



Republic of the Philippines

DEPARTMENT OF BUDGET AND MANAGEMENT



CITIZEN'S CHARTER

2024 (1ST EDITION)

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DEPARTMENT OF BUDGET AND MANAGEMENT

CITIZEN'S CHARTER
MARCH 2024 (1st 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, ^{1st} edition for CY 2024 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 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, expansion of the digitalization of releasing of action documents⁴; 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 judiciously 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, local government units, and 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 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.



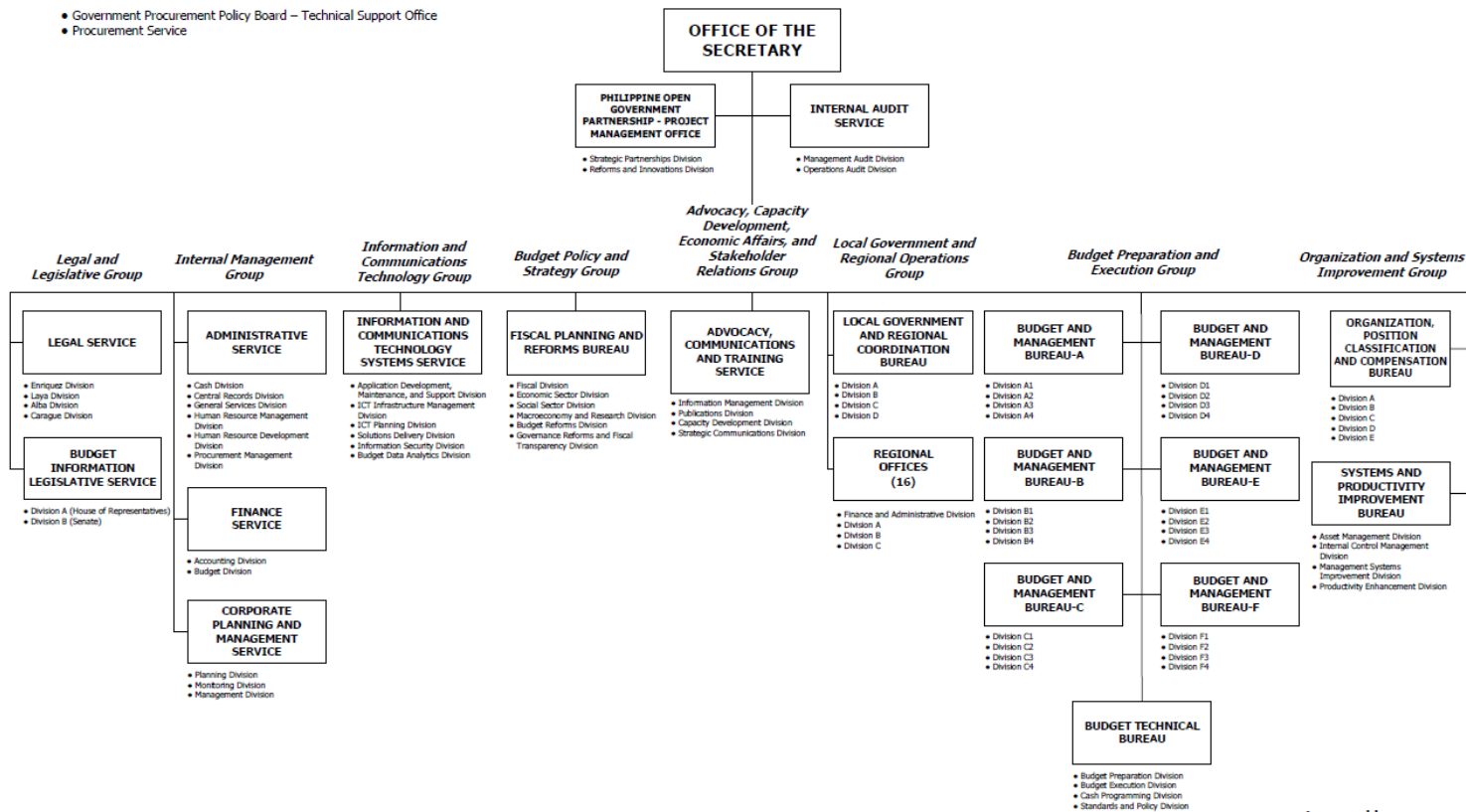
VII. Organizational Chart

DBM-Organizational Chart-01 Rev. 4.3

DEPARTMENT OF BUDGET AND MANAGEMENT Organizational Chart

ATTACHED AGENCIES:

- Government Procurement Policy Board – Technical Support Office
- Procurement Service



Approved by:

[sgd]

AMENAH F. PANGANDAMAN
Secretary

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 and employees, when necessary;
5. Review DBM contracts and give legal advice thereon; and
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.

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 except for congressional investigations, in aid of legislation, relative to the implementation of existing laws, rules and regulations; 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; Talent 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; and
 - 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. Review and validate the accuracy and computation of the proposed budget based on the procurement planning process and activities as part of the Budget and Procurement Planning Committee;
3. Formulate the final budget allocations of bureaus/services/offices (B/S/Os) based on the approved annual DBM budget;
4. 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;

5. Implement a financial management system to provide internal controls on sources of financing and expenditures, including the implementation of improved management systems;
6. 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;
7. Formulate and implement an effective financial monitoring system in order to provide DBM Management and the different B/S/Os with periodic financial reports;
8. Promote the timely, responsive and efficient use of authorized funds;
9. 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
10. 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 Group (EDG), 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), Public-Private Partnership Governing Board (PPPGB) and other interagency coordination meetings;
8. Prepare and submit comments, inputs, briefing materials, and other reports requested by external stakeholders – including 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 on legislative measures, enrolled bills, proposed executive issuances, and other similar issuances 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 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 assigned to ACTS;
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;
13. Create and/or manage the official DBM Facebook page, and other official social media accounts of the DBM;
14. Develop, review, and release DBCC Joint Statement; and
15. Mount and/or produce DBCC-related and Economic Managers-related press events and projects.

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/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 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. 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/GOCCs under its coverage;
6. 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;
7. 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)
8. Administer LSFs/SPFs as part of the oversight function over specific agency/GOCC coverages;
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 OPIF and provide a basis for sound policy and budgeting decisions; and
10. 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/SUCs 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/SUCs, in coordination/consultation with other DBM offices/units and oversight agencies concerned;
- 7. 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 (for SUCs under coverage);
 - C. Funding requirements and preparation/issuance of corresponding fund release documents; and
 - D. Purchase of motor vehicles;
 - E. Technical assistance, comments, inputs, clarifications and recommendations on various queries and concerns relating to budget implications;
- 8. Administer LSFs/SPFs as part of the oversight function over specific agency/SUC coverages;
- 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 OPIF and provide a basis for sound policy and budgeting decisions;
- 10. 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; and
- 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;



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 the annual preparation of the President's Budget in coordination with DBM offices/units and other stakeholders concerned;
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, including uploading in the ADRS the attachments of the approved budget authorization documents, if any;
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 on systems and productivity improvement (SPI)-related concerns, particularly on management systems improvement, public sector productivity enhancement, management of non-financial government assets, and strengthening of internal control systems in government, including internal audit as a key part thereof, in order to enhance efficiency and productivity in government;
2. Pilot-test better management practices on SPI and other related concerns;
3. Conduct studies and researches on SPI and other related concerns, and recommend mechanisms/strategies/systems and structures, as necessary, in coordination with relevant agencies;

4. Monitor and evaluate 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;
5. Conduct/Facilitate learning and development activities on SPI and other related concerns;
6. Provide technical and administrative support to various internal and external committees/boards/bodies/technical working groups related to the implementation of programs/projects/activities on SPI; and
7. Prepare inputs/recommendations on legislative proposals/bills, draft Executive Orders and other proposed executive issuances which have implications on SPI, 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. Review the Corporate Operating Budgets (COB) of Local Water Districts (LWDs) to ensure that they are consistent with the national development plan and follow the budgetary standards and guidelines adopted for agencies of the national government and local government units pursuant to Executive Order No. 518 dated January 23, 1979;
5. Administer/manage the GMIS of SUCs and decentralized agencies delegated to ROs and MMDA for DBM-NCR;
6. 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;
7. 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;
8. Release funds to SUCs, decentralized agency coverages and MMDA for DBM-NCR, in accordance with the provisions of the annual General Appropriations Act (GAA);
9. Monitor and evaluate the performance of SUCs and decentralized agency coverages, and MMDA for DBM-NCR;
10. Monitor the conduct of PFM assessment by LGUs, and its preparation and implementation of PFM Improvement Plans, and subsequent updates thereof;
11. 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;
12. Evaluate and recommend actions on requests for authority to purchase motor vehicles of SUCs, LGUs, LWDs, MMDA for DBM-NCR and other decentralized agencies;
13. Respond to queries on budgetary, compensation-related matters and organizational/position classification staffing pattern of LGUs, SUCs and other agencies concerned in the regions;
14. Ensure that the reportorial requirements for all Allocations to LGUs are complied by the LGUs; and
15. Provide recommendations/inputs on legislative proposals/bills and planned executive issuances with funding implications.



IX. Guidance on the DBM External and Internal Services

Please be guided that the DBM may require additional documents for its external and internal services subject to new laws, rules, regulations, and issuances which may be issued after the publication of this edition of the DBM Citizen's Charter.

Nonetheless, the DBM is committed to incorporating any changes and updates in its services in the subsequent editions of the DBM Citizen's Charter.



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), Offices of the Assistant Secretary/Undersecretary of Budget Preparation and Execution (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 ⁵ | 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 DMS and attach DMS-generated routing slip to the | None | | |

⁵ Voluminous documents will be physically routed to the B/S/O concerned within the day.

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|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------|-------------------------------------------------------------------------------|
| | 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 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 ⁶ ➤ Technical staff to handle the request | None | | CBMS BMBs A-F |
| 5. None | 5. Prepare action documents | None | | 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 System and prepare the following action documents: | None | | BMS I, BMS II, SRBMS BMBs A-F |

⁶ Whether to be processed within 3 working days or more

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| | <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 | | | |
| 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</i> BMBs A-F |
| 7. None | 7. Review action documents | None | 2 working days | <i>CBMS</i> BMBs A-F |
| 8. None | 8. Review action documents as to compliance with documentary requirements, format and computation | None | 2 working days | <i>Assistant Director</i> BMBs A-F |
| 9. None | 9. Review and recommend approval of the action documents | None | | <i>Director</i> BMBs A-F |
| 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 |

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|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|----------------------------------------------------------|
| 11. None | 11. Review action documents | None | | <i>Undersecretary BPE Group</i> |
| 12. None | 12. Review, approve and sign MFS and Obligational and/or Disbursement 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</i> |
| 12.2 None | 12.2 Transmit approved SARO, NCA and approved MFS to the BTB-CPRU | None | | <i>EA OSEC</i> |
| 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 ➤ Quarterly Report of Taxes and Duties Availment (QRTDA) Form for custom duties and | None | | <i>ADAS III BTB-CPRU</i> |

| | | | | |
|---------------------------------------------------------------------------|-------------------------------------------------------------------|-------------|------------------------|---------------------------|
| | taxes | | | |
| 12.4 None | 12.4 Sign action documents | None | | <i>DBM Secretary OSEC</i> |
| 13. Access signed and/or Disbursement Authority/ies through the ADRS | 13. Release signed and/or Disbursement Authority/ies | None | 10 minutes | <i>ADAS III BTB-CPRU</i> |
| 13.1 Download Obligational and/or Disbursement Authority/ies ⁷ | 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 | | None | 20 working days | |

⁷ 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) Clearance/certification on the consistency of the standards of construction, rehabilitation, improvement, or repair of all infrastructure projects with the pertinent rules and regulations determined by the DPWH and/or other relevant agencies c) DENR – for environmental clearance certificate / certificate of non-coverage and geohazard certification, as applicable d) Program of Works e) Certification of Availability of Lot and Certificate of Title/Transfer Certificate of Title, if applicable f) Detailed Engineering and Design, if applicable g) Other relevant/applicable documents that may be required by DBM |

| DBM Service | Documentary Requirements |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <u>Non-infrastructure Projects</u> <ol style="list-style-type: none"> ISSP approved by the DICT for ICT-related items Inventory/list and description for equipment, furniture and fixtures Approved Annual Procurement Plan <u>Centrally-Managed Items</u> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> SBR FAR 1-A (Latest Summary of Appropriations, Allotments, Obligations and Balances by Object of Expenditures) BED 3 Duly Signed worksheet containing detailed computation of actual Personnel Services (PS) Requirements and date of appointment and assumption of duty of employees Special / General / Bureau Orders, in the case of Military and Uniformed Personnel (MUP) |
| 2b. For Performance-Based Bonus (PBB) | For NGAs and SUCs: <ol style="list-style-type: none"> AO 25 Clearance/ Approval on agency compliance with performance and good governance requirements Modified Form A-Department/Agency Performance Report and Evaluation Matrix |
| 2c. For Payment of Back Salaries and Other PS Benefits | <ol style="list-style-type: none"> SBR FAR 1-A BED 3 Detailed computation of Actual PS Requirement showing list of personnel and corresponding back salaries and other benefits HR-issued Certified True Copy of decision on the case by competent/proper authority, if applicable 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 <ol style="list-style-type: none"> SBRr Copy of Signed Foreign Loan Agreement including copy of the Appraisal Report Updated Project Profile Updated BED 1, if there are revisions BED 2, if there are revisions ICC Approval/ICC-Secretariat/NEDA Board Action Letter to the NGA/IA for additional work and change orders, if applicable |

| DBM Service | Documentary Requirements |
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| | For GOCCs: <ol style="list-style-type: none"> 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 |
| 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 |

| DBM Service | Documentary Requirements |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. Special Account in the General Fund (SAGF) | 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 |
| 8. Modification in the Allotments Issued | 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 | For OP Approval: 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 For Release of Funds: 1. OP Approval |
| 10. Additional NCA/s | 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) | 1. SBR 2. BTr Certification and BTr Journal Entry Voucher (JEV) effecting adjustment of deposits to trust account Additional Supporting documents: For VAT Claims: a) Signed Report of NCA utilization/disbursement of initial 50% NCA release b) Pending claims for VAT refund for additional release |

| DBM Service | Documentary Requirements |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>of funds</p> <p>For Non-VAT Claims: List of Tax Refund Payables by Taxpayer and Type of Tax</p> |
| 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"> 1.1. DST - GS - Summary of Monthly Gov't Securities Issued 1.2. 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"> 1.1 Principal Amortization – Annex B of GAA 1.2 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), Offices of the Assistant Secretary/Undersecretary of Budget Preparation and Execution (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 ⁸ | 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 | | |

⁸ Voluminous documents will be physically routed to the B/S/O concerned within the day.

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| | <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 request⁹ ➤ Technical staff to handle the request | None | | CBMS BMBs A-F |
| 5. None | 5. Prepare action documents | None | | 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 prepare the following action documents: | None | | BMS I, BMS II, SRBMS BMBs A-F |

⁹ Whether to be processed within 3 working days or more

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| | <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 | 11. Send the following printed documents to BMB: <ul style="list-style-type: none"> ➤ Advice of SARO (ASARO), if applicable; ➤ NCA, if applicable; | None | 10 minutes | <i>ADAS III BTB-CPRU</i> |



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|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------|-----------------------------|
| | <ul style="list-style-type: none"> ➤ 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>Director</i> BMBs A-F |
| 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 | ADAS BTB-CPRU |
| 13.1 Download Obligational and/or Disbursement Authority/ies ¹⁰ | 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 | | None | 14 working days, 1 hour, 10 minutes | |

¹⁰ 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 |
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| 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 |



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| | <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 |
| 4. Trust Receipts (includes donations 1 year or less) | <ol style="list-style-type: none"> 1. Agency Request 2. BTr Certification 3. Certified True Copy of Deposit Slip validated by bank/Proof of receipt of trust or Official Receipt, if applicable <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 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) b) Demand letter from the Contractors |



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| | <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 PGF | |
| 5a. Monetization of Leave Credits of NGAs/SUC Employees | <ul style="list-style-type: none"> 1. SBR 2. List of Personnel with Approved Application for Monetization of Leave Credits, if applicable 3. Duly Accomplished Application for Leave (Civil Service Form No. 6, revised 2020) 4. Latest NOSA / NOSI /Service Record or other equivalent document 5. Other pertinent documents and other related issuances |
| 5b. Pension Requirements of AFP retirees, veterans, uniformed retirees of the PNP, BFP, BJMP, PCG, NAMRIA, and other retirees whose pensions are funded by the National Government, i.e., OSG, OGCC, LRA, NLRC, PRC, ERC, PAO and DOJ-National Prosecution Service | <ul style="list-style-type: none"> 1. SBR 2. Latest FAR 1 and 1-A 3. BED No.1 4. BED No. 2 5. BED No. 3 6. Updated List of Pensioners |



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 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), Offices of the Assistant Secretary/Undersecretary of Budget Preparation and Execution (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 ¹¹ | Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD |

¹¹ Voluminous documents will be physically routed to the B/S/O concerned within the day.

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| 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 ¹² ➤ Technical staff to handle the request | None | | CBMS BMBs A-F |
| 5. None | 5. Prepare action documents | None | | Budget and Management Specialist (BMS) I, BMS II, Senior BMS (SRBMS) BMBs A-F |

¹² Whether to be processed within 3 working days or more

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| 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 denial' letter if request is denied ➤ Acknowledgment letter for complex request | None | | |
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| 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: ➤ MFS ➤ Letters to BTr for GOCCs/ ➤ Letter of Approval or Recommen | None | | <i>ADAS III BTB-CPRU</i> |



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| | <ul style="list-style-type: none"> ➤ dation/ ➤ 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 | | <i>DBM Secretary OSEC</i> |
| 13. Authorized agency liaison officer to receive action documents from the CPRU ¹³ Authorized agency liaison officer to sign on the receiving copy of the released documents, as applicable ¹⁴ | 13. Release the signed Other Authorities | None | 10 minutes | <i>ADAS III BTB-CPRU</i> |
| 13.1 None | 13.1 Tag as "Released" in the e-Budget | None | | |
| TOTAL | | None | 20 working days | |

¹³ 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.

