Travel Authority 2. Request Form 3. Invitation/Directive to attend or Letter of Applicant		1 of each original copy		1. FAD 2. Inviting Agency
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished Application for Travel Authority with Invitation/ Directive to attend to FAD/ Records Unit	1. Receive request	None	10 minutes	<i>Administrative Officer (AO) III / Administrative Assistant (ADAS) III/ DMS Focal Person/ FAD/ Chief Budget and Management Specialist DBM ROs</i>
2. None	2. Evaluate request and prepare Office Order	None	1 working day, 3 hours, 20 minutes	<i>AO III/ ADAS III DBM ROs</i>
3. None	3. Review request and draft Office Order	None	4 hours	<i>Supervising AO/Chief AO DBM ROs</i>
4. None	4. Review request and draft Office Order	None	4 hours	<i>Assistant Regional Director/ Regional Director (RD) DBM ROs</i>
5. None	5. Review/approve request and draft Office Order	None	4 hours	<i>RD DBM ROs</i>
6. Receipt of Office Order from FAD	6. Release approved Office Order	None	30 minutes	<i>FAD DBM ROs</i>
TOTAL			3 working days	



6. Request for Copy of Documents/Records

This service pertains to transactions or requests for copies/certified true copies of documents/records (e.g., DBM internal issuances, released documents, and other budget-related action documents) within the custody of the DBM Regional Offices.

Office or Division:	Regional Offices (ROs) NCR, CAR, I-XIII, Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM Officials and Employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Records/Documents Request Form		1 original copy		FAD (Records Unit)
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Records Request Form and submit request to Records Unit/ FAD	1. Receive request	None	1 hour	<i>Records Control Coordinator/ Document Management System (DMS) Focal Person</i> DBM ROs
2. None	2. Evaluate request, and retrieve/certify copies of documents/ records	None	1 working day	<i>Administrative Officer (AO) III (Records Officer)</i> DBM ROs
3. None	3. Review and recommend approval of request and copies of documents/ records	None	7 hours	<i>Supervising AO/ Chief AO</i> DBM ROs
4. None	4. Recommend/ Review and approve release of copies/certified true copies of documents/ records	None	7 hours	<i>Assistant Regional Director/ Regional Director</i> DBM ROs
5. Receipt of copies/certified true copies of documents/ records from FAD (Records Unit)	5. Release copies/certified true copies of documents/ records	None	1 hour	<i>FAD (Records Unit)</i> DBM ROs
5.1 Accomplish Feedback Form	5.1 Ensure accomplishment of the feedback form to denote a	None		



	closed transaction			
TOTAL			3 working days	



7. Request for Use of Vehicle or Shuttle Services

This service pertains to transactions or requests relative to use of vehicle or shuttle services for official business or travels of DBM officials and employees.

Office or Division:	Regional Offices (ROs) NCR, CAR, I-XIII, Finance and Administrative Division (FAD)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DBM Officials and Employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Regional Office Order (if outside functional area) or Job Request Form 2. Driver's Trip Ticket		1 original copy		FAD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to FAD	1. Receive request	None	10 minutes	<i>Administrative Officer (AO) III/ Chief Budget and Management Specialist DBM ROs</i>
2. None	2. Evaluate request/Trip Ticket	None	1 working day, 7 hours, 40 minutes	<i>AO III DBM ROs</i>
3. None	3. Review Driver's Trip Ticket. Approve action document and forward to official driver for delivery of requested service	None	1 working day	<i>Supervising AO/ Chief AO/ Assistant Regional Director/ Regional Director DBM ROs</i>
4. Receipt of action documents from FAD	4. Release action document/s	None	10 minutes	<i>FAD DBM ROs</i>
TOTAL			3 working days	