¹⁴ 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 |
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| <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. Issuance of Cash Disbursement Ceiling</p> | <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 |
| <p>Funding of Multi-Year Projects</p> | |
| <p>3. Multi-Year Contracting Authority (MYCA) for Locally Funded Projects (LFPs)</p> | <ol style="list-style-type: none"> 1. Agency Request including Request for MYCA [Annex B of DBM Circular Letter (CL) No. 2023-7 dated May 17, 2023) and Funding Strategy (Annex C of CL No. 2023-7)] |

2. Certification of the Agency Head that any procurement activity pertaining to the project to be covered by the MYCA has not been started yet as of date of request

Additional requirements for capital and non-capital projects, as applicable:

| Approving Authority | Proposed Funding Level |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| NEDA Board - Investment Coordination Committee (ICC) | For major capital projects costing P2.5 billion and above ¹⁵ |
| Agency Head | For projects costing below P2.5 billion ¹⁶ (supported by other documents, as may be required) |
| Office of the President (OP) | For administrative building/ space costing at least P1 billion ¹⁷ |

Other clearances required under existing laws, policies, rules and regulations, when applicable (for LFPs):

- a) DICT endorsed ISSP for ICT projects
- b) NTC clearance for acquisition of communication equipment
- c) DENR geo-hazard certification; or Project Location with geo-tagged mapping or electronic photograph of the project location with certification
- d) DPWH certification relative to project's conceptual plan¹⁸
- e) Approved Land Use Development and Infrastructure Plan of SUCs as evaluated and recommended by CHED

Additional requirement for Revised AFP Modernization Program

- a) OP Approval

¹⁵ ICC Memorandum dated June 27, 2017: PhP2.5 Billion Project Cost Threshold for ICC Review/Approval of Project Proposal

¹⁶ Supported with summary of project benefits including economic viability, if applicable, details of expected output/outcome, work & financial plan showing implementation schedule and the corresponding activities, and cost-benefit analysis for the project

¹⁷ ICC Memorandum dated July 14, 2014: ICC Procedure on the Review/Approval Process for Public Buildings/Facilities Costing At Least PhP1 Billion

¹⁸ Certifying that the project's conceptual plan has passed the review of the DPWH and is compliant with the standards of the National Building Code of the Philippines and other pertinent laws



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| <p>4. Request for Letter of Commitment (LOC) for PPP Projects</p> | <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 |
| <p>5. Issuance of Forward Obligational Authority (FOA) for FAPs</p> | <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 |
| <p>6. 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)</p> | <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 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 • For LGUs - a certification from the local chief executive attesting that 1) a Sanggunian Resolution has been approved endorsing the purchase of |



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| | <p>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</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 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 |
| <p>7. Rental of Motor Vehicles</p> | <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), Offices of the Assistant Secretary/Undersecretary of Budget Preparation and Execution (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 (i.e., NBC No. 308 dated May 28, 1979; NBC No. 589 dated May 25, 2022) <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 ¹⁹ | <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> |
| 3. None | 3. Prepare action documents | None | 20 working days | <i>Budget and Management</i> |

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



| | | | | |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------|------------------------------------------------------------------------------|
| 3.1 None | 3.1 Draft the following action documents: ➤ Letter of approval/letter to UP or MSU; and ➤ NOSCA, if applicable | None | | <i>Analyst, Budget and Management Specialist I, BMS II, Senior BMS BMB-F</i> |
| 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 | | None | 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), Offices of the Assistant Secretary/Undersecretary of Budget Preparation and Execution (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 (i.e., NBC No. 308 dated May 28, 1979; NBC No. 589 dated May 25, 2022) <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 ²⁰ | <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 | | |

²⁰ 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 | | None | 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, Offices of the Assistant Secretary/Undersecretary of Budget Preparation and Execution (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"> COB Board Resolution / Secretary's Certificate 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) Certification signed by the GOCC head that the proposed project/s are implementation-ready and will be completed within the fiscal year Certificate of Budget Inclusion, duly approved by the Governing Board for multi-year projects 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 V |

| | | | | |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------|----------------------------------------------------------------------------|
| 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 ²¹ | AS-CRD |
| 1.2 Receive DMS-generated acknowledgment 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 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 | | |

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

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| | <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>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 year GAA and prior year's unutilized | None | | |

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| | <p>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>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>BMS I, II, SRBMS BMB-C</i> |
| 5.7 None | <p>5.7 Compute financial ratios based on the three-year financial performance for the following:</p> <p>For heavily-subsidized GOCCs:</p> <p>➤ Revenue to Expense Ratio to reflect the operational</p> | None | | |



| | | | | |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------|-----------------------------------------|
| | <p>efficiency and funding deficits, if any</p> <p>For Government Banks</p> <p>➤ Capital Adequacy Ratio (CAR) based on the prescribed standards set by the Bangko Sentral ng Pilipinas which shall be included in the Memorandum</p> | | | |
| 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 | | None | 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 provision of confidential and intelligence funds to civilian departments and agencies with no mandate to perform security and intelligence-related functions unless the President certifies as to the extreme necessity thereof and 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.

On the other hand, the Unprogrammed Appropriations provide standby authority to incur additional agency obligations for priority programs or projects when any of the following exists : (a) Excess revenue collections in the total tax revenues or any of the identified non-tax revenue sources from its corresponding revenue collection target, as reflected in the BESF submitted by the President; (b) New revenue collections or those arising from new tax or non-tax sources which are not part of, nor included in, the original revenue sources reflected in the BESF; (c) Approved loans for foreign-assisted projects; or (d) Fund balance of the Government-Owned or Controlled Corporations from (GOCCS) from any remainder resulting from the review and reduction of their reserve funds to reasonable levels taking into account the disbursement from prior years.

| Office or Division: | Budget and Management Bureaus (BMBs) - A, B, C, D, E, and F, Local Government and Regional Coordination Bureau (LGRCB), DBM Regional Offices (ROs), Budget Technical Bureau (BTB)-Central Printing and Releasing Unit (CPRU), BTB-Standards and Policy Division (SPD), Offices of the Assistant Secretary/Undersecretary of Budget Preparation and Execution (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 (NGAs), 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 |
| 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 or 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 | | <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 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 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 d) Fund balance of GOCCs from any remainder resulting from the review and reduction of their reserve funds to reasonable levels taking into account the disbursement from prior years. <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 2 hours | 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 | None | | |

| | | | | |
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| | System (DMS) and attach DMS-generated routing slip to the document | | | |
| | For electronic submission, upload all documents to the DMS | | | |
| 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 | 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. Evaluate request based on pertinent guidelines. Determine the balance of UA/CF through the e-Budget System | None | | Budget and Management Specialist (BMS) I, BMS II, Senior BMS (SRBMS) BMBs A-F |
| 5.1 None | 5.1 In case the balance is sufficient, proceed with the preparation of action documents | None | | |
| 5.2 None | 5.2 In case the balance is insufficient, coordinate with BTB and send request for modification/use of appropriations via email | None | | |

| | | | | |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--|----------------------------------------|
| 6. None | 6. Upon coordination of the BSOs concerned, check CF/UA/Excess Income balance | None | | <i>BMS I, BMS II, SRBMS BTB-SPD</i> |
| 7. None | 7. Review action documents | None | | <i>Supervising BMS (SVBMS) BTB-SPD</i> |
| 8. None | 8. Seek clearance/approval from ASEC/USEC or the BPE-FGH on the request of modification/use of appropriation | None | | <i>BTB Director</i> |
| 9. None | 9. Coordinate approval/disapproval of ASEC/USEC or the FGH of the BPEG to the technical staff assigned | None | | <i>BTB Director</i> |
| 10. None | 10. Send email to ICTSS to reflect adjustments in the e-Budget, copy furnish the requesting bureau | None | | <i>BMS II, SRBMS BTB-SPD</i> |
| 11. None | 11. Receive request and incorporate modifications in the e-Budget | None | | <i>ICTSS</i> |
| 12. None | 12. Notify BMB that the allotment class has been modified | None | | <i>ICTSS</i> |
| 13. None | 13. Update BMB concerned | None | | <i>BMS I, BMS II, SRBMS BTB-SPD</i> |
| 14. None | 14. Prepare action documents | None | | <i>BMS I, BMS II, SRBMS BMBs A-F</i> |
| 14.1 None | 14.1 Evaluate request and prepare the following action documents: ➤ MFS; ➤ Obligational and/or Disbursement Authority/ies, i.e., SARO/ Annexes/ Schedule; ➤ DV; or | None | | |

| | | | | |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|------------------------------------|
| | ➤ Denial letter if request is for denial | | | |
| 14.2 None | 14.2 Create a SARO/NCA entry. Ensure that DMS Ref. No. is tagged in e-Budget | None | | |
| 15. None | 15. Review draft action documents | None | | SVBMS BMBs A-F |
| 16. None | 16. Review action documents | None | | CBMS BMBs A-F |
| 17. None | 17. Review and recommend approval of the action documents | None | | Assistant Director BMBs A-F |
| 18. None | 18. Review and recommend approval of the action documents | None | | Director BMBs A-F |
| 18.1 None | 18.1 Verify and tag "For Approval" in the e-Budget the release documents | None | | |
| 18.2 None | 18.2 If the request is for denial, sign denial letter or recommend approval of the letter to the Assistant Secretary/Undersecretary for BPE Group | None | | |
| 19. None | 19. Route action documents to AO for releasing | None | | AO/ADAS BMBs A-F |
| 20. None | 20. Route request to Director | None | 3 working days | AO/ADAS BTB |
| 21. None | 21. Give instruction to CBMS | None | | Director BTB |
| 22. None | 22. Assign request to technical staff to administer the fund release | None | | CBMS BTB-SPD |
| 23. None | 23. Evaluate request if the request includes modification/use of appropriations, prepare MFS and USAP Form | None | | BMS I, BMS II, SRBMS BTB-SPD |

| | | | | |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|---------------------------------------------------------|
| 23.1 None | 23.1 Verify compliance with documentary requirements (e.g., OP approval, BTr certification) | None | | |
| 23.2 None | 23.2 Coordinate with the BMB concerned for any deficiency/non-compliant issue | None | | |
| 23.3 None | 23.2 Update status of CF/UA balances including allotment breakdown | None | | |
| 23.3 None | 23.3 Update SPF ledger and fill out the lower portion of the DV | None | | |
| 24. None | 24. Review DV, MFS and USAP form, as applicable | None | | <i>SVBMS</i> BTB-SPD |
| 25. None | 25. Review DV, MFS and USAP form, as applicable | None | | <i>CBMS</i> BTB-SPD |
| 26. None | 26. Review DV, MFS and USAP form, as applicable | None | | <i>Director</i> BTB |
| 27. None | 27. Review action documents | None | 3 working days | <i>Assistant Secretary/ Undersecretary</i> BPE Group |
| 28. Access Obligational and/or Disbursement Authority/ies from the ADRS | 28. Recommend approval and sign the DV, MFS and USAP | None | 3 working days | <i>Assistant Secretary/ Undersecretary</i> BPE Group |
| 29. None | 29. Review, approve and sign the following: ➤ MFS; ➤ MFS for USAP, if applicable; ➤ USAP Form, if applicable ➤ DV; ➤ SARO and/or NCA | None | | <i>DBM Secretary</i> OSEC |
| 29.1 None | 29.1 Tag "Approve" in the e-Budget | None | | <i>Executive Assistant (EA)</i> OSEC |

| | | | | |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------|-----------------------|
| 29.2 None | 29.2 Send approved MFS, SARO/NCA, Annexes/ Attachments, and DV to the BTB-CPRU | None | | EA OSEC |
| 30. None | 30. 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 applicable | None | 1 hour (cut off time 2pm) | ADAS III BTB-CPRU |
| 31. None | 31. Sign action documents | None | 2 hours | DBM Secretary OSEC |
| 32. Access Obligational and/or Disbursement Authority/ies from the ADRS | 32. Release signed Obligational and/or Disbursement Authority/ies | None | 2 hours | ADAS III BTB-CPRU |
| 32.1 Download Obligational and/or Disbursement Authority/ies from the ADRS | 32.1 Upload signed Obligational and/or Disbursement Authority/ies in the ADRS | None | | |
| 32.2 None | 32.2 Tag as "Released" in the e-Budget | None | | |
| 32.3 None | 32.3 Forward copy of the signed DV to BTB technical staff concerned | None | | |
| TOTAL | | None | 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), Offices of the Assistant Secretary/Undersecretary of Budget Preparation and Execution (BPE) Group, Office of the Secretary (OSEC), and Administrative Service-Central Records Division (AS-CRD) | | | |
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| 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 AS-CRD official | 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.



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| email (dbm-crd@dbm.gov.ph) | | | | |
| 1.1 None | <p>1.1 For physical submission, upload all documents to the Document Management System (DMS) and attach DMS-generated routing slip to the document</p> <p>For electronic submission, upload all documents to the DMS</p> | None | | |
| 1.2 Receive DMS-generated acknowledgment 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 BMB-E for the NDRRMF balance and provide copy of OP approval/directive via email | None | | Budget and Management Specialist (BMS) I, BMS II, Senior BMS (SRBMS) BMBs A-F |



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| 6. None | 6. Check NDRRMF balance | None | | <i>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> |

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| 14. None | 14. Receive signed action documents | None | | <i>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>BMS I, BMS II, SRBMS BMB-E</i> |
| 18. None | 18. Prepare action documents | None | | <i>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> |



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| 22. None | 22. Review and recommend approval of the action documents | None | 3 working days | <i>Director</i> 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 | | <i>AO/ADAS</i> BMBs A-F |
| 24. None | 24. Receive action documents | None | | <i>AO/ADAS</i> BMB-E |
| 25. None | 25. Evaluate and process request | None | | <i>BMS II, SRBMS</i> 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 | | <i>SVBMS</i> BMB-E |
| 27. None | 27. Review DV and certify the correctness of the status reflected in the DV | None | | <i>CBMS</i> BMB-E |
| 28. None | 28. Review and sign DV | None | | <i>Director</i> BMB-E |
| 29. None | 29. Review and recommend approval/sign DV | None | 3 working days | <i>Assistant Secretary</i> BPE Group |
| 30. None | 30. Review and approve DV | None | | <i>Undersecretary</i> BPE Group |
| 31. None | 31. Review, approve and sign the following: ➤ MFS; ➤ DV; ➤ SARO and/or NCA | None | 3 working days | <i>DBM Secretary</i> OSEC |
| 31.1 None | 31.1 Tag "Approve" in the e-Budget | None | | <i>Executive Assistant (EA)</i> OSEC |



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| | | | | |
| 31.2 None | 31.2 Send approved MFS, SARO/NCA, Annexes/ Attachments, and DV to the BTB-CPRU | None | | EA OSEC |
| 32. None | 32. 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 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 and/or 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 | | None | 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), Offices of the Assistant Secretary/Undersecretary for Budget Preparation and Execution (BPE) Group, Office of the Secretary (OSEC), and Administrative Service-Central Records Division (AS-CRD) | | | |
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| 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 ²³ | 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 | None | | |

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

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| | <p>the DMS and attach the 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 transmit the hardcopy to BMB-C</p> <p>For electronic submission, send DMS-generated AR; and copy furnish the BMB concerned</p> | 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 | <p>5. Evaluate request and prepare the following action documents:</p> <ul style="list-style-type: none"> ➤ Memorandum for the Secretary (MFS); ➤ Letter of approval/letter to GOCC ➤ Compensation structure/ Organization staffing, if applicable | None | | 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 |



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| 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 | | None | 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), Offices of the Assistant Secretary/Undersecretary for Budget Preparation and Execution (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 ²⁴ | Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V AS-CRD |

²⁴ Voluminous documents will be physically routed to the B/S/O concerned within the day.

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| 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 structure/ Organization | None | | Budget and Management Specialist (BMS) I, BMS II, Senior BMS BMB-C |



| | staffing, if applicable | | | |
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| 6. None | 6. Review action documents | None | 5 working days | <i>Supervising BMS BMB-C</i> |
| 7. None | 7. Review action documents | None | 5 working days | <i>CBMS BMB-C</i> |
| 8. None | 8. Review action documents | None | 3 working days | <i>Assistant Director BMB-C</i> |
| 9. None | 9. Review action documents | None | 3 working days | <i>Director BMB-C</i> |
| 10. None | 10. Route letter of approval/letter to GOCC | None | within 4 hours | <i>AO/ADAS BMB-C</i> |
| 11. None | 11. Review and recommend approval of action documents | None | 3 working days | <i>Assistant Secretary BPE Group</i> |
| 12. None | 12. Review and recommend approval of action documents | None | | <i>Undersecretary BPE Group</i> |
| 13. None | 13. Review, approve and sign action documents | None | 3 working days | <i>DBM Secretary OSEC</i> |
| 13.1 None | 13.1 Send approved action documents to BTB-CPRU | None | | <i>AO/ADAS OSEC</i> |
| 14. Receive letter of approval/letter to GOCC | 14. Release letter of approval/letter to GOCC | None | 10 minutes | <i>ADAS III BTB-CPRU</i> |
| TOTAL | | None | 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 UACS is 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. The BTB endorses the issuance of UACS codes to the Head of the Budget Preparation and Execution (BPE) Group for its approval. Prior to its issuance, the BMB/RO concerned evaluates and provides its recommendation to the BTB.

| Office or Division: | Budget Technical Bureau (BTB)-Cash Programming Division, Offices of the Assistant Secretary/Undersecretary for Budget Preparation and Execution (BPE) Group, Budget and Management Bureaus (BMBs) A-F, Local Government and Regional Coordination Bureau (LGRCB), DBM Regional Offices (ROs), Legal Service (LS), Organization, Position Classification and Compensation Bureau (OPCCB), Systems and Productivity Improvement Bureau (SPIB), 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 to DBM</u> | | Physical submission - 1. original copy or photocopy 2. 1 original 3. 1 photocopy 4. 1 original or photocopy 5. 1 original 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 | |
| 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 valid documentary requirements. | | OR Electronic submission - 1 original digitally signed or clear scanned copy of complete set | | |
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| 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 ²⁵ | <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 | AO/ADAS BMBs A-F |
| 3. None | 3. Evaluate request and completeness of the documentary requirements | None | | Budget and Management Specialist (BMS) I, BMS II, Senior BMS |

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



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| 3.1 None | 3.1 If request is valid and a new funding source, coordinate with LS to request for legal opinion | None | | (SRBMS) BMBs A-F |
| 3.1.1 None | 3.1.1 Review request and provide legal opinion on the approval or denial of the request | None | | Attorney Legal Service |
| 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 | | BMS I, BMS II, SRBMS BMBs A-F |
| 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 | Supervising BMS (SVBMS) BMBs A-F |
| 5. None | 5. Review action documents | None | 1 working day | Chief BMS (CBMS) BMBs A-F |
| 6. None | 6. Review and recommend approval of action documents | None | 1 working day | Assistant Director BMBs A-F |
| 7. None | 7. Review and approve action documents | None | 1 working day | Director BMBs A-F |
| 7.1 None | 7.1 If for disapproval, sign action | None | | |

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| | documents; and tag request to the UACS Repository as NEW REQUEST ²⁶ | | | |
| 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 | | AO/ADAS BMBs A-F |
| 9. None | 9. Send approved memo and supporting documents to Director | None | 10 minutes | AO/ADAS BTB |
| 10. None | 10. Give instruction to CBMS | None | | Director BTB |
| 11. None | 11. Assign UACS request to technical staff | None | | CBMS 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 | 3 working days | BMS I, SRBMS BTB-CPD |
| 12.1 None | 12.1 Prepare the following action documents: <ul style="list-style-type: none"> ➤ Memorandum endorsing the recommendation of BMBs to BPE FGH for the creation/ deactivation/ tagging of UACS codes; | None | | BMS I, SRBMS BTB-CPD |

²⁶ The UACS Repository will send email notification to the DBM BTS UACS Administrator regarding the status of the request.