IX. Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Answer the Client Feedback Form and drop it at the designated drop boxes located in the Boncodin Hall lobby or the designated receiving area of the concerned office. Feedback may also be sent through feedback form link of the concerned office.
How feedbacks are processed	<p>Every Friday, the Administrative Officer V or designated personnel of each office opens the drop box, compiles and records all feedback.</p> <p>Feedback requiring answers are forwarded to the concerned offices or personnel who shall respond within five (5) working days upon receipt of the feedback. The feedback shall be communicated to the agency or citizen concerned.</p>
How to file a complaint	<p>Send your complaints to public_assistance@dbm.gov.ph / Official DBM Facebook page / Usapang Budget Facebook page. You may also mail us through the following official address:</p> <p>Media Affairs and Community Relations Office (MACRO) Department of Budget and Management Boncodin Hall, Gen. Solano St., San Miguel, Malacañang, Manila 1005</p>
How complaints are processed	<p>The MACRO as the Department's Complaints Repository (ComRep), shall screen the query/complaint received by email (soft copy) or via courier (hard copy) to determine if the same is within DBM jurisdiction, mandate and/or authority.</p> <p>Complaints which can be acted upon by the Department shall be forwarded by the ComRep to the B/S/O/s concerned (in hard/soft copies) who shall respond within 72 hours upon receipt of the complaint. The feedback/explanation shall be communicated to the agency or citizen concerned.</p> <p>If the complaint cannot be resolved within the 72-hour period, a response shall be made indicating the action/s to be taken and corresponding timeline/s. The same shall be forwarded to the ComRep for closure of the query/complaint in the database.</p> <p>Queries/complaints directly sent to and received by the B/S/Os shall be acknowledged by the B/S/O concerned, cc: ComRep (i.e., if within their jurisdiction), and shall thereafter follow the same process and timeline as discussed above.</p>
Contact Information of CCB, PCC, ARTA	<p>ARTA: complaints@arta.gov.ph : (02) 8478-5093 PCC: 8888 CCB: 0908-881-6565 (SMS)</p>



Department of Budget and Management
HELP US SERVE YOU BETTER!

This Client Satisfaction Measurement (CSM) tracks the customer experience of government offices. Your feedback on your recently concluded transaction will help this office provide a better service. Personal information shared will be kept confidential and you always have the option to not answer this form.

Client type: ☐ Citizen ☐ Business ☐ Government (Employee or another agency)

Date: _____ Sex: ☐ Male ☐ Female Age: _____

Region of residence: _____ Service Availed: _____

INSTRUCTIONS: Check mark (✓) your answer to the Citizen's Charter (CC) questions. The Citizen's Charter is an official document that reflects the services of a government agency/office including its requirements, fees, and processing times among others.

CC1 Which of the following best describes your awareness of a CC?

- ☐ 1. I know what a CC is and I saw this office's CC.
☐ 2. I know what a CC is but I did NOT see this office's CC.
☐ 3. I learned of the CC only when I saw this office's CC.
☐ 4. I do not know what a CC is and I did not see one in this office. (Answer 'N/A' on CC2 and CC3)

CC2 If aware of CC (answered 1-3 in CC1), would you say that the CC of this office was ...?

- ☐ 1. Easy to see ☐ 4. Not visible at all
☐ 2. Somewhat easy to see ☐ 5. N/A
☐ 3. Difficult to see

CC3 If aware of CC (answered codes 1-3 in CC1), how much did the CC help you in your transaction?

- ☐ 1. Helped very much ☐ 3. Did not help
☐ 2. Somewhat helped ☐ 4. N/A

INSTRUCTIONS:

For SQD 0-8, please put a **check mark (✓)** on the column that best corresponds to your answer.

						N/A Not Applicable
SQD0. I am satisfied with the service that I availed.						
SQD1. I spent a reasonable amount of time for my transaction.						
SQD2. The office followed the transaction's requirements and steps based on the information provided.						
SQD3. The steps (including payment) I needed to do for my transaction were easy and simple.						
SQD4. I easily found information about my transaction from the office or its website.						
SQD5. I paid a reasonable amount of fees for my transaction.	The DBM is not requiring any fee/s for all its services					✓



SQD6. I feel the office was fair to everyone, or “ <i>walang palakasan</i> ”, during my transaction.						
SQD7. I was treated courteously by the staff, and (if asked for help) the staff was helpful.						
SQD8. I got what I needed from the government office, or (if denied) denial of request was sufficiently explained to me.						

Suggestions on how we can further improve our services (optional):

Email address (optional): _____

THANK YOU!