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| | and ➤ Letter to agency for the issuance of UACS code | | | |
| 12.2 None | 12.2 Inform the CBMS of the deficiency/non-compliance issue; and 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>BMS I, SRBMS BTB</i> |
| 13. None | 13. Review draft action documents | None | 1 working day | <i>SVBMS BTB-CPD</i> |
| 14. None | 14. Review draft action documents | None | 1 working day | <i>CBMS BTB-CPD</i> |
| 15. None | 15. Review draft action documents | None | 1 working day | <i>Assistant Director BTB</i> |
| 16. None | 16. Review draft action documents | None | 1 working day | <i>Director BTB</i> |
| 16.1 None | <p>16.1 If in order and request is for approval:</p> <p>➤ Sign the memorandum endorsing the letter recommendation of BMBs to BPE FGH; and</p> <p>➤ Tag the request as RECOMMENDING APPROVAL</p> <p>If in order and request is for disapproval:</p> <p>➤ Tag the request as REQUEST DISAPPROVED</p> | None | | <p><i>SRBMS BTB-CPD</i></p> <p><i>SRBMS BTB-CPD</i></p> |



| | | | | |
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| 16.2 None | 16.2 If not in order, return to CBMS concerned for revision | | | <i>Director BTB</i> |
| 17. None | 17. Send action documents to BPE FGH | None | | <i>AO/ADAS BTB</i> |
| 18. None | 18. Review action documents | None | 3 working days | <i>Assistant Secretary/ Undersecretary BPE Group</i> |
| 18.1 None | 18.1 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 | | |
| 19. Accept and/or acknowledge receipt of action from AS-CRD | 19. Release letter to the agency for the issuance of UACS code | None | 10 minutes* | <i>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 RO NCR and DBM RO IV-A)</i> |
| 19.1 None | 19.1 Forward receiving copy and attachments to BTB- CPD for reference and filing | None | | |
| TOTAL | | None | 17 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).



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, through the Digital Requests Submission for Local Government Support Fund (DRSL) in the DBM Apps Portal. The LGRCB evaluates the request based on existing laws, rules and regulations, prioritization just and equitable distribution, and/or fund availability. After which, the LGRCB recommends to the Secretary thru the Functional Group Heads of the Budget Preparation and Execution Group and Local Government and Regional Operations Group, the release of funds for the identified LGUs. If the request of the LGU does not meet the necessary requirements to be eligible for fund release, the status of the request can be viewed by the requesting LGU using its registered account in the DRSL.

| Office or Division: | Administrative Service – Central Records Division (AS-CRD), Budget Technical Bureau (BTB), Office of the Secretary (OSEC), Office/s of the Undersecretary/Assistant Secretary for Budget Preparation and Execution (BPE) Group, Offices of the Assistant Secretary and Undersecretary for Local Government and Regional Operations (LGRO) 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 |
| LGU User Registration Form <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> | | One (1) original/scanned copy | | Approved Local Budget Circular (LBC) implementing the Special Provision of the LGSF in the current year's GAA, which may be accessed through the DBM website |
| 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 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 Document | None | | RO-CPRU/RCC/ DMS Focal Person |



| | | | | |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Management System (DMS) | | | DBM ROs |
| 1.2 Receive Document Management System (DMS)-generated acknowledgment 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>BMS I, II, SRBMS, or SVBMS</i> DBM ROs |
| 2.1 None | 2.1 Submit consolidated information to ICTSS via email | None | | |
| 3. None | 3. Input details from the 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 |
| 3.1 Receive access codes via email, and access the DRSL thru the DBM Apps Portal | 3.1 Send account details to LGU for LGU to access account | None | | |
| 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>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 FGH | None | 3 hours | Director LGRCB |
| 8. None | 8. Receives instructions from FGH | None | 1 working day | <i>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/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 action/fund release documents. Tag "For Approval" in e-Budget and sign draft action/fund release documents | None | 1 working day | Director LGRCB |
| 12. None | 12. Send approved action/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 for LGRO Group | None | 1 working day | Assistant Secretary LGRO Group |



| | | | | |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------|----------------|--------------------------------------------------------|
| 14. None | 14. Review and endorse draft action/fund release documents to Assistant Secretary 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>Assistant Secretary</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 |
| 16.3 None | 16.3 Send printed NCA to OSEC, for releases to DBP | None | | <i>ADAS III</i> BTB-CPRU |
| 17. None | 17. Sign action documents, and inform LGRCB of approval, if applicable | None | | <i>DBM Secretary</i> OSEC |
| 18. None | 18. Tag/change status from "For Approval" to "Approved" in DRSL | None | | <i>Director</i> LGRCB |
| 19. Access signed Obligational and/or Disbursement Authority/-ies in ADRS | 19. Receive, package and release obligational and disbursement authorities | None | | <i>ADAS III</i> BTB-CPRU |
| 19.1 Download Obligational and/or Disbursement | 19.1 Upload signed Obligational and/or Disbursement Authority/ies in | None | | |



| Authority/ies in ADRS | ADRS | | | |
|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------|------------------------|--|
| 19.2 None | 19.2 Release approved NCA. Tag as "Released" in e-Budget, applicable for DBP | None | | |
| TOTAL | | None | 20 working days | |
| <i>*The processing time may vary depending on the volume of requests received and system functionality</i> | | | | |



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 the list of cleared barangays and their compliant priority project for 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/s of the Undersecretary/Assistant Secretary 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 NTF-ELCAC and DBM) | | | |
| Who may avail: | Local Government Units (NTF-ELCAC-cleared barangays, as enumerated under the FY 2024 General Appropriations Act (GAA), Republic Act (RA) No. 11975) | | | |
| 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 endorsement | 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 acknowledgment 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 |

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

| | | | | |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------|-----------------------------------------------------------------------------------------|
| 3. None | 3. Evaluate endorsement 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 | <i>Budget and Management Specialist (BMS) I and II, and Senior BMS (SRBMS)</i> LGRCB |
| 4. None | 4. Review draft action/fund release document(s) in e-Budget, and affix initials on draft fund release documents | None | 1 working day | <i>Supervising BMS (SVBMS)</i> LGRCB |
| 5. None | 5. Review draft action/fund release 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 | <i>Chief BMS (CBMS)</i> LGRCB |
| 6. None | 6. Review action/fund release documents, recommend approval. Tag "For Approval" in e-Budget and sign draft action/fund release documents | None | 1 working day | <i>Director</i> LGRCB |
| 7. None | 7. Send approved fund release documents to the 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, 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 Assistant Secretary for BPE Group | None | | Undersecretary LGRO Group |
| 10. None | 10. Review, recommend approval and endorse action/fund release documents to DBM Secretary | None | 1 working day | Assistant Secretary 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-CPRU | None | | EA OSEC |
| 11.3 None | 11.3 Send printed NCA to OSEC, for release to DBP | None | | ADAS III CPRU |
| 12. None | 12. Sign action documents, if applicable | None | | DBM Secretary OSEC |
| 13. Access signed Obligational and/or Disbursement Authority/ies in ADRS | 13. Receive, package and release obligational and disbursement authorities | None | 10 minutes | ADAS III BTB-CPRU |
| 13.1 Download Obligational and/or Disbursement Authority/ies in | 13.1 Upload signed Obligational and/or Disbursement Authority/ies in | None | | |



| | | | | |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------|------------------------|--|
| the ADRS ²⁸ | ADRS | | | |
| 13.2 None | 13.2 Release approved NCA. Tag as "Released" in e-Budget, applicable for DBP releases | None | | |
| TOTAL | | None | 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.



16. Release against the Local Government Support Fund – Green, Green, Green Program

This service is rendered when an eligible LGU submits its funding request through the Digital Requests Submission for Local Government Support Fund (DRSL) in the DBM Apps Portal. Subsequently, the LGU shall submit its technical requirements through the official email address for the Green Green Green Program. Upon receipt of the request and technical requirements, the DBM, through a technical consultant, shall evaluate and validate the request.

Once the documents are already compliant, the technical consultant favorably recommends the request for fund release. After which, the LGRCB recommends to the Secretary through the FGHs of the Budget Preparation and Execution Group and Local Government and Regional Operations Group, the release of funds for the identified LGUs.

| Office or Division: | Administrative Service – Central Records Division (AS-CRD), Budget Technical Bureau (BTB), Office of the Secretary (OSEC), Office/s of the Undersecretary/Assistant Secretary for Budget Preparation and Execution (BPE) Group, Offices of the Assistant Secretary and Undersecretary for Local Government and Regional Operations (LGRO) 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 |
| LGU User Registration Form <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> | | One (1) original/scanned copy | | Approved Local Budget Circular (LBC) implementing the Special Provision of the LGSF in the current year's GAA, which may be accessed through the DBM website |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit LGU request in DRSL, using local chief executive's account | 1. Evaluates/Checks the details of the request submitted through DRSL | None | 4 hours | BMS I, II, SRBMS LGRCB |
| 1.1 Submit LGU technical requirements to the official email designated for the LGSF- | 1.1 DBM validates the technical requirements <i>Note: Alongside, DBM schedules technical consultations with the</i> | None | 1 working day | DBM Technical Consultant |

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------|------------------------------------------|
| <p>Green, Green, Green Program</p> <p>Note: LGUs shall use its existing account in the DRSL (account used for the submission of request for financial assistance under the LGSF-FA to LGUs)</p> | <p>LGUs concerned, together with the technical consultant</p> | | | |
| <p>1.2 None</p> | <p>1.2 Prepares the following:</p> <ul style="list-style-type: none"> ➤ MFS ➤ Checklist ➤ Special Allotment Release Order (SARO)/ Notice of Cash Allocation (NCA)/ Advice of NCA Issued (ANCAI) ➤ Annexes ➤ Schedule | <p>None</p> | <p>10 working days</p> | <p><i>BMS I, II, SRBMS</i> LGRCB</p> |
| <p>2. None</p> | <p>2. Review draft action/fund release documents in e-Budget, and affix initials on draft fund release documents</p> | <p>None</p> | <p>1 working day</p> | <p><i>SVBMS</i> LGRCB</p> |
| <p>3. None</p> | <p>3. Review, recommend and endorse to Director the draft action/fund release documents, and affix initials and/or signature on draft fund release documents)</p> | <p>None</p> | <p>1 working day</p> | <p><i>CBMS</i> LGRCB</p> |
| <p>4. None</p> | <p>4. Review and recommend approval of draft action/fund release documents. Tag "For Approval" in e-Budget and sign draft action/fund release documents</p> | <p>None</p> | <p>1 working day</p> | <p><i>Director</i> LGRCB</p> |
| <p>5. None</p> | <p>5. Send approved action/fund release documents to Assistant Secretary for LGRO Group</p> | <p>None</p> | <p>within 3 hours and 50 minutes</p> | <p><i>ADAS III/AO III</i> LGRCB</p> |

| | | | | |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------|----------------|----------------------------------------------------|
| 6. None | 6. Review draft action/fund release documents, and endorse the same to Undersecretary for LGRO Group | None | 1 working day | Assistant Secretary LGRO Group |
| 7. None | 7. Review and endorse draft action/fund release documents to Assistant Secretary for BPE Group | None | | Undersecretary LGRO Group |
| 8. None | 8. Review and recommend approval of action/fund release documents to DBM Secretary | None | 1 working day | Assistant Secretary BPE Group |
| 9. None | 9. Review and approve action document/s, including signing of budget release documents | None | 3 working days | DBM Secretary OSEC |
| 9.1 None | 9.1 Tag "Approve" in e-Budget | None | | Executive Assistant (EA)/Chief-of-Staff OSEC |
| 9.2 None | 9.2 Send approved eSARO, eNCA and approved MFS to BTB-Central Printing and Releasing Unit (CPRU) | None | | EA OSEC |
| 9.3 None | 9.3 Send printed NCA to OSEC, for releases to DBP | None | | ADAS III BTB-CPRU |
| 10. None | 10. Sign action documents, and inform LGRCB of approval, if applicable | None | | DBM Secretary OSEC |
| 11. Access signed Obligational and/or Disbursement Authority/-ies in ADRS | 11. Receive, package and release obligational and disbursement authorities | None | 10 minutes | ADAS III BTB-CPRU |
| 11.1 Download Obligational | 11.1 Upload signed Obligational and/or | None | | |



| | | | | |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------|----------------------------|--|
| and/or Disbursement Authority/ies in ADRS | Disbursement Authority/ies in ADRS | | | |
| 11.2 None | 11.2 Release approved NCA. Tag as “Released” in e- Budget, applicable for DBP releases | None | | |
| TOTAL | | None | 20 working days | |
| <i>*The processing time may vary depending on the result of evaluation of requests and volume of requests received</i> | | | | |



17. Release against the Local Government Support Fund – Support and Assistance Fund to Participatory Budgeting (SAFPB)

This service is rendered when the DILG submits an endorsement to the DBM consisting of the list of all compliant LGUs and their projects to be implemented for fund release. Upon evaluation of the endorsement based on the existing laws, rules, and regulations, the LGRCB recommends to the Secretary the release of funds or shall inform the DILG 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/s of the Undersecretary/Assistant Secretary 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), Regional Offices (ROs), Information and Communications Technology Systems Service (ICTSS) | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------|-------------------------------------------------------------------------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G – Government to Government (Between DILG and DBM) | | | |
| Who may avail: | Local Government Units | | | |
| CHECKLIST OF REQUIREMENTS | | TYPE AND NUMBER OF COPY | | WHERE TO SECURE |
| Endorsement of DILG regarding the release of funds under LGSF-SAFPB | | One (1) original copy | | DILG |
| <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 to submit endorsement letter to AS-CRD | 1. Receive endorsement | None | within 1 hour ²⁹ | 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 acknowledgment 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 endorsement and prepare the following action document(s): | None | 11 working days | Budget and Management Specialist (BMS) I and II, and Senior BMS |

²⁹ 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 | | | (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 | <i>Supervising BMS (SVBMS)</i> 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 | <i>Chief BMS (CBMS)</i> 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 | <i>Director</i> LGRCB |
| 7. None | 7. Send approved fund release documents to the 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, 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 Assistant Secretary for BPE Group | None | | <i>Undersecretary</i> LGRO Group |



| | | | | |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------|------------------------|-----------------------------------------------------|
| 10. None | 10. Review, recommend approval and endorse action/fund release documents to DBM Secretary | None | 1 working day | Assistant Secretary 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-CPRU | None | | EA OSEC |
| 11.3 None | 11.3 Send printed NCA to OSEC, for releases to DBP | None | | ADAS III CPRU |
| 13. None | 13. Sign action documents, if applicable | None | | DBM Secretary OSEC |
| 14. Access signed Obligational and/or Disbursement Authority/ies in ADRS | 14. Receive, package and release obligational and disbursement authorities | None | 10 minutes | ADAS III BTB-CPRU |
| 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 Release approved NCA. Tag as "Released" in e-Budget, applicable for DBP releases | None | | |
| TOTAL | | None | 20 working days | |
| *The processing time may vary depending on the result of evaluation of requests and volume of requests received | | | | |

³⁰ Voluminous documents will be physically routed to the B/S/O concerned within the day



18. 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/Memorandum/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 | <i>Administrative Aide (AA) IV, Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i> <i>Budget and Management Specialist (BMS) I, II/Senior BMS (SRBMS), ADAS III/AO III LGRCB</i> |
| 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 | <i>ADAS III/AO III LGRCB</i> |
| 2.1 None | 2.1 Review and assign request to | None | | <i>CBMS LGRCB</i> |

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



| | specialist concerned | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------|-----------------------------------------------|--------------------------------------------------------------|
| 3. None | 3. Evaluate request and prepare action document(s), i.e., Memorandum/ Letter/Data/Matrix | None | 1 working day | <i>BMS I, II/SRBMS</i> LGRCB |
| 4. None | 4. Review action document(s) and recommend approval to CBMS/Director | None | 1 working day | <i>Supervising BMS (SVBMS) and Chief BMS (CBMS)</i> LGRCB |
| 5. None | 5. Review, approve and sign action document(s) | None | within 6 hours | <i>Director</i> 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 | <i>ADAS III/AO III</i> LGRCB |
| | | | within 10 minutes* | <i>AA IV, ADAS I and VI, and AO I, III and V</i> AS-CRD |
| TOTAL | | None | 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. | | | | |



19. 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/Memorandum/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 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 the request | None | | |

³² 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 |
| 2.1 None | 2.1 Review and assign request to specialist concerned | None | | CBMS LGRCB |
| 3. None | 3. Evaluate request; coordinate with other B/S/Os regarding the request | None | 4 working days | BMS I, II/ SRBMS LGRCB |
| 3.1 None | 3.1 Prepare data/information regarding the request; and action document(s) i.e., Memorandum/Letter/Data/ Matrix | None | | |
| 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 | | None | 7 working days, 1 hour, 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 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.