X. List of Offices

No.	Office/Agency/ Bureau/ Field Office	Office Address	Contact Information
1	Office of the Secretary	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 local 2601; 3310 +63 (02) 8735-4936 F +63 (02) 8735-1683 (For Appointments)
2	Office of the Acting Undersecretary for Budget Preparation and Execution Group Supervision of the Budget and Management Bureaus A-F and Budget Technical Bureau	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2651
3	Office of the Undersecretary for Legal and Legislative Group Supervision of Legal Service and the Budget Information Legislative Liaison Service	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 local 2607; 3313 +63 (02) 8736-7331; 8735-4948 TF
4	Office of the Undersecretary for Budget Policy and Strategy Group Supervision of the Fiscal Planning and Reforms Bureau	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8735-4822 +63 (02) 8657-3300 loc. 3315; 2606
5	Office of the Undersecretary for the Local Government and Regional Operations Group Concurrent Functional Group Head of the Organization and Systems Improvement and Supervision of the Department Liaison Unit	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2505
6	Office of the Undersecretary for the Information and Communications Technology Group	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2509; 2513



No.	Office/Agency/ Bureau/ Field Office	Office Address	Contact Information
	Supervision of the Information and Communications Technology Systems Service		
7	Office of the Undersecretary for the Internal Management Group	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 3311; 3301
8	Office of the Undersecretary supervising the Internal Audit Service and Media Affairs and Community Relations Office	3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2667
9	Office of the Acting Assistant Secretary for Budget Preparation and Execution Group	4/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2622
10	Office of the Assistant Secretary for Budget Policy and Strategy Group	3/F, Bldg. II, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2606
11	Office of the Assistant Secretary for Local Government and Regional Operations Group Supervision of the Local Government and Regional Coordination Bureau and DBM Regional Offices	3/F, Bldg. II, Gen. Solano St., San Miguel, Manila	+63 (02) 8735-4926 +63 (02) 8657-3300 loc. 3315; 2606
12	Office of the Assistant Secretary for Information and Communications Technology Group	4/F, Bldg. II, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2356
13	Office of the Assistant Secretary for Organization, Position Classification and Compensation Bureau and Systems and Productivity Improvement Bureau	2/F, Bldg. II, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2319 +63 (02) 8735-4926 TF
14	Office of the Assistant Secretary for Internal Management Group Supervision of the Administrative Service,	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8735-4874 +63 (02) 8657-3300 loc. 2305



No.	Office/Agency/ Bureau/ Field Office	Office Address	Contact Information
	Finance Service, and Corporate Planning and Management Service		
15	Budget and Management Bureau-A	G/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2313; 2314; 2063 8735-4888 TF
16	Budget and Management Bureau-B	3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2645; 2307; 2320
17	Budget and Management Bureau-C	3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2325; 2326; 2691 8735-1778 TF
18	Budget and Management Bureau-D	3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2331; 2332; 2622 8735-1740 TF
19	Budget and Management Bureau-E	4/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2337; 2338; 2625 8735-1879
20	Budget and Management Bureau-F	4/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2349; 2633; 2350; 8735- 1606; 8736-7815 F
21	Local Government and Regional Coordination Bureau	4/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2344; 2347; 1120 8735-4842
22	Budget Technical Bureau	G/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2309; 2610; 2312 8735-1935 TF
23	Administrative Service	G/F, Bldg. III, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 1234; 3111
24	Advocacy, Communications and Training Service	G/F, Bldg. I, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 1104; 1105 8736-2773 TF
25	Corporate Planning and Management Service	2/F, Bldg. III, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 3210; 3214 8735-4806; 8735-4916 TF
26	Finance Service	2/F, Bldg. III, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 3201; 3209 8735-4935
27	Fiscal Planning and Reforms Bureau	2/F, Bldg. I, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 1201-1202; 8735-1782; 8735-1956 TF
28	Internal Audit Service	2/F, Bldg. III, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 3220 8735-4920; 8735-1649 F
29	Information and Communications Technology Systems Service	3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2356; 2360 8735-4887; 8735-4837 TF