20. 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/Memorandum/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 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.



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| 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 | None | 10 working days | BMS I, II/ SRBMS LGRCB |
| 3.1 None | 3.1 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 | | |
| 4. None | 4. Review action document(s) and recommend approval to CBMS/Director | None | 3 working days | Supervising BMS (SVBMS) and Chief BMS (CBMS) LGRCB |
| 5. None | 5. Review, approve and sign action document(s) | None | 2 working days | 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 | | None | 15 working days, 3 hours, 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.



21. 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 staffing-related requests [i.e., those involving one (1) staffing action, and/or 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: <ul style="list-style-type: none"> 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 ³⁴ | <i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) III and V</i> |

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



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| 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 | <i>ADAS III and IV and AO III and V</i> 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) ³⁵ | None | | <i>Budget and Management Specialist (BMS) I, BMS II, Senior BMS, Supervising BMS, Chief BMS</i> OPCCB |
| | | | | <i>Director/Assistant Director</i> OPCCB |
| 4. None | 4. Review and approve action documents | None | 3 working days | <i>OSI FGH</i> ³⁶ OSI Group |
| | | | 2 working days | DBM Secretary ³⁷ 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 ³⁸ | <i>AA IV, ADAS I and III, and AO I, II and V</i> AS-CRD (if the approving authority is the OSI FGH) <i>ADAS III</i> |

³⁵ 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.

³⁶ 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.

³⁷ Other than those enumerated above which are delegated to the OSI-FGH.

³⁸ If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.



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| | | | | BTB-CPRU (if the approving authority is the Secretary) |
| TOTAL | | None | 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) staffing action, and/or those involving one (1) division, or 15 positions or less that do not require extensive research. | | | | |



22. 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 organization, staffing, position classification and compensation-related requests [i.e., those involving two (2) staffing actions, those involving two (2) to three (3) divisions, or 16 to 49 positions, including the issuance of NOSCA, queries involving application of existing guidelines other than those issued by the DBM, and/or those that fall under Minor Simple but requires extensive research] 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: <ul style="list-style-type: none"> 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 ³⁹ | <i>Administrative Assistant (ADAS) I, and Administrative Officer</i> |

³⁹ Voluminous documents will be physically routed to the B/S/O concerned within the day.



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| requirements to AS-CRD | | | | (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 transmit hard copy to OPCCB | None | | |
| 2. None | 2. Route request to Division concerned | None | within 40 working days | 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) ⁴⁰ | None | | Budget and Management Specialist (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 ⁴¹ OSI Group |
| | | | 2 working days | DBM Secretary OSEC ⁴² (as applicable) |
| 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 ⁴³ | AA IV, ADAS I and III, and AO I, II and V AS-CRD (if the approving authority is the OSI FGH) ADAS III |

⁴⁰ 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.

⁴¹ 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.

⁴² Other than those enumerated above which are delegated to the OSI-FGH.

⁴³ If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.



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| | | | | BTB-CPRU (if the approving authority is the Secretary) |
| TOTAL | | None | 45 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: "Minor complex" organizational and/or staffing-related proposals are those involving two (2) staffing actions, two (2) to three (3) divisions, or 16 to 49 positions, queries involving application of existing guidelines other than those issued by the DBM, or those that fall under "Minor Simple" but requires extensive research. | | | | |



23. 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 organization, staffing, position classification and compensation-related requests [i.e., those involving three (3) or more staffing actions, those involving four (4) or more divisions, or 50 or more positions, including the issuance of NOSCA, those involving compensation/ salary adjustments, those involving policy decisions, and/or those that fall under Minor Complex but requires extensive research] 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: <ul style="list-style-type: none"> 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 | 1. Receive agency request and | None | within 1 hour ⁴⁴ | Administrative Assistant (ADAS) I, and |

⁴⁴ Voluminous documents will be physically routed to the B/S/O concerned within the day.



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| complete documentary requirements to AS-CRD | documentary requirements | | | <i>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 | None | within 90 working days | <i>AO/ADAS 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) ⁴⁵ | None | | <i>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 FGH⁴⁶ OSI Group</i> |
| | | None | 2 working days | <i>DBM Secretary⁴⁷ OSEC (as applicable)</i> |
| 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 ⁴⁸ | <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> |

⁴⁵ 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.

⁴⁶ 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.

⁴⁷ Other than those enumerated above which are delegated to the OSI-FGH.

⁴⁸ If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.



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| | | | | (if the approving authority is the Secretary) |
| TOTAL | | None | 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 (i) three (3) or more staffing actions, four (4) or more divisions, or 50 or more positions, (ii) compensation/salary adjustments, (iii) policy decisions, and/or those that fall under "Minor Complex" but require extensive research | | | | |



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

The Organization, Position Classification and Compensation Bureau (OPCCB) responds to queries on existing organization, position classification, and compensation policies that involve direct application of existing DBM policies/guidelines. 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 ⁴⁹ | <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 ⁵⁰ | None | within 14 working days, 6 hours, 30 minutes | ADAS/AO OPCCB |
| 3. None | 3. Draft and finalize action document/s, i.e., Memorandum for the OSI FGH/Secretary, | None | | <i>Budget and Management Specialist (BMS) I, BMS II, Senior BMS, Supervising BMS, Chief BMS OPCCB</i> |

⁴⁹ Voluminous documents will be physically routed to the B/S/O concerned within the day.

⁵⁰ 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.



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|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------|--------------------------|-------------------------------------------------------------------------------------------------------|
| | Letter to the Agency/ Individual Party concerned ⁵¹ | 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 ⁵² | AA IV, ADAS I and III, and AO I, II and V AS-CRD (if the approving authority is the OSI FGH) |
| TOTAL | | None | 20 working days | |
| *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. | | | | |

⁵¹ The allotted processing time shall only commence upon receipt from the agency of the necessary information needed to properly respond to the query.

⁵² If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.



25. 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 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 For electronic submission, record request Determine SPIB division concerned, otherwise, refer to SPIB B/S/O Director | None | | AO III (Records Officer II)/ADAS III (Computer Operator II) SPIB Assistant Director/Director SPIB 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 16 working days or deadline set by or agreed upon with DBM senior official concerned or party concerned | <i>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 | None | | <i>Assistant Director/Director SPIB</i> |
| 7.1 None | 7.1 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>ADAS III, AO III, AO V 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 | 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> |



| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| | transaction) | | 3 working days | DBM Secretary OSEC (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 | | None | 22 working days – electronic release 22 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. 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 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: (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 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 | | <i>AO III (Records Officer II)/ ADAS III (Computer Operator II) SPIB</i> <i>Assistant Director/Director SPIB</i> |

| | | | | |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| | For electronic submission, record request Determine SPIB division concerned, otherwise, refer to SPIB B/S/O Director | | | <i>BMS I, BMS II, SRBMS, SVBMS, CBMS SPIB</i> <i>Assistant Director/Director SPIB</i> |
| 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 26 working days or deadline set by or agreed upon with the DBM senior official concerned or party concerned | <i>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 | None | | <i>Assistant Director/Director SPIB</i> |
| 7.1 None | 7.1 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>ADAS III, AO III, AO V 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 5 working days | <i>Supervising Senior Official of the SPIB</i> OSI Group (as applicable) <i>Senior Official concerned</i> Functional Group concerned (as applicable) |
| | | | 3 working days | <i>DBM Secretary</i> 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 | <i>AA IV, ADAS I and III, and AO I, II and V</i> AS-CRD <i>AO III/ADAS III</i> SPIB |
| TOTAL | | None | 34 working days – electronic release | |
| | | | 34 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 (B/S/O) concerned for comments and recommendations, and consolidates the same to come up with a 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: | Complex | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | OP/OES, House of Representatives, Senate of the Philippines, Presidential Legislative Liaison Office (PLLO), 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. Enrolled Bill 6. Executive Issuance 7. DBM B/S/O's comments | | 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 and 45 minutes | <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 Specialist (BMS) I, BMS II, Senior BMS (SRBMS), and Department Legislative Liaison Specialist (DLLS) BILS-Division A</i> <i>BMS I, BMS II, 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 | | CBMS BILS-Division B |
| 5. None | 5. Review referral memorandum | None | 15 minutes | Director 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 | | ADAS I and III BILS-Division A ADAS III BILS-Division B |
| 8. None | 8. Prepare and submit comments to BILS | None | 2 working days, 5 hours (21 working hours) | BMS I & II, SRBMS, SVBMS, CBMS, Assistant Director, and Director DBM B/S/Os concerned |
| 9. None | 9. Receive and record comments from B/S/Os concerned | None | 1 working day, 7 hours (15 working hours) | ADAS I and III BILS-Division A ADAS III BILS-Division B |
| 10. None | 10. Prepare DBM position paper based on inputs and forward to CBMS | None | | BMS I, BMS II, SRBMS and DLLS BILS-Division A BMS I, BMS II, SRBMS and SVBMS BILS-Division B |
| 11. None | 11. Review position paper | None | | CBMS BILS-Division A |
| 12. None | 12. Approve document and endorse to Director | None | | CBMS BILS-Division B |
| 13. None | 13. Review position paper | None | | Director BILS |
| 14. None | 14. Sign document and forward to AO III or AO V for release | None | | |
| 15. None | 15. Release draft position paper to Office of the LLG FGH | None | | AO III or AO V BILS-Office of the Director |
| 16. None | 16. Review position paper | None | | Supervising Senior Official of the BILS LL Group |
| 17. None | 17. Sign document and endorse to OSEC | None | 1 working day (8 working hours) | |



| | | | | |
|-----------------------------------------------|----------------------------------------------------------------------|-------------|------------------------------------------|----------------------------------------------------------------|
| 18. None | 18. Review and endorse position paper to the Secretary for signature | None | 3 working days | Chief of Staff OSEC |
| 19. None | 19. Review and approve position paper | None | | Secretary OSEC |
| 20. Acknowledge receipt of DBM position paper | 20. Release DBM position paper | None | 2 working hours | ADAS III BILS-Division A ADAS III BILS-Division B |
| TOTAL | | None | 9 working days (72 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) | | | |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Classification: | Complex | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | House of Representatives, Senate of the Philippines, Presidential Legislative Liaison Office (PLLO), 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 | 2 working days | <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 Specialist (BMS) I, BMS II and Senior BMS (SRBMS), Department Legislative Liaison Specialist (DLLS)</i> BILS-Division A <i>BMS I, BMS II, 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>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 | 15 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>BMS I, BMS II, SRBMS and DLLS</i> BILS-Division A <i>BMS I, BMS II, 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>Administrative Officer (AO) III or AO V</i> BILS-Office of the Director |
| 16. None | 16. Review position paper | None | 2 working days | <i>Supervising Senior Official of the BILS LL Group</i> |
| 17. None | 17. Sign document and endorse to OSEC | None | | |
| 18. None | 18. Review and endorse position paper to the Secretary for signature | None | 3 working days | <i>Chief of Staff</i> OSEC |
| 19. None | 19. Review and approve position paper | None | | <i>Secretary</i> OSEC |
| 20. Acknowledge receipt of DBM | 20. Release DBM position paper | None | 1 working day | <i>ADAS III</i> BILS-Division A |



| | | | | |
|----------------|--|-------------|----------------------------|-----------------------------|
| position paper | | | | ADAS III BILS-Division B |
| TOTAL | | None | 39 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 | Administrative Assistant (ADAS) and Administrative Officer (AO) ACTS 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</i> ACTS <i>Supervising Senior Official</i> CAS Group <i>DBM Secretary</i> OSEC |
| 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 | | None | 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 wherein the deadline/timeline is being set by the requesting entity.

| Office or Division: | Administrative Service (AS) - Central Records Division (CRD) | | | |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------|--------------------------------------------------------------------------------------------------|
| 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 | <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) thru email | 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 | <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 requested records upon coordination with ICTSS and/or BTB | | | |
| 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 |
| 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 | | None | 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 (CRD) | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 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 (AS_CRD-BP-01-Form04) 2. Documents/records such as but not limited to: <ul style="list-style-type: none"> Letter requests of the client Other supporting documents of the previously submitted request Budgetary Reports | | One (1) original copy | | Prepared by the requesting entity |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the documents/records together with the accomplished Dropbox form | 1. Check if request is intended for DBM | None | within 1 minute | <i>Administrative Aide (AA) IV, Administrative Assistant (ADAS) I and III, Administrative Officer (AO) III and V AS CRD</i> |
| 2. None | 2. Evaluate if document is confidential | None | within 1 minute | <i>ADAS I and III AO III and V 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>ADAS I and III AO III and V AS CRD</i> |



| | | | | |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------|-------------------------------------|
| 4. None | 4. For non-confidential documents: Scan and upload complete set of documents and attach DMS-generated routing slip as top cover page of document | None | 1-15 minutes (depending on the type and bulk of documents) | ADAS I and III, AO III and V AS CRD |
| 5. Receive Document Management System (DMS)-generated acknowledgement receipt (AR) thru email | 5. Issue DMS AR to external clients/ email address indicated in the accomplished Dropbox Form | None | within 1 minute | ADAS I and III AO III and V AS CRD |
| 6. None | 6. Deliver hard copies of documents to concerned B/S/O | None | within the day | ADAS I AS CRD |
| TOTAL | | None | Within 1 working day | |

Note:

- 1) For documents received beyond 3PM, 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 at 8:00 AM 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) through the concerned 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. Receive request | None | 1 hour | Information Technology Officer II/I, Project Development Officer IV/II, Information Systems Analyst III/II/, Computer Programmer III/II/ ICTSS |
| 2. None | 2. Review request and take appropriate action/s | None | 6 hours | |
| 3. None | 3. Resolve and update status of requests | None | | |
| 4. Accept or acknowledge action taken | 4. Inform requesting user on ticket resolution | None | 1 hour | |
| TOTAL | | None | 1 working day | |
| Note: *In consideration with the recognized Working/Business Hours: Monday-Friday 7AM-6PM (except Holidays) Incidents categorized as Application Systems-Related (High) refers to: <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), State Universities and Colleges (SUCs), Government Owned and Controlled-Corporations (GOCCs) through the concerned 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. Receive request | None | 1 hour | Information Technology Officer II/I, Project Development Officer IV/II, Information Systems Analyst III/II, Computer Programmer III/II ICTSS |
| 2. None | 2. Review request and take appropriate action/s | None | 2 working days, 6 hours | |
| 3. None | 3. Resolve and update status of requests | None | | |
| 4. Accept or acknowledge action taken | 4. Inform requesting user on ticket resolution | None | 1 hour | |
| TOTAL | | None | 3 working days | |

Note:

**In consideration with the recognized Working/Business Hours: Monday-Friday 7AM-6PM (except Holidays)*

Incidents categorized as Application Systems-Related (Medium) refers to:

- *If users or group of users with operations significantly impacting/downgrading time-sensitive, critical processing, but with a temporary solution available;*
- *If a set or subset of a system is not functioning properly affecting productivity of a significant number of users.*



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: | National Government Agencies (NGAs), State University/Colleges (SUCs), Government-Owned and Controlled Corporations (GOCCs) through the concerned 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. Receive request | None | 1 hour | <i>Information Technology Officer II/I, Project Development Officer IV/III, Information Systems Analyst III/II/I, Computer Programmer II</i> ICTSS |
| 2. None | 2. Review request and take appropriate action/s | None | 4 working days, 6 hours | |
| 3. None | 3. Resolve and update status of requests | None | | |
| 4. Accept or acknowledge action taken | 4. Inform requesting user on ticket resolution | None | 1 hour | |
| TOTAL | | None | 5 working days | |



Note:

**In consideration with the recognized Working/Business Hours: Monday-Friday 7AM-6PM (except Holidays)*

Incidents categorized as Application Systems-Related (Low) refers to:

- *If the effect of the incident impacts an individual or a small group of individuals;*
- *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.*