No.	Office/Agency/ Bureau/ Field Office	Office Address	Contact Information
30	Legal Service	G/F, Bldg. I, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 1112; 1113; 1119 8734-8599 TF
31	Budget Information Legislative Liaison Service	4/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 3312; 2500
32	Organization, Position Classification and Compensation Bureau	2/F, Bldg. I, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 1210; 1211; 1218 8736-7572; 8735-4959 F
33	Systems and Productivity Improvement Bureau	2/F, Bldg. I, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 1220; 1221; 1223
34	National Capital Region	2/F Arcache Building, General Solano Street, corner Nepomuceno Street, San Miguel, Manila	+63 (02) 8657-3300 loc. 8001; 8002; 8801; 8802 +63 (02) 8734-8037; +63 (02) 8734-8035 F
35	Cordillera Administrative Region	No. 8 Gen. F. Segundo St., Legarda-Burnham, Baguio City	(074) 620-5096 loc. 8803; 8804 (074) 443-4702 TF
36	Region I (Ilocos Region)	Government Center, Sevilla, San Fernando, La Union	+63 (072) 619-4659 local 8806; 8101-8104; 8805 +63 (072) 888-3352
37	Region II (Cagayan Valley)	Regional Government Center, Carigsur, Tuguegarao City 3500, Cagayan Valley	+63 (078) 304-1338 loc. 8131, 8132, 8807, 8808 +63 (078) 304-2545 F
38	Region III (Central Luzon)	Diosdado Macapagal Government Center, Brgy. Maimpis, City of San Fernando, Pampanga 2000	+63 (045) 455-2487 loc. 8201; 8203; 8204, 8809, 8810, (045) 435-1479 +63 (045) 455-2486; (045) 455-2672 TF
39	Region IV-A (CALABARZON)	2/F Arcache Building, General Solano Street, corner Nepomuceno Street, San Miguel, Manila	+63 (02) 8657-3300 loc. 8012
40	Region IV-B (MIMAROPA Region)	2/F, CSP Bldg., Brgy. Sta Cruz 815 Quezon Avenue, Quezon City	+63 (02) 8374-7270 loc. 8814 +63 (02) 8374-7269 TF
41	Region V (Bicol Region)	Regional Center Site, Rawis, Legazpi City	+63 (02) 8657-3300 loc. 8815; 8816 +63 (052) 482-0175
42	Region VI (Western Visayas)	251-A General Hughes St., Iloilo City	+63 (02) 8657-3300 loc. 8301; 8302 +63 (033) 337-2589; (033) 338-0864; 335-1235 TF
43	Region VII (Central Visayas)	Sudlon (near Eco-Tech Center), Lahug, Cebu City	+63 (032) 263-2875
44	Region VIII (Eastern Visayas)	Brgy. 77, Villaruiz Subd., Marasbaras, Tacloban City	+63 (053) 888-0548 loc. 8821; 8822



No.	Office/Agency/ Bureau/ Field Office	Office Address	Contact Information
45	Region IX (Zamboanga Peninsula)	N.S. Valderosa St. Petit Barracks, Zamboanga City	+63 (062) 991-5682 loc. 8431; 8432; 992-2505
46	Region X (Northern Mindanao)	Zone 1, Bulua National Highway, Cagayan de Oro City	+63 (088) 856-3719; loc. 8501; 8504
47	Region XI (Davao Region)	KM. 3, McArthur Highway, Matina, Davao City	+63 (082) 298-4312; 297-4321; loc. 8531; 8532; 8534; 8527 +63 (082) 299-2344 F
48	Region XII (SOCCSKSARGEN)	DBM Compound, Brgy. Morales, Koronadal City	+63 (083) 228-9788; loc. 8601; 8602 +63 (083) 228-5546 F
49	Region XIII (Caraga)	J. Rosales Avenue, City Hall Drive, Butuan City 8600	+63 (085) 817-1600 loc. 8631; 8632 341-4427 F
50	Government Procurement Policy Board-Technical Support Office	2506 Raffles Corporate Tower, F. Ortigas Jr. Road, Ortigas, Pasig City	900-6745; 900-6741 to 44 F
51	Procurement Service	RR. Road, Cristobal St., Paco, Manila	8829-0600/0400 loc. 4028
52	Philippine Government Electronic Procurement System	Unit 608 Raffles Corporate Center, F. Ortigas Jr. Rd. Ortigas Center, Pasig City	8640-6906 to 09; 8640-6920; 8640-2921; 8653-9403