Central Office

Internal Services



1. Processing of Claims of Suppliers and Employees (For Payment through MDS-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 2023-004 – Prescribing the Updated Documentary Requirements for Common Government Transactions, amending COA Circular No. 2012-001 dated June 14, 2012 (see Table A4) | | 1. Original (1 copy) 2. Original (1 copy) 3. Original (1 copy) 4. Original (1 copy) 5. Original and certified true copy of supporting documents, depending on the requirement per COA Circular 2023-004 (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. Request claim through IPCS, and submit ORS and supporting documents | 1. Receive ORS and supporting documents | None | 30 minutes | Administrative Assistant (ADAS)I/III FS-Office of the Director |
| 2. None | 2. Forward all documents to Budget Division | None | 1 hour | ADAS I/III FS-Office of the Director |
| 3. None | 3. Receive documents and assign to respective budget officer for processing | None | 1 hour | AO II/IV/V FS-Budget Division |
| 4. None | 4. Review allotment availability and check completeness of documents | None | 2 hours | AO II/IV/V FS-Budget Division |
| 5. None | 5. Record claim in | None | 2 hours | AO II/IV/V |



| | | | | |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|-----------------------------------------------------|
| | subsidiary Ledger (SL) of creditor/payee to monitor status of obligation | | | FS-Budget Division |
| 6. None | 6. 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 |
| 7. None | 7. Certify availability of allotment, initial update on SL and sign Box B of the ORS | None | 1 hour | Chief AO FS-Budget Division |
| 8. None | 8. Forward all documents to Accounting Division | None | 30 minutes | ADAS II FS-Budget Division |
| 9. None | 9. Receive documents for processing | None | 30 minutes | ADAS III FS-Accounting Division |
| 10. None | 10. Evaluate validity of claim, accuracy of amount and completeness of supporting documents | None | 3 hours | Accountant I, II, III, IV FS-Accounting Division |
| 11. None | 11. Prepare DV journal entry and tax certificates | None | 3 hours | Accountant I, II, III, IV FS-Accounting Division |
| 12. Sign Box A of DV | 12. Return DV to end-user for signature of B/S/O Head in Box A | None | 1 hour | ADAS III FS-Accounting Division |
| 13. None | 13. 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 |
| 14. None | 14. Forward DV and other supporting | None | 30 minutes | ADAS III FS-Accounting Division |



| | | | | |
|----------|-------------------------------------------------------------------------------------------------------------------------|------|------------|---------------------------------------------------------------------------------------------|
| | documents to FS-Office of the Director | | | |
| 15. None | 15. Receive documents for processing and forward to FS Director | None | 30 minutes | ADAS III/AO III FS-Office of the Director |
| 16. None | 16. Approve payment for claim and sign Box D of DV | None | 2 hours | <i>Director</i> FS |
| 17. None | 17. Forward DV and other supporting documents to AS-Cash Division for Check Preparation | None | 30 minutes | ADASI/III/AO III/V FS-Office of the Director |
| 18. None | 18. Receive approved DV and required supporting documents from FS | None | 1 hour | <i>Administrative Staff</i> AS-Cash Division |
| 18. None | 18. Prepare MDS Check and ACIC | None | 4 hours | <i>Administrative Officer (AO)</i> AS-Cash Division |
| 19. None | 19. Review prepared MDS Check and ACIC | None | 2 hours | <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 | None | | <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 | None | 3 hours | <i>Administrative Staff</i> AS-Cash Division |

| | | | | |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------|------------------------|
| | (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 | | | |
| 23. None | 23. Release to payees after 24 hour clearing time and update Check Registry for MDS Check issued | None | 2 hours | AO AS-Cash Division |
| TOTAL | | None | 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 2023-004 - Prescribing the Updated Documentary Requirements for Common Government Transactions, amending COA Circular No. 2012-001 dated June 14, 2012 (See Table A4) | | 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 2023-004 (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. Request claim through IPCS, and submit ORS and supporting documents | 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/III</i> FS-Office of the Director |
| 3. None | 3. Receive documents and assign to respective budget officer for processing | None | 1 hour | <i>ADAS II</i> FS-Budget Division |
| 4. None | 4. Review allotment availability and check completeness | None | 2 hours | <i>AO II/IV/V</i> FS-Budget Division |



| | | | | |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------------|-----------------------------------------------------|
| | of documents | | | |
| 5. None | 5. Record claim in SL of creditor/payee to monitor status of obligation | None | 2 hours | AO II/IV/V FS-Budget Division |
| 6. None | 6. 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 |
| 7. None | 7. Certify availability of allotment, initial update on SL and sign Box B of the ORS | None | 1 hour | Chief AO FS-Budget Division |
| 8. None | 8. Forward all documents to Accounting Division | None | 30 minutes | ADAS II FS- Budget Division |
| 9. None | 9. Receive documents for processing | None | 30 minutes | ADAS III FS-Accounting Division |
| 10. None | 10. Evaluate validity of claim, accuracy of amount and completeness of supporting documents | None | 3 hours | Accountant I, II, III, IV FS-Accounting Division |
| 11. None | 11. Prepare DV journal entry and tax certificates | None | 3 hours | Accountant I, II, III, IV FS-Accounting Division |
| 12. Sign Box A of DV | 12. 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 |
| 13. None | 13. 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 |
| 14. None | 14. Prepare LDDAP-ADA based on signed DVs | None | 1 hour | Accountant I FS-Accounting Division |



| | | | | |
|----------|---------------------------------------------------------------------------------------------------------------------------------------|------|------------|----------------------------------------------------|
| 15. None | 15. Certify LDDAP-ADA prepared | None | 30 minutes | Chief Accountant FS-Accounting Division |
| 16. None | 16. Forward LDDAP-ADA, DV and other supporting documents to FS Office of the Director | None | 30 minutes | ADAS III FS-Accounting Division |
| 17. None | 17. Receive documents for processing and forward to FS Director | None | 30 minutes | ADASIII/AOIII FS-Office of the Director |
| 18. None | 18. Sign Box D of DV and Approved LDDAP-ADA payment | None | 2 hours | Director FS |
| 19. None | 19. Forward approved LDDAP-ADA, DV and other supporting documents to Administrative Service – Cash Division for processing of payment | None | 30 minutes | ADAS I/III/AO II/V FS-Office of the Director |
| 20. None | 20. Receive approved LDDAP-ADA, SLIIE, DV and required supporting documents from FS | None | 1 hour | Administrative Staff AS-Cash Division |
| 21. None | 21. Review LDDAP-ADA, and DVs and Bank Details of payees | None | 2 hours | Administrative Officer (AO) AS-Cash Division |
| 22. None | 22. Prepare ACIC, FinDES, and Biller Data Entry System (BillerDES) | None | 4 hours | AO AS-Cash Division |
| 23. None | 23. Review LDDAP-ADA prepared ACIC and Payroll Register (if applicable) | None | 2 hours | Supervising AO AS-Cash Division |
| 24. None | 24. Review prepared LDDAP-ADA, SLIIE and other action documents, and sign those with | None | 4 hours | Chief AO AS-Cash Division |



| | | | | |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------|------------------------------------------------------------------------------------------------|
| | amount less than 5M | | | |
| 25. None | <p>25. 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. 15, s. 2023</i></p> |
| 26. None | <p>26. Submit the following approved action documents to Landbank of the Philippines (LBP):</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: LBP shall effect payment within the next two (2) banking days</p> | None | 3 hours | <p><i>Administrative Staff AS-Cash Division</i></p> |
| TOTAL | | None | 5 working days | |

Table A4 - Documentary Requirements for the Processing of Claims of Suppliers and Employees (For Payment through MDS-Check and LDDAP-ADA)

| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| Cash Advance - Foreign Travel | Obligation Request and Status (ORS) | X | | |
| | Approved Office Order or Travel Authority approved by the Office of the President (OP) | X | | |
| | Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books (c/o Accounting Division) | X | | |
| | Duly Approved Itinerary of Travel | | | X |
| | Document to show exchange rate at the time of grant of cash advance | | | X |
| | Copy of 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 | X | | |
| | Flight itinerary issued by the airline/ticketing office/travel agency | X | | |
| | Acceptance of the nominees as participants issued by the foreign country (In case of seminars/trainings) | X | | |
| | Programme Agenda and Logistics Information (In case of seminars/trainings) | X | | |
| | Letter of Invitation of host/sponsoring country/agency/organization | | | X |
| | Where applicable, authority from the Office of the President to claim representation expenses | X | | |
| | Quotation of plane for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor | X | | |
| Cash Advance - Local Travel | Obligation Request and Status (ORS) | | | X |
| | Approved Office Order | X | | |
| | Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books (c/o Accounting Division) | X | | |
| | Letter of Invitation (showing meals and/or accommodation provided, if any) | X | | |
| | Plane Itinerary showing Airfare Cost (if applicable) | X | | |
| | Duly Approved Itinerary of Travel | X | | |
| | Quotation of plane for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor | X | | |
| Cash Advance - Petty Cash | Obligation Request and Status (ORS) | X | | |
| | Office Order authorizing the accountable officer indicating the maximum accountability and purpose of cash advance | | | X |
| | Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books (c/o Accounting Division) | X | | |
| | Approved application for bond and/or Fidelity Bond for the year for cash accountability of P5,000 or more (valid for one (1) year / Copy of BTr Confirmation Letter - Upon set-up of new/renewed accountability) | | | X |
| | Approved estimates of petty expenses for one month (Initial Grant) | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| Cash Advance - Strategic Planning / Anniversary / Year-end / Other Special Activities | Obligation Request and Status (ORS) | X | | |
| | Office Order authorizing the accountable officer indicating the maximum accountability and purpose of cash advance | | | X |
| | Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books (c/o Accounting Division) | X | | |
| | Approved estimate of expenses (Other Special Activities) | X | | |
| | Approved application for bond and/or Fidelity Bond for the year for cash accountability of P5,000 or more (valid for one (1) year / Copy of BTr Confirmation Letter - Upon set-up of new/renewed accountability) | | | X |
| Cash Advance - Training Expense | Obligation Request and Status (ORS) | X | | |
| | Office Order indicating the name of participants and the authorized registration fee | X | | |
| | Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books (c/o Accounting Division) | X | | |
| | Letter of invitation of host/agency/organization (showing the cost of registration fee) | | | X |
| Clothing/Uniform Allowance (General Claims) | Approved Clothing/Uniform Allowance Payroll | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Approved Payroll Register (hard and soft copy) | X | | |
| | Certificate of Assumption, for new employees | | X | |
| | Certificate of non-payment from previous employer (for transferees) | X | | |
| | Obligation Request and Status (ORS) | | X | |
| | Certificate of Assumption, for new employees | X | | |
| Collective Negotiation Agreement Incentive (CNA) | Certificate of non-payment from previous employer (for transferees) | X | | |
| | Approved Payroll | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive | | X | |
| | Comparative statement of DBM approved level of operating expenses and actual operating expenses | X | | |
| | Copy of CNA | X | | |
| | Certificate issued by the Head of the Agency on the total amount of unencumbered savings generated from cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement | X | | |
| Consultancy Services | Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year | | | X |
| | Obligation Request and Status (ORS) | X | | |
| | Copy of Terms of Reference/Contract/Memorandum of Agreement | | | X |
| | Copy of Contract/Purchase Order stamped "Received" by CoA | | | X |
| | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto | | | X |
| | Notice of Award, Notice to Proceed and all applicable bidding documents (Initial Payment) | | | X |
| | Copy of curriculum vitae (in case of individual engagement) (Initial Payment) | X | | |
| | Letter request for payment from the consultant | X | | |
| | Certificate of Acceptance of services/deliverables in accordance with the terms and condition of the Contract | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Approved Consultancy Progress/Final Reports, and/or output required under the contract (Accomplishment Report) | | | X |
| | Progress/Final Billing Statement | X | | |
| | Contract of Infrastructure projects subject of Project Management Consultancy Services (for infrastructure projects) | X | | |
| | Copy of BIR Sworn Declaration (for first claim) | | X | |
| | Such other documents/deliverables contained in the Contract/MOA | X | | |
| Contract of Service (CoS) and Job Order (JO) personnel | Approved Payroll (if multiple payees) | | X | |
| | Obligation Request and Status (ORS) | X | | |
| | Certified true copy of the pertinent contract/appointment/job order stamped "received by CoA" (for first claim) | X | | |
| | Certification by the HRMD that the activities/services cannot be provided by regular or permanent personnel of the agency (for first claim) | X | | |
| | Accomplishment Report duly accepted by BSO Head | X | | |
| | Certificate of Assumption (for first claim) | | X | |
| | Approved Daily Time Record | | X | |
| | Blotter for handwritten entries in Daily Time Record | | X | |
| | Copy of BIR Sworn Declaration (for first claim) | | | X |
| | Bank Account Details (for first claim) | | | X |
| | | | | |
| DBM Payroll Fund (Weekly - Net Amount) | Approved payroll or List of payees indicating their net payments | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Summary List of Payroll included in the Payroll Fund | X | | |
| Drinking Water | Obligation Request and Status (ORS) | | | X |
| | Official Receipt | X | | |
| | Statement of Account / Bill / Sales Invoice | X | | |
| | Notice of Award, Notice to Proceed and all applicable bidding documents (initial payment) | X | | |
| | Certificate of Services Rendered | | | X |
| | Certified Copy of contract / Purchase Order stamped "Received" by CoA (initial payment) | X | | |
| | Copy of page of the approved Annual Procurement Plan (APP) and any amendment thereto | | | X |
| | Microbiological Water Test Laboratory Certificate | X | | |
| Drug Testing | Semi-annual Chemical and Physical Water Test Laboratory | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Certificate of Services Rendered | X | | |
| | Letter Request for the conduct of the test | X | | |
| | Statement of Account / Bill | X | | |
| | Bids and Awards Committee (BAC) Resolution | | | X |
| | Copy of the Memorandum of Agreement (MOA) | | | X |
| | Notice of Award, Notice to Proceed and all applicable bidding documents (initial payment) | | | X |
| Extraordinary and Miscellaneous Expenses | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto | | | X |
| | Approved Payroll (if multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |

| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Relevant Invoices/Receipts, if the amount claimed was spent for the purpose and in the amount exceeding the limit indicated in the general provisions of the GAA | X | | |
| | Certification executed by the official concerned that the amount claimed was spent for the purpose and in the amount not exceeding the limit indicated in the general provisions of the GAA | X | | |
| Fidelity Bond | Obligation Request and Status (ORS) | X | | |
| | List of Bonded Public Officials (Generated from NGcds Fidelity Bond Module) | X | | |
| | Copy of Confirmation Letter from BTr (For renewal) | | X | |
| | Authority to Accept Payment | | | X |
| | Fidelity Application Form (Generated from NGcds Fidelity Bond Module) | X | | |
| Infrastructure Projects (Final Payment) | Certification that the project was completed within the period contained in the Contract or any revision thereto, otherwise, a statement itemizing the works the contractor has incurred delay, number of days delayed and the computation of liquidated damages | X | | |
| | Certification that no government supplies, materials and equipment were used by the contractor, if applicable | X | | |
| | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto | | X | |
| | Obligation Request and Status (ORS) | X | | |
| | Copy of turn over documents/transfer of project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency | | | X |
| | Warranty security | | | X |
| | As-Built Plans | X | | |
| | Statement of action made by the contractor on the punch list per inspection made (if applicable) | X | | |
| | Certificate of Final Acceptance | X | | |
| | Punch list of inspection made upon reaching 95% of work accomplished (if applicable) | X | | |
| | Computation of utilities (water and electric) to be charged from the contractor, if applicable (should be signed by both parties) | X | | |
| | Certificate of Completion | X | | |
| | Pictures/Geotagged Photos, before, during and after construction of items of work especially the embedded items | X | | |
| | Statement of time elapsed | X | | |
| | Results of Test Analysis, if applicable | X | | |
| | Final Inspection Report by the agency's authorized engineer / Inspectorate Team | X | | |
| | Progress billing statement | X | | |
| | Final Statement of Work Accomplished (SWA) | X | | |
| First Salary | Approved Payroll (if multiple payees) | | X | |
| | Obligation Request and Status (ORS) | | X | |
| | Computation of salary, allowances and incentives from AS-HRMD | | X | |
| | Certificate of Appointment duly attested by the Civil Service Commission (CSC) or its equivalent | X | | |
| | Certified Copy of Oath of office | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Assignment/Re-Assignment order, if applicable | | X | |
| | Certificate of Assumption | | X | |
| | Statement of Assets, Liabilities and Net Worth | | X | |
| | Duly signed and approved DTR (initialed by the immediate supervisor on written entries, if any) | | X | |
| | Blotter, in case of written entries on the DTR | X | | |
| | Certification of handwritten entries in blotter (For employees without biometrics) | | X | |
| | Accomplishment Report (For Work from Home Arrangement) | X | | |
| | Copy of BIR Forms 1902/1905 | X | | |
| | Authority from the claimant and identification documents, if claimed by person other than the payee | | X | |
| | Clearance from money, property and legal accountabilities from the previous office (transferees from one government office to another) | | X | |
| | Certified copy of paid disbursement voucher of last salary received and/or Certification by the Chief Accountant for the breakdown of last salary received and remittance of statutory deductions from previous office (transferees from one government office to another) | | X | |
| | Certificate of Leave Credits (transferees from one government office to another) | | X | |
| | Service Record (transferees from one government office to another) | | X | |
| | BIR Certificate of Compensation Payment/ Tax Withheld (transferees from one government office to another) | X | | |
| | Approved/paid Home Development Mutual Fund (HDMF) and PhilHealth Forms (transferees from one government office to another) | X | | |
| Government Fares Agreement (GFA) Fund | Original Boarding Passes | X | | |
| | Procurement Service (PS) Service Invoice/Delivery Receipts | X | | |
| | Summary of Airline Invoices | X | | |
| | Copy of Office Order indicating the duration of the travel and the authorized travel allowances to be granted (Travel Authority from the Office of the President for the official travel of the Secretary) | | | X |
| | Copy of Certificate of Travel Completed | | | X |
| | Copy of Certificate of Appearance/Attendance | | | X |
| | Itinerary Receipt/Confirmation (Issued by the airline) | X | | |
| Hazard Pay | Approved Payroll (If multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Statement of Services Rendered under SWA | X | | |
| | Report on Services Rendered as SWA | X | | |
| | Duly signed and approved DTR (initialed by the immediate supervisor on written entries, if any) | | X | |
| | Blotter, in case of written entries on the DTR | | X | |
| | Approved Alternative Working Arrangement Order (AWAO), in case of implementation of flexible work arrangements | | X | |
| Honoraria (Bids and Awards Committee) | Approved Payroll (If multiple payees) | | X | |
| | Obligation Request and Status (ORS) | | X | |
| | Copy of Report of Collections and Deposits (RCD) of proceeds from the sale of bid documents | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Copy of Office Order creating and designating the BAC composition and authorizing the members to collect honoraria | | X | |
| | Summary List of Contracts Awarded | X | | |
| | Notice of Award to the winning bidder of procurement activity being claimed | | | X |
| | Certification that the procurement involves competitive bidding | | X | |
| | Minutes of BAC Meeting | X | | |
| | Attendance Sheet listing names of attendees to the BAC meeting | X | | |
| | Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to DBM Budget Circular No. 2004-5A dated October 7, 2005 and any future amendments thereof | X | | |
| Honoraria (Resource Person / Coordinator / Facilitator) | Approved Payroll (If multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Copy of Office Order / Document authorizing conduct of the activity/lecture /Approved Memo for Secretary | | X | |
| | Contract or Agreement of Engagement | X | | |
| | Certificate of Services rendered by the lecturer/resource person/facilitator, including no. of hours rendered and computation of the amount of honoraria | | | X |
| | Program of Lectures / Course Outline | X | | |
| | Copy of the Letter/Invitation to Guest Resource Speaker/Persons (as accepted/conformed) | | | X |
| | Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to DBM Budget Circular No. 2007-001 dated April 23, 2007 and any future amendments thereof | X | | |
| Honoraria (Special Projects) | Copy of BIR Sworn Declaration (for first claim) | | | X |
| | Approved Payroll (If multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Office Order designating the composition of the special project | X | | |
| | Performance evaluation plan formulated by project management used as basis for rating the performance of members | X | | |
| | Terms of Reference | X | | |
| | Certificate of completion of project deliverables | | | X |
| | Special Project Plan | X | | |
| | Authority to collect honoraria | X | | |
| | Certificate of acceptance by the agency head of the deliverables per project component | X | | |
| Fund Transfers to Implementing Agency (Grant) | Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to DBM Budget Circular No. 2007-2 dated October 1, 2007 and any future amendments thereof | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Copy of Approved Program of Work (for infrastructure project) | X | | |
| | Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for other projects) | | | X |
| | Copy of Memorandum of Agreement (MOA)/Trust Agreement or its equivalent | | | X |

| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Certification by the Accountant that funds previously transferred to the Implementing Agency (IA) has been liquidated and accounted for in the books | X | | |
| | Official Receipt issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities) | X | | |
| Insurance Premiums and Motor Vehicle Registration | Obligation Request and Status (ORS) | X | | |
| | Photocopy of Official Receipt (preceding year) | X | | |
| | Insurance Policy | | | X |
| | Official Receipt (current year, for post-audit activities)) | X | | |
| Issuance of Supplies, Materials and Equipment | Inspection and Acceptance Report prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative | | | X |
| | Distribution List (supplies) | X | | |
| | Requisition and Issue Slip (RIS) (in the case of expendable supplies) | X | | |
| | Report on Supplies and Materials Issued (RSMI) | X | | |
| | Inventory Custodian Slip (ICS) (for semi-expendable items) | X | | |
| | Report of Semi-expendable Property issued (RSPI) (For semi-expendable supplies) | X | | |
| | Property Acknowledgment Receipt (PAR) (for equipment) | X | | |
| Janitorial, Security and Other Outsourced Services | Obligation Request and Status (ORS) | | | X |
| | Statement of Account / Bill | | | X |
| | Certificate of Services Rendered | X | | |
| | Certified Copy of contract stamped "Received" by CoA (initial payment) | X | | |
| | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto (initial payment) | X | | |
| | Notice of Award, Notice to Proceed and all applicable bidding documents (initial payment) | | | X |
| | Record of attendance / service | | | X |
| | Proof of remittance to concerned government agency and/or GOCCs (BIR, SSS, HDMF) | X | | |
| | Approved request to render overtime work (for OT services) | | | X |
| | Performance Appraisal Report (for renewal of services) | X | | |
| | Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof | X | | |
| Last Salary | Approved Payroll (if multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Computation of salary, allowances and incentives from AS-HRMD | X | | |
| | Duly signed and approved DTR (initialed by the immediate supervisor on written entries, if any) | | X | |
| | Accomplishment Report (For Work from Home Arrangement (WHA)) | | X | |
| | Duly approved Pass Slip, if on official business/transaction | | X | |
| | Blotter, in case of written entries on the DTR | | X | |
| | Certificate of Clearance from money, property and legal accountabilities | | X | |
| | Certification of Available Leave Credits | | X | |
| | Authority to deduct accountabilities, if any | X | | |
| Lease of Venue | Obligation Request and Status (ORS) | X | | |
| | Statement of Account / Billing Statement | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Certificate of Services Rendered | | X | |
| | Certified Copy of contract / Purchase Order stamped "Received" by CoA (initial payment) | | X | |
| | Notice of Award, Notice to Proceed and all applicable bidding documents (initial payment) | | X | |
| | Attendance Sheet | | X | |
| | Certified copy of the page of the approved Annual Procurement Plan (APP) or Supplemental APP where the particular Goods, Consulting Services and/or Infrastructure Projects subject of payment is indicated | | X | |
| | Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof | X | | |
| Leave Monetization | Credit | | | |
| | Approved Payroll (If multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Approved leave application (10 days) with leave credit balance certified by the Human Resource Office | | X | |
| | Request for leave covering more than ten (10) days duly approved by the Head of Agency | | X | |
| | For monetization of more than 30 days / 50% of more of total leave credits may be allowed for valid and justifiable reasons (depends on the nature of the request): | | | |
| | Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs | | X | |
| | Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc. | | X | |
| Liquidation - Foreign Travel | Justification on financial needs for the education of employee or children | | X | |
| | Liquidation Report | X | | |
| | Copy of Office Order, or Travel Authority from the Office of the President, indicating the purpose and duration of the travel and the authorized travel allowances to be granted (DSA will be reduced, i.e. 10% for each meal, 50% for accommodation, if allowances are provided by the sponsor/organization) | | | X |
| | Letter of Invitation of host/sponsoring country/agency/organization | | | X |
| | Certificate of Travel Completed | X | | |
| | Certificate of Appearance/Attendance for training/seminar/participation | | X | X |
| | Copy of previously approved Itinerary of Travel | | X | |
| | Revised Itinerary of Travel , if applicable | X | | |
| | Itinerary Receipt / Electronic Ticket Receipt (PAL: Economy Value; Cebu Pacific/Airasia: Fly + Baggage) (Choice Seat charges and Meals not allowed) | X | | |
| | Original Boarding Pass (Paper/Electronic) if airfare was charged against DBM funds, otherwise, photocopy | X | | |
| | Copy of 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 | | | X |
| | Certification that the pre-departure allowance of P3,500.00 was fully spent | X | | |
| | Document to show exchange rate at the time of grant of cash advance | | | X |
| | Document showing the DSA provided by the sponsor, if any (for DSA Differential) | | X | |
| | Bills and receipts for non-commutable representation expenses (if authorized by the Office of the President) | X | | |

| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
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| | Official Receipts for reimbursement of clothing expenses, if authorized | X | | |
| | Document showing the season officially declared by the authorized agency in the country of destination | X | | |
| | Narrative report on trip undertaken/Report on Participation (if indicated in Office Order) | | X | |
| | Electronic Official Receipts (eORs) include those issued by ride hailing applications (e.g. grab, angkas etc.) and paid through electronic means (e.g. GCash, Grab Pay, Pay Maya etc.). This must be printed and applies to all transactions where an eOR is used as proof of payment | | X | |
| | OR/eOR/AR or equivalent in case of refund of excess cash advance | X | | |
| | Approval of the President via the Travel Authority (For reimbursement of actual travel expenses in excess of the prescribed rate) | X | | |
| | Certification from the Head of the Agency that it is absolutely necessary in the performance of official functions (For reimbursement of actual travel expenses in excess of the prescribed rate) | X | | |
| | Hotel room with Official Receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required bills and receipts) (For reimbursement of actual travel expenses in excess of the prescribed rate) | X | | |
| Liquidation - Local Travel | Liquidation Report | X | | |
| | Copy of Office Order indicating the duration of the travel and the authorized travel allowances to be granted (DTE will be reduced, i.e. 10% for each meal, 50% for accommodation, if allowances are provided by the sponsor/organization) | | | X |
| | Letter of Invitation of host/sponsoring country/agency/organization | | X | |
| | Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company | X | | |
| | Itinerary Receipt / Electronic Ticket Receipt (PAL: Economy Value; Cebu Pacific/Airasia: Fly + Baggage) (Choice Seat charges and Meals not allowed) | | | X |
| | Certificate of Appearance or Attendance | | X | |
| | Copy of previously approved Itinerary of Travel | | X | |
| | Revised Itinerary of Travel, if applicable | X | | |
| | Original Official Receipts (For expenses other than the DTE) (Bus fares are limited to the Regular Aircon class only) | X | | |
| | Original Boarding Pass (Paper/Electronic), if airfare was charged against DBM funds, otherwise, photocopy | X | | |
| | Certification signed by the Approving Official as to the absolute necessity of the expenses, together with the corresponding bills and receipts (If the expenses incurred for official travel exceeded the prescribed DTE rates) | X | | |
| | Reimbursement Expense Receipt (RER) (for expenses from P301.00 to P1,000.00) / Certification for expenses not requiring receipts (for expenses P300.00 and below) EXCEPT payment for fares in public utility vehicles issuing receipts such as bus, train, vessel/ship and purchases in business establishments issuing receipts) | X | | |
| | OR/eOR/AR or equivalent in case of refund of excess cash advance | | | X |
| | Electronic Official Receipts (eORs) include those issued by ride hailing applications (e.g. grab, angkas etc.) and paid through electronic means (e.g. GCash, Grab Pay, Pay Maya | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
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| | etc.). This must be printed and applies to all transactions where an eOR is used as proof of payment. | | | |
| | Certificate of Travel Completed | X | | |
| | Copy of Trip Ticket (for drivers. in lieu of Certificate of Appearance) | | X | |
| | Hotel Room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality where permanent official station is located in the case of those outside the Metro Manila Area, if the travel allowances being claimed include the hotel room/lodging rate | X | | |
| | Training Evaluation Form (TEF) /Other documents required per Office Order | | X | |
| | Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expense incurred for the official travel exceeded the prescribed rate per day (<i>certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts</i>) | X | | |
| Liquidation - Petty Cash | Report on Paid Petty Cash Vouchers (RPPCV) | X | | |
| | Petty Cash Vouchers (PCV) duly accomplished, signed and approved | X | | |
| | OR/eOR/AR or equivalent in case of refund of PCF | X | | |
| | Official Receipts, Bills, Sales Invoices | X | | |
| | Documents required per type of expense | X | | |
| | Approved purchase request with certificate of Emergency Purchase, if necessary | X | | |
| | Certification of Expenses not Requiring Receipt (CERR) (for expenses amounting to P300 or less) or Reimbursement Expense Receipts (RER) (for expenses amounting to more than P300 but not exceeding P1,000), pursuant to COA Circular No. 2017-001 dated June 24, 2021 or as amended by COA Circular No. 2021-001 dated June 24, 2021 or other amount that may be prescribed in the future | X | | |
| | Inspection and Acceptance Report (IAR) or Certificate of Inspection and Acceptance | X | | |
| | Pre-/Post-Repair Inspection Report | X | | |
| | Waste Materials Report (WMR) in case of replacement/repair | X | | |
| | Approved trip ticket, for gasoline/fuel expenses, together with parking and toll fee receipts, if any (applicable for government vehicles only) | X | | |
| | Canvass from at least three suppliers for purchases as prescribed (involving P2,000.00 and above or other amount that may be prescribed in the future), except for purchases made while on official travel | X | | |
| | Summary/Abstract of Canvass | X | | |
| | Inventory Custodian Slip (ICS) for semi-expendable items | X | | |
| | For meals and snacks charged to PCF: | X | | |
| | Notice of Meeting with agenda/meeting's purpose | X | | |
| | Minutes of Meeting | X | | |
| | Attendance Sheet | X | | |
| Liquidation - Strategic Planning / Anniversary / Year-end / Other Special Activities | Report of Cash Disbursements | X | | |
| | Cash Disbursements Record | X | | |
| | Original Official Receipts / Electronic Official Receipts | X | | |
| | Attendance Sheet | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
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| | DBM Official Receipt (in case of refund of excess cash advance) | | X | |
| | Narratives / Accomplishment Report (if necessary) | | X | |
| | Office Order | | | X |
| | Other supporting documents required per Office Order | X | | |
| | Minutes of Meeting/Certification, if applicable | | | X |
| Liquidation - Training Expense | Liquidation Report | X | | |
| | Official Receipt | X | | |
| | Office Order indicating the name of participants and the authorized registration fee | | | X |
| | Letter of Invitation of host/agency/organization | | | X |
| | Certificate of Appearance/Attendance | | X | |
| | Copy of Training Materials, if required per Office Order | | | X |
| | Training Evaluation Form, if required per Office Order | | X | |
| | Letter of invitation of host/agency/organization | | X | |
| Fund Transfers to Implementing Agency (Final Liquidation) - Implementing Agency | Copy of duly signed MOA/Trust Agreement/Terms of Reference or its equivalent | | | X |
| | Original copy of the Report of Checks Issued/Report of Advice to Debit Account Issued and/or Report of Cash Disbursements and supporting documents duly Certified Correct by the Chief Accountant and approved by the Agency Head | X | | |
| | Copy of OR/eOR/AR or equivalent issued by the Source Agency evidencing refund of unexpended/unutilized balance of fund transfer | | | X |
| | Status of Project/Program/Activity Accomplishment | X | | |
| | Inspection and Acceptance Report of research outputs of Completed (Research) Projects, approved by the Agency Head and duly acknowledged by the SA. | X | | |
| | Copies of Approved Journal Entry Vouchers of all transactions charged from the fund drawn by the Chief Accountant of the IA | | | X |
| | Duplicate copy of the Report of Checks Issued/Report of Advice to Debit Account Issued and/or Report of Cash Disbursements and supporting documents duly certified correct by the Chief Accountant and approved by the Agency Head, stamped "received" by the Auditor of the IA | | | X |
| | Copy of OR/eOR/AR or equivalent upon receipt of funds transferred | | | X |
| | Copy of Notices of Disallowance and subsequent audit decisions issued, if any | | | X |
| | Copy of OR/eOR/AR or equivalent issued for the refund of unexpended/unutilized balance of fund transferred | | | X |
| Loyalty Cash Award/Incentive/Service Recognition Award | Approved Payroll (if multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Service Record (for individual claims) | X | | |
| | Certificate of non-payment from previous office (for transferee) | X | | |
| | Certification from the HRO that the claimant has not incurred more than 50 days authorized vacation leave without pay within the 10-year period or aggregate of more than 25 days authorized vacation leave without pay within the 5-year period, as the case may be | X | | |
| Maternity Leave Commutation | Obligation Request and Status (ORS) | X | | |
| | Computation of salary, allowances and incentives from AS-HRMD | X | | |
| | Medical Certificate for Maternity Leave | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Approved Application for Leave | | X | |
| | Certificate of Clearance from money, property and legal accountabilities | | X | |
| | Certification as Solo Parent (for additional 15 days paid leave) | X | | |
| Meals and Refreshments for Meetings (Catering / Canteen Concessionaire) | Obligation Request and Status (ORS) | X | | |
| | Sales Invoice/Statement of Account/Bill (If applicable) | X | | |
| | Summary of Invoices/Bills | X | | |
| | Office Order (if applicable) | X | | |
| | Request for Provision of Refreshments | X | | |
| | Program of Activities | | | X |
| | Notice of Meeting | | | X |
| | Attendance Sheets (Meals of meetings within the same BSO shall be covered by Representation Allowance) | X | | |
| | Minutes of Meeting / Certification | X | | |
| | Catering contract (if applicable) | | | X |
| | Copy of the approved Annual Procurement Plan (APP) / Supplemental APP (if applicable) | | | X |
| | Notice of Award, Notice to Proceed and all applicable bidding documents (if applicable) | | | X |
| | Abstract of Quotations (if applicable) | | | X |
| | Quotations of three (3) caterers (if applicable) | | | X |
| | Sales Invoice / Official Receipts / Electronic Receipts (grab, foodpanda, etc.) | X | | |
| | Office Order (if applicable) | X | | |
| | Request for Provision of Refreshments | X | | |
| | Notice of Meeting | | | X |
| | Program of Activities | | | X |
| | Attendance Sheets (Meals of meetings within the same BSO shall be covered by Representation Allowance) | X | | |
| | Minutes of Meeting / Certification | X | | |
| Mid-Year / Year-End Bonus (MY/YEB) and Cash Gift (CG) | Disbursement Voucher (c/o Finance Service) / Approved Payroll (if multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Computation of salary, allowances and incentives from AS-HRMD (individual claims) | X | | |
| | Clearance from money, property and legal accountabilities (in case of separation from service) | | X | |
| | Service Record (in case service is less than the required no. of months set by the guidelines) | | X | |
| | Copy of Bill (if necessary) | | X | |
| | Certificate of Assumption to Office (for new employee/transferee) (for Individual Claim) | X | | |
| | Certification of non-payment from previous agency (for transferee) (for Individual Claim) | X | | |
| Infrastructure Projects (Mobilization Fee) | Obligation Request and Status (ORS) | X | | |
| | Letter request from the Contractor | X | | |
| | Irrevocable Standby Letter of Credit / Security Bond / Bank Guarantee | X | | |
| | Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof | X | | |
| | Certified Copy of contract stamped "Received" by CoA (initial payment) | | X | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto | | | X |
| | Notice of Award | | X | |
| | Notice to Proceed | | X | |
| Newspaper Advertisements | Obligation Request and Status (ORS) | X | | |
| | Bill/Statement of Account | X | | |
| | Certificate of Services Rendered/Certificate of Acceptance (preferred) | X | | |
| | Official Receipt (for post-audit activities) | X | | |
| | Affidavit of Publication | X | | |
| | Advertisement Contract | X | | |
| | Quotations of at least three (3) newspaper company with wide circulation (initial payment) | X | | |
| | Abstract of Quotations (initial payment) | X | | |
| | Copy of newspaper clippings evidencing publication and/or CD in case of TV/Radio Commercial | | | X |
| | Certified Copy of contract / Purchase Order stamped "Received" by CoA (initial payment) | | | X |
| | Notice of Award, Notice to Proceed and all applicable bidding documents (initial payment) | | | X |
| | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto | | | X |
| | Publication Request | | | X |
| fNewspaper Subscription | Obligation Request and Status (ORS) | X | | |
| | Statement of Account / Service Invoice | X | | |
| | Certificate of Services Rendered | X | | |
| | Delivery Receipt | X | | |
| | Official Receipt | X | | |
| | Certified Copy of contract / Purchase Order stamped "Received" by CoA (initial payment) | | | X |
| | Notice of Award, Notice to Proceed and all applicable bidding documents (initial payment) | | | X |
| | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto | | | X |
| Notarial Services | Obligation Request and Status (ORS) | X | | |
| | Official Receipt / Reimbursement Expense Receipt (RER) with acknowledgement receipt | X | | |
| | Copy of documents notarized | | | X |
| Overtime Pay | Approved Payroll (if multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Overtime Authority stating the necessity and urgency of the work to be done, and the duration of overtime work (Annex A) (with OT Claims Monitoring Sheet) | X | | |
| | Statement of OT Services Rendered (Annex C) | X | | |
| | Report on OT Services Rendered (Annex B) | X | | |
| | Duly signed and approved DTR (initialed by the immediate supervisor on written entries, if any) | | X | |
| | Duly approved Pass Slip, if on official business/transaction | | X | |
| | Blotter, in case of written entries on the DTR | | X | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Office Orders/Certificate of Attendance/Access Pass (if applicable) | | | X |
| | Copy of Trip Tickets (if applicable) | | X | |
| Petroleum Oil & Lubricants Expenses (Thru Fleet Card) | Obligation Request and Status (ORS) | X | | |
| | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto | | | X |
| | Certified Copy of contract stamped "Received" by CoA (initial payment) | | | X |
| | Notice of Award, Notice to Proceed and all applicable bidding documents (initial payment) | | | X |
| | List of authorized fleet card holders indicating the plate number of DBM official service vehicles (initial payment) | | | X |
| | Statement of Account | X | | |
| | Vehicle records, waste materials report and other documents applicable to services provided | X | | |
| | Consolidated Summary of fleet card transactions, certified correct by the Fleet Card Manager and approved by the Director, Administrative Service | X | | |
| | Fleet card transaction slips / Invoices | X | | |
| | Trip tickets (For Regional Office - Copy Summary of Fleet Card Transactions) | X | | |
| | Official Receipt (For Regional Office - Copy Summary of Fleet Card Transactions) | X | | |
| | Purchase Request | X | | |
| | | | | |
| PRAISE Incentive | Approved Payroll (if multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Purchase Request | X | | |
| | Report on Supplies and Materials Issued (RSMI) | X | | |
| | Requisition and Issue Slip (RIS) (in the case of expendable supplies) | X | | |
| | Proof of eligibility to receive PRAISE Award in accordance with CSC MC No. 01-2001 | | | X |
| Performance-Based Bonus (PBB) - Individual Claim | Approved Payroll (if multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Computation of Salary, Allowances and Incentives, in case of pro-rated share of PBB | X | | |
| | Performance Rating Sheet (PRS) | | X | |
| | IATF Certificate on Agency Eligibility | | X | |
| Postage and Courier | Obligation Request and Status (ORS) | X | | |
| | Statement of Account/ Bill | X | | |
| | Certificate of Services Rendered | X | | |
| | Summary of Accounts | X | | |
| | Waybills | X | | |
| | Notice of Award, Notice to Proceed and all applicable bidding documents (initial payment) | | | X |
| | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto | | | X |
| | Official Receipt | X | | |
| | Certified Copy of contract stamped "Received" by CoA (initial payment) | | | X |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| Printing and Binding Services | Obligation Request and Status (ORS) | X | | |
| | Sales Invoice/Statement of Account/Bill | X | | |
| | Certificate of Services Rendered | | | |
| | Delivery Receipt | X | | |
| | Official Receipt | X | | |
| | Report on Supplies and Materials Issued (RSMI) | X | | |
| | Requisition and Issue Slip (RIS), if applicable | X | | |
| | Distribution list, and Inventory of Undistributed Items | X | | |
| | Inspection and Acceptance Report | X | | |
| | Certified Copy of contract or Memorandum of Agreement stamped "Received" by CoA (initial payment) | | | X |
| | Notice of Award, Notice to Proceed and all applicable bidding documents | | | X |
| | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto | | | X |
| | Purchase Request | X | | |
| | Quotations of at least three (3) contractors or Certificate of Exclusive Distributorship | X | | |
| | Abstract of Quotations | X | | |
| | Results of Test Analysis, if applicable | X | | |
| | Such other documents/deliverable contained in the Contract | X | | |
| Publication to the Official Gazette | Obligation Request and Status (ORS) | X | | |
| | Statement of Account / Billing Statement | X | | |
| | Certificate of Acceptance | X | | |
| | Official Receipt | X | | |
| | Certified Copy of contract or Memorandum of Agreement stamped "Received" by CoA (initial payment) | | | X |
| | Other requirements stated in the Contract/PO/MoA, if any | X | | |
| | Copy of Publication | | | X |
| ICT Software Subscription | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto | | | X |
| | Obligation Request and Status (ORS) | X | | |
| | Statement of Account / Billing Statement | X | | |
| | Certificate of Acceptance | X | | |
| | Delivery Receipt | X | | |
| | Official Receipt (post-audit requirement) | X | | |
| | Certified Copy of contract stamped "Received" by CoA (initial payment) | | | X |
| | Notice of Award (Initial payment) | | | X |
| | Notice to Proceed (Initial payment) | | | X |
| | Bidding documents enumerated under Section 17 of the Revised IRR of RA No. 9184, if applicable (initial payment) | | | X |
| | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto | | | X |
| | Warranty Certificate, if applicable | | | X |
| | Approved Payroll (if multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| Productivity Enhancement Incentive (PEI) - General Claims | Certificate that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory | X | | |
| | List of personnel dismissed within the year | X | | |
| | List of personnel on absent without official leave (AWOL) | X | | |
| Productivity Enhancement Incentive (PEI) - Individual Claims | Approved Payroll (if multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Certificate that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory | X | | |
| | Certification from the Legal Office that the employee has no administrative charge | X | | |
| Infrastructure Projects (Progress Payment) | Obligation Request and Status | X | | |
| | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto | | X | |
| | Statement of Account/ Progress Billing Statement | X | | |
| | Statement of Work Accomplished/Progress Billing | X | | |
| | Inspection Report by the agency's authorized engineer | X | | |
| | Results of Test Analysis, if applicable | X | | |
| | Contractor's affidavit on payment of laborers and materials | X | | |
| | Pictures/Geotagged Photos, before, during and after construction of items of work especially the embedded items | X | | |
| | Photocopy of vouchers of all previous payments | | | X |
| | Certificate of Percentage of Completion | X | | |
| | Certification that no government supplies, materials and equipment were used by the contractor, if applicable | X | | |
| | Punch list of inspection made upon reaching 95% of work accomplished | X | | |
| | Computation of utilities (water and electric) to be charged from the contractor, if applicable (should be signed by both parties) | X | | |
| | | | | |
| Fund Transfers to Implementing Agencies (Project Implementation / Partial Liquidation) | Copy of MOA / Trust Agreement / Terms of Reference or its equivalent | | | X |
| | Status of project programs / Activity Accomplishment | X | | |
| | Necessary supporting documents depending on the nature of transactions | X | | |
| | Copy of Journal Entry Voucher (JEV) issued by the IA taking up the liquidation of funds transferred | | | X |
| | Report of Checks Issued and Report of Disbursements certified correct by the Accountant, approved by the head of the IA stamped received of the IA Auditor | X | | |
| | Copy of OR upon receipt of funds transferred | | | X |
| | Copy of OR issued by the Source Agency evidencing refund of unexpended/unutilized balance of fund transfer | | | X |
| | Copy of Notice of Disallowance and subsequent audit discussions, if any | | | X |
| Purchase of Supplies, Materials and Equipment from the Procurement Service | Such other documents/deliverables contained in the MOA | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Approved Agency Procurement Request (APR) | X | | |
| | Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) | | | X |
| | Certificate of Non Availability of Stocks (CNAS), if applicable | | | X |
| | Official Receipt | X | | |
| | Obligation Request and Status | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| Refund of Performance Bond | Letter request from the consultant/contractor/supplier | X | | |
| | Certificate of Completion and Acceptance by the end-user office | X | | |
| | Copy of Official Receipt issued by the agency at the time of bond posting | | | X |
| | Certificate of Deposit from the BTr | X | | |
| | Copy of Advice of Notice of Cash Allocation Issued | | | X |
| | Subsidiary Ledger of Guaranty/Security Deposits Payable (c/o Accounting Division) | | | X |
| Refund of Premiums/Loans Repayment Due to Over-Deduction | Obligation Request and Status (ORS) | X | | |
| | Letter Request for Refund duly verified by AS-HRMD | X | | |
| | Copy of Payslip | | | X |
| | Proof of cancellation of deduction (c/o Finance Service) | | | X |
| Reimbursement - Foreign Travel | Obligation Request and Status (ORS) | X | | |
| | Copy of Office Order, or Travel Authority from the Office of the President, indicating the purpose and duration of the travel and the authorized travel allowances to be granted (DSA will be reduced, i.e. 10% for each meal, 50% for accommodation, if allowances are provided by the sponsor/organization) | | | X |
| | Letter of Invitation of host/sponsoring country/agency/organization | | | X |
| | Certificate of Travel Completed | X | | |
| | Certificate of Appearance/Attendance for training/seminar/participation | | | X |
| | Approved Itinerary of Travel | | X | |
| | Quotation of plane for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor. | X | | |
| | Itinerary Receipt / Electronic Ticket Receipt (PAL: Economy Value; Cebu Pacific/Airasia: Fly + Baggage) (Choice Seat charges and Meals not allowed) | X | | |
| | Original Boarding Pass (Paper/Electronic), if airfare was charged against DBM funds, otherwise, photocopy | X | | |
| | Copy of 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 | | X | |
| | Certification that the pre-departure allowance of P3,500.00 was fully spent (in case of the absence of ORs for pre-departure expenses) | X | | |
| | Document to show exchange rate at the time of the return to permanent station | | X | |
| | Document showing the DSA provided by the sponsor, if any (for DSA Differential) | | X | |
| | Bills and receipts for non-commutable representation expenses (if authorized by the Office of the President) | X | | |
| | Official Receipts/Certification of full consumption for the reimbursement of clothing expenses, if authorized | X | | |
| | Document showing the season officially declared by the authorized agency in the country of destination | X | | |
| | Memoranda of Agreement by and between the donor and the agency, as applicable | | X | |
| | Narrative report on trip undertaken/Report on Participation | | X | |
| | OR/eOR/AR or equivalent in case of refund of excess cash advance | | X | |
| | Approval by the President via the Travel Authority (For reimbursement of actual travel expenses in excess of the prescribed rate) | X | | |

| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Certification from the approving official that it is absolutely necessary in the performance of official functions (For reimbursement of actual travel expenses in excess of the prescribed rate) | X | | |
| | Hotel room bills with official receipts (For reimbursement of actual travel expenses in excess of the prescribed rate) | X | | |
| | Electronic Official Receipts (eORs) include those issued by ride hailing applications (e.g. grab, angkas etc.) and paid through electronic means (e.g. GCash, Grab Pay, Pay Maya etc.). This must be printed and applies to all transactions where an eOR is used as proof of payment. | X | | |
| Reimbursement - Local Travel | Obligation Request and Status (ORS) | X | | |
| | Office Order indicating the duration of the travel and the authorized travel allowances to be granted (DTE will be reduced, i.e. 10% for each meal, 50% for accommodation, if allowances are provided by the sponsor/organization) | | | X |
| | Letter of Invitation of host/sponsoring country/agency/organization | | | X |
| | Certificate of Travel Completed | X | | |
| | Certificate of Appearance/Attendance | | | X |
| | Approved Itinerary of Travel | X | | |
| | Itinerary Receipt/Confirmation (Issued by the airline) (PAL: Economy Value; Cebu Pacific: Fly + Baggage) (Choice Seat charges and Meals not allowed) | | | X |
| | Original Official Receipts (For expenses other than the DTE) (Bus fares are limited to the Regular Aircon class only) | X | | |
| | Original Boarding Pass (Paper/Electronic), if airfare was charged against DBM funds, otherwise, photocopy | X | | |
| | Quotation of plane for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor. | X | | |
| | Copy of Trip Ticket (for drivers, in lieu of Certificate of Appearance) | | X | |
| | If the expenses incurred for official travel exceeded the prescribed DTE rates – Certification signed by the Approving Official as to the absolute necessity of the expenses, together with the corresponding bills and receipts (certifications / affidavit of loss will not be accepted) | X | | |
| | For expenses without receipts, Reimbursement Expense Receipt (RER) (expenses from P301.00 to P1,000.00) or Certification for Expenses Not Requiring Receipts (amounts P300.00 and below) Except payment for fares in public utility vehicles issuing receipts such as TNVS, taxi, bus, train, vessel/ship and purchases in business establishments issuing receipts. | X | | |
| | Training Materials, if required per Office Order | | | X |
| | Training Evaluation Form (TEF) /Other documents required per Office Order | | X | |
| Reimbursement - Mailing of legal documents | Obligation Request and Status (ORS) | X | | |
| | Certification that the employee paid for the expense/s in advance | X | | |
| | Official Receipt / eOR | X | | |
| | Notice of Hearing (copy) | | | X |
| Reimbursement - Petroleum, Oil and Lubricants | Obligation Request and Status (ORS) | X | | |
| | Certification that the employee paid for the expense/s in advance | X | | |
| | Official Receipt | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Certification on the amount exceeding fleet card limit from AS-GSD | X | | |
| | Trip Ticket | X | | |
| Purchase of Equipment / Motor Vehicle | Obligation Request and Status (ORS) | X | | |
| | Certification that the employee paid for the expense/s in advance (in case of reimbursement) | X | | |
| | Original copy of Dealers/Suppliers' Invoices / Official Receipts / Acknowledgment Receipts showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative, and indicating receipt by the proper agency official of items delivered | X | | |
| | Delivery Receipt | X | | |
| | Inspection and Acceptance Report prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative | X | | |
| | Property Acknowledgment Receipt (PAR) if already issued | X | | |
| | Purchase Request, if applicable | X | | |
| | Requisition and Issue Slip | X | | |
| | Certified copy of the submitted Contract or Purchase Order stamped "Received" by COA of the documentary requirements required by COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 (Annex A-T) and any future amendments thereof | | X | |
| | Notice of Award | | | X |
| | Notice to Proceed, indicating the date receipt by the contractor | | | X |
| | Bidding documents enumerated under Section 17. of the Revised IRR of RA No. 9184 (as applicable) | | | X |
| | Certified copy of the page of the approved Annual Procurement Plan (APP) or Supplemental APP where the particular Goods, Consulting Services and/or Infrastructure Projects subject of payment is indicated. | | X | |
| | Certificate of Completion and Acceptance (for any services provided, if applicable) | X | | |
| | Quotations of at least three (3) suppliers or Certificate of Exclusive Distributorship or Certificate of Emergency Purchase, if applicable | X | | |
| | Abstract of Quotations | X | | |
| | Warranty security for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies | | | X |
| | In case of motor vehicles, authority to purchase from agency head and Secretary of DBM, or OP depending on the type of vehicle being provided (Sections 7 and 9, AO No. 233 dated August 1, 2008) | | | X |
| | LTO Certificate of Registration and Official Receipt (for motor vehicle) | | | X |
| | GSIS Insurance Policy (Comprehensive and CTPL) | | | X |
| | Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof | X | | |
| | Obligation Request and Status (ORS) | X | | |

| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| Purchase of Supplies and Materials | Certification that the employee paid for the expense/s in advance (if reimbursement) | X | | |
| | Original copy of Dealers/Suppliers' Invoices / Official Receipts / Acknowledgment Receipts showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative, and indicating receipt by the proper agency official of items delivered | X | | |
| | Delivery Receipt | X | | |
| | Inspection and Acceptance Report prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative | X | | |
| | Inventory Custodian Slip (ICS) (for semi-expendable items) | X | | |
| | Report on Semi-expendable Property Issued (RSPI) (in the case of semi-expendable supplies) | X | | |
| | Report on Supplies and Materials Issued (RSMI) (in the case of expendable supplies) | X | | |
| | Requisition and Issue Slip (RIS) (in the case of expendable supplies) | X | | |
| | Distribution List (supplies) | X | | |
| | Purchase Request | X | | |
| | Certified copy of the submitted Contract or Purchase Order stamped "Received" by COA of the documentary requirements required by COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 (Annex A-T) and any future amendments thereof | | X | |
| | Notice of Award | | | X |
| | Notice to Proceed, indicating the date receipt by the contractor | | | X |
| | Bidding documents enumerated under Section 17. of the Revised IRR of RA No. 9184 (as applicable) | | | X |
| | Certified copy of the page of the approved Annual Procurement Plan (APP) or Supplemental APP where the particular Goods, Consulting Services and/or Infrastructure Projects subject of payment is indicated. | | X | |
| | Certificate of Completion and Acceptance (for any services provided, if applicable) | X | | |
| | Quotations of at least three (3) suppliers or Certificate of Exclusive Distributorship or Certificate of Emergency Purchase, if applicable | X | | |
| | Abstract of Quotations | X | | |
| | Samples and brochures/photographs, if applicable | X | | |
| | Results of Test Analysis, if applicable | X | | |
| | Warranty security for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies | | | X |
| | Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof | X | | |
| Reimbursement - Smoke Emission Test | Obligation Request and Status (ORS) | X | | |
| | Certification that the employee paid for the expense/s in advance | X | | |
| | Official Receipt | X | | |
| | Photos/Proof of emission test | | | X |
| | Purchase Request | X | | |
| | Obligation Request and Status (ORS) | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| Reimbursement of Training Expense | Official Receipt | X | | |
| | Office Order indicating the name of participants and the authorized registration fee | | | X |
| | Letter of invitation of host/agency/organization | | | X |
| | Certificate of Appearance/Attendance | | | X |
| | Copy of Training Materials, if required per Office Order | | | X |
| | Training Evaluation Form, if required per Office Order | | | X |
| Reimbursement of Pre-employment Medical Expenses | Obligation Request and Status (ORS) | X | | |
| | Copy of Approved Appointment | | | X |
| | Copy of Certificate of Assumption to Office | | | X |
| | Official Receipts/eOR/AR or equivalent | X | | |
| Release of Retention Money | Obligation Request and Status (ORS) | X | | |
| | Letter request from the contractor/supplier for release/substitution of retention money | X | | |
| | Certification from the end-user that the project is completed, inspected and accepted | X | | |
| | Subsidiary Ledger of Guaranty/Security Deposits Payable (c/o Accounting Division) | | | X |
| | Warranty security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand | | | X |
| Remittances (Taxes) | Tax Remittance Advice (TRA) EFPS generated | X | | |
| | Monthly Remittance Return of Income Taxes Withheld on Compensation (1601-C) / Monthly Remittance Form for Creditable Income Taxes Withheld (Expanded) (0619-E) / Monthly Remittance Return of Value-Added Tax and Other Percentage Taxes Withheld (1600) | X | | |
| | Monthly Alphalist of Payees (MAP) | X | | |
| | Summary of Remittance for the month | X | | |
| | Summary of deductions withheld from regular salary | X | | |
| | Remittance list generated from IPCS | X | | |
| | Schedule of Subsidiary Ledger (for outstanding due to BIR amounts) | X | | |
| | | | | |
| Remittances of Contributions and Loans (GSIS, PHIC, HDMF, ECC, SME, LBP, BUDGET Union) | Obligation Request and Status (ORS) - Personal / Employee Share | | | X |
| | Obligation Request and Status (ORS) - Government / Employer Share, if applicable | X | | |
| | Summary of Remittances | X | | |
| | Remittance List | X | | |
| | Statement of Premium Account (for PHIC Remittance) | | | X |
| Rental of equipment | Obligation Request and Status (ORS) | X | | |
| | Bill/Invoices | X | | |
| | Certificate of Services Rendered | X | | |
| | Service Report (if applicable) | X | | |
| | Official Receipt (post-audit requirement) | X | | |
| | Certified Copy of contract / Purchase Order stamped "Received" by CoA (initial payment) | | | X |
| | Notice of Award, Notice to Proceed and all applicable bidding documents (initial payment) | | | X |
| | Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Certified copy of the page of the approved Annual Procurement Plan (APP) or Supplemental APP where the particular Goods, Consulting Services and/or Infrastructure Projects subject of payment is indicated. | | | X |
| Repairs and Maintenance (Equipment, Motor Vehicle, and Buildings) | Obligation Request and Status (ORS) | X | | |
| | Bill/Invoices/Statement of Account | X | | |
| | Certification that the employee paid for the expense/s in advance (if reimbursement) | X | | |
| | Official Receipt | X | | |
| | Certificate of Services Rendered | X | | |
| | Inspection and Acceptance Report (for goods delivered) | X | | |
| | Report on Supplies and Materials Issued (RSMI), if applicable | X | | |
| | Report of Waste Materials | X | | |
| | Purchase Request (for items to be purchased) | X | | |
| | Certified copy of the page of the approved Annual Procurement Plan (APP) or Supplemental APP where the particular Goods, Consulting Services and/or Infrastructure Projects subject of payment is indicated. | | | X |
| | Certified Copy of Purchase Order stamped "Received" by CoA (initial payment) | X | | |
| | Notice of Award | X | | |
| | Notice to Proceed | X | | |
| | Quotations of at least three (3) contractors or Certificate of Exclusive Distributorship or Certificate of Emergency Repair, as the case may be | X | | |
| | Job Estimate | X | | |
| | Abstract of Quotations | X | | |
| | Warranty Certificate, if applicable | | | X |
| | Pre-repair inspection report, if applicable | X | | |
| | Repair history | X | | |
| | Job request/Recommendation for repair/replacement | X | | |
| | Police Report (in case of vehicular accident) | | | X |
| | Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof | X | | |
| Replenishment of funds - Petty Cash | Obligation Request and Status (ORS) | X | | |
| | Report of Paid Petty Cash Vouchers | X | | |
| | Petty Cash Vouchers (PCV) duly accomplished and signed | X | | |
| | Approved purchase request with certificate of Emergency Purchase, if necessary | X | | |
| | Bills, receipts, sales invoices | X | | |
| | Official Receipt / Electronic OR / Acknowledgement Receipt or its equivalent | X | | |
| | Certificate of Inspection and Acceptance | X | | |
| | Report of Waste Materials in case of replacement/repair | X | | |
| | Approved Trip Ticket, for gasoline/fuel expenses, together with parking and toll fee receipts, if any (applicable for government vehicles only) | X | | |
| | Canvass from at least three (3) suppliers for purchases involving P2,000 and above, except for purchases made while on official travel | X | | |
| | Abstract of Canvass | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Toll receipts | X | | |
| | Reimbursement Expense Receipt (RER) (for expenses from P301.00 to P1,000.00) / Certification for expenses not requiring receipts (for expenses P300.00 and below) EXCEPT payment for fares in public utility vehicles issuing receipts such as bus, train, vessel/ship and purchases in business establishments issuing receipts) | X | | |
| | Notice of Meeting with agenda / meeting's purpose | | | X |
| | Minutes of Meeting / Certification in lieu of minutes for other activities | X | | |
| | Attendance Sheet | X | | |
| | Such other supporting documents that may be required and/or required under the company policy depending on the nature of expenses | X | | |
| Representation and Transportation Allowance (RATA) - Commutable | Approved Payroll (if multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Copy of Office Order / Appointment / Certificate of Assumption (if first claim) | | X | |
| Representation and Transportation Allowance (RATA) - Reimbursable | Approved Payroll (if multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Certification that the official/employee did not use government vehicle and is not assigned any government vehicle | X | | |
| | Copy of Office Order / Appointment / Certificate of Assumption (if first claim) | X | | |
| Salary (Vouchered / Cancelled from Regular Payroll) | Disbursement Voucher (c/o Finance Service) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Computation of salary, allowances and incentives from AS-HRMD | X | | |
| | Duly signed and approved DTR (initialed by the immediate supervisor on written entries, if any) | | X | |
| | Duly approved Pass Slip, if on official business/transaction | | X | |
| | Blotter, in case of written entries on the DTR | | X | |
| | Accomplishment Report (For Work from Home Arrangement) | | X | |
| | Notice of Assumption (if applicable) | | X | |
| | Approved Application for Leave, Clearances, and Medical Certificate, if on sick leave for five days or more (if applicable) | | X | |
| Salary Differential due to Promotion and/or Step Increment | Obligation Request and Status (ORS) | X | | |
| | Certified True Copy of Appointment, in case of promotion | | X | |
| | Notice of Salary Adjustment, in case of step increment/salary increase | | X | |
| | Certificate of Assumption | | X | |
| | Approved Daily Time Record or Certification that the employee has not incurred leave without pay | X | | |
| | Approved Payroll / Disbursement Voucher (c/o Finance Service) | X | | |
| | | | | |
| Salary and PERA - Regular Payroll (Monthly Liquidation Documents) | Approved Payroll | X | | |
| | Obligation Request and Status (ORS) | X | | |
| Salary for Casual/Contractual Personnel | Obligation Request and Status | X | | |
| | Copy of ROPA of the pertinent contract/appointment marked received by the CSC (For Accredited Agencies by the CSC (for first claim) | | | X |
| | Certified copy of the pertinent contract/appointment/job order marked received by the CSC | | X | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Duly signed and approved DTR (initialed by the immediate supervisor on written entries, if any) | | X | |
| | Duly approved Pass Slip, if on official business/transaction | | X | |
| | Blotter, in case of written entries on the DTR | | X | |
| | Accomplishment Report, if applicable | | X | |
| Salary/Allowances/Benefits due to heirs of deceased employees | Obligation Request and Status (ORS) | X | | |
| | Computation of salary, allowances and incentives from AS-HRMD | X | | |
| | Duly signed and approved DTR (initialed by the immediate supervisor on written entries, if any) | | X | |
| | Accomplishment Report (For WHA) | | X | |
| | Duly approved Pass Slip, if on official business/transaction | | X | |
| | Blotter, in case of written entries on the DTR | | X | |
| | Certificate of Clearance from money, property and legal accountabilities, if any | | X | |
| | Death Certificate issued by the Philippine Statistics Authority (PSA) or Court Declaration in case of presumptive death or any evidence of circumstances of death, whichever is applicable. | | X | |
| | Marriage Contract issued by PSA (if applicable) | | X | |
| | Birth Certificate of surviving legal heirs issued by PSA | | X | |
| | Designation of next-of-kin | | X | |
| | Waiver of right of children 18 years and above, if applicable | | X | |
| | Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage | | X | |
| | | | | |
| Send-Bill Arrangement - Training Expense | Obligation Request and Status (ORS) | X | | |
| | Statement of Account/Billing Statement | X | | |
| | Office Order indicating the name of participants and the authorized registration fee | | | X |
| | Letter of invitation of host/agency/organization | | | X |
| | Certificate of Appearance/Attendance (to follow) | | | X |
| | Copy of Training Materials, if required per Office Order | | | X |
| | Training Evaluation Form, if required per Office Order | | | X |
| Service Recognition Incentive (SRI) | Approved Payroll | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Certification from the AS-HRMD that the personnel have not been found guilty of any administrative or criminal cases by final and executory judgment in year SRI is granted | X | | |
| | Computation of Salary, Allowances and Incentives, in case of pro-rated share of SRI | X | | |
| Special Allowance Counsel | Obligation Request and Status | X | | |
| | Approved Payroll (if multiple payees) | X | | |
| | Office Order / Letter of OSG deputizing the claimant to appear in court as legal counsel | X | | |
| | Certificate of Appearance issued by the Clerk of Court / evidence to support the appearance | X | | |
| | Certification that the cases are directly related to the nature of the office represented and is not pursuant to a motion for extension or postponement of hearing per Office Order No. 122, s. 2020. | X | | |
| | Certification issued by the Chief Accountant that the amount being claimed is still within the limitation under the General Appropriations Act (GAA) of the amount per month | X | | |
| | | | | |
| | Obligation Request and Status (ORS) | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| Telecommunications (Landline and Internet) | Official Receipt | X | | |
| | Summary of Accounts | X | | |
| | Statement of Account / Billing Statements | X | | |
| | Certified copy of the submitted Contract or Purchase Order stamped "Received" by COA of the documentary requirements required by COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 (Annex A-T) and any future amendments thereof | | | X |
| | Notice of Award, Notice to Proceed and all applicable bidding documents (initial payment) | | | X |
| | Certified copy of the page of the approved Annual Procurement Plan (APP) or Supplemental APP where the particular Goods, Consulting Services and/or Infrastructure Projects subject of payment is indicated. | | | X |
| Telecommunication Expense (Reimbursement) | Approved Payroll (if multiple payees) | X | | |
| | Obligation Request and Status (ORS) | X | | |
| | Certification on telecommunication expenses incurred | X | | |
| | Authority from the Secretary (for first claims / additional authorized personnel) | | | X |
| Terminal Leave Benefits | Obligation Request and Status (ORS) | X | | |
| | Computation of terminal leave benefits duly signed/certified by the Accountant | X | | |
| | Approved leave application | X | | |
| | Employee's letter of resignation duly accepted by the Head of Agency; In case of retirement, employee's letter of retirement duly accepted by the Head of Agency (Not applicable for those CTI) | | X | |
| | Certified photocopy of employee leave card as at last date of service duly audited by the Personnel Division and COA or Certificate of leave credits issued by the Admin/Human Resource Management Office (HRMO) | | X | |
| | Clearance from money, property and legal accountability from the Central Office and from Regional Office of last assignment | | X | |
| | Complete Service Record | X | | |
| | Statement of Assets, Liabilities & Net Worth (SALN) | X | | |
| | Certified photocopy of appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary under the last appointment is not the highest | | X | |
| | Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer/agency/LGU | X | | |
| | Affidavit of the applicant that there is no pending criminal investigation or prosecution against him/her (RA No. 3019) | X | | |
| | Copy of Bill (if necessary) | | X | |
| | Ombudsman Clearance | X | | |
| | Death certificate issued by PSA (in case of death of claimant) | X | | |
| | Marriage certificate issued by PSA (in case of death of claimant) | X | | |
| | Birth certificates of all surviving legal heirs issued by PSA (in case of death of claimant) | X | | |
| | Designation of next-of-kin (in case of death of claimant) | X | | |
| | Waiver of rights of children 18 years old and above, if applicable (in case of death of claimant) | X | | |
| Utility Expenses (Water and Electricity) | Obligation Request and Status (ORS) | X | | |
| | Statement of Account / Bill | X | | |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Certificate of Services Rendered | X | | |
| | Summary of Bills | X | | |
| | Official Receipt | X | | |
| Infrastructure Project (Variation Order / Change Order / Extra Work Order) | Obligation Request and Status (ORS) | X | | |
| | Copy of page of the approved Annual Procurement Plan (APP)/ Supplemental Annual Procurement Plan (SAPP) and any amendment thereto | | X | |
| | Approved contract supported by documents required under COA Circular No. 2009-01 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 stamped "received" by CoA | | | X |
| | Notice of Award | | | X |
| | Notice to Proceed, indicating the date receipt by the contractor | | | X |
| | Applicable Bidding documents enumerated under Section 17. of the Revised IRR of RA No. 9184 | | | X |
| | Statement of Account/ Progress Billing | X | | |
| | Statement of Work Accomplished | X | | |
| | Inspection Report by the agency's authorized engineer | X | | |
| | Results of Test Analysis, if applicable | X | | |
| | Statement of time elapsed | X | | |
| | Contractor's affidavit on payment of laborers and materials | X | | |
| | Pictures, before, during and after construction of items of work especially the embedded items | X | | |
| | Certificate of Completion | X | | |
| | Certification that no government supplies, materials and equipment were used by the contractor, if applicable | X | | |
| | Computation of utilities (water and electric) to be charged from the contractor, if applicable (should be signed by both parties) | X | | |
| | Punch list of inspection made upon reaching 95% of work accomplished | X | | |
| | Copy of Approved Change Order (CO) / Extra Work Order (EWO) | | | X |
| | Copy of the approved original plans indicating affected portions of the project and duly revised plans and specifications, if applicable, indicating the changes made which shall be color coded | | | X |
| | Copy of the agency's report establishing necessity/justifications for the need of such CO and/or EWO which shall include a) the computation as to the quantities of the additional works involved per item indicating specific stations where such works are needed; b) the date of inspection conducted and the results thereof; c) detailed estimate of the unit cost of such items of work for new unit costs including those expressed in volume/area/lump-sum/lot | | | X |
| | Copy of approved/revised PERT/CPM Network Diagram which shall be color coded, reflecting the effect of additional / deductive time on the contract period and corresponding detailed computations for the additional/deductive time for the subject CO / EWO | | | X |
| | Copy of the approved detailed breakdown of contact cost for variation order | | | X |
| | If the VO to be reviewed is not the first VO, all of the above requirements for all previously approved Vos, if not yet reviewed; otherwise, copy of the COA Technical Evaluation Report for the previously approved VOs | | | X |



| TRANSACTION | DOCUMENTARY REQUIREMENTS | ORIGINAL | CTC | COPY |
|-------------|----------------------------------------------------------------------------------------------------------|----------|-----|------|
| | Additional Performance Security in prescribed form and amount if VO exceeds 10% of the original contract | | | X |



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

This process involves requests for comments and recommendations on legislative measures, enrolled bills, proposed executive issuances, and other similar requests from DBM BILS, and requests for legal opinions on contract review queries from DBM B/S/Os.

| 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. 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 | None | 15 working days | <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 | | |
| 3. None | 3. Discuss the action/s to be taken and conduct complete staff work | None | | <i>Legal Assistant II and III, BMS, SRBMS, Attorney III LS</i> |
| 4. None | 4. Draft legal opinion | None | | <i>Attorney III and IV LS</i> |
| 5. None | 5. Review draft document and forward to the Assistant Director for review | None | | <i>Attorney IV and VI LS</i> |
| 6. None | 6. Review draft document and endorse to Director for review | None | | <i>Assistant Director LS</i> |



| | | | | |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------|-----------------------------------------------------|
| 7. None | 7. Review and sign draft document and endorse to assigned staff for release | None | | <i>Director</i> 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 | | <i>Legal Assistant II and III, BMS, SRBMS</i> LS |
| 9. 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 | | <i>AO/ADAS***</i> <i>(Records Officer)</i> LS |
| TOTAL | | None | 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

This process involves requests for comments and recommendations on enrolled bills, proposed executive issuances, and other similar requests.

| 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. 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 | None | 1 hour | <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 | 1 hour | |
| 3. None | 3. Discuss action/s to be taken and conduct complete staff work | None | 2 hours | <i>Legal Assistant II and III, BMS, SRBMS, Attorney III LS</i> |
| 4. None | 4. Draft legal opinion | None | 17 working hours | <i>Attorney III and IV LS</i> |
| 5. None | 5. Review draft document and forward to Assistant Director for review | None | | <i>Attorney IV and VI LS</i> |
| 6. None | 6. Review draft document and endorse to Director for review | None | | <i>Assistant Director LS</i> |
| 7. None | 7. Review and sign document and endorse to assigned staff for release | None | | <i>Director LS</i> |



| | | | | |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------|----------------------------------------------|
| 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 and III, BMS, SRBMS LS |
| 9. 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 | | None | 21 working hours | |



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

This process involves requests for legal opinions on (i) draft guidelines, which includes circulars and executive issuances, among others; (ii) LGU matters; and (iii) all other queries with budgetary implications, as endorsed by DBM B/S/Os.

| 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. 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 | None | 4 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 | | |
| 3. None | 3. Prepare complete staff work | None | 3 working days | <i>Legal Assistant II and III, BMS, SRBMS, Attorney III LS</i> |
| 4. None | 4. Draft legal opinion | None | 6 working days | <i>Attorney III and IV LS</i> |
| 5. None | 5. Review draft documents and forward to Assistant Director for review | None | | <i>Attorney IV and VI LS</i> |
| 6. None | 6. Review draft document and endorse to Attorney VI for finalization | None | 10 working days | <i>Office of the Director, Attorney IV and VI LS</i> |
| 7. None | 7. Proofreading and of finalization | None | 4 hours | <i>Legal Assistant II and III, BMS,</i> |



| | | | | |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------|------------------------------------|
| | memorandum to be released to official recipient/requesting DBM B/S/O or client | | | SRBMS |
| 8. Accept and/or acknowledge receipt of memorandum | 8. 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 | | None | 20 working days | |



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

This process involves requests for the handling of DBM cases, which includes the preparation of pleadings, motions, and other documents such as the Memorandum for the Secretary describing the nature of the case, Office Order authorizing LS lawyers to represent the DBM, and letter to the Office of the Solicitor General requesting for representation of deputation.

| 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. 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 | None | 8 to 40 working days* | Administrative Officer (AO) or Administrative Assistant (ADAS) (Records Officer) LS |
| 2. None | 2. Verify completeness of the attachments and supporting documents | None | | Legal Assistant II and III, Budget and Management Specialist (BMS), Senior BMS (SRBMS), Attorney III and IV LS |
| 3. None | 3. Conduct preliminary discussion on actions to be taken, and research | None | | Legal Assistant II and III, BMS, SRBMS, Attorney III, IV, and VI LS |
| 4. None | 4. Draft responsive pleading | None | | Legal Assistant II and III, BMS, SRBMS, Attorney III, IV, and VI 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 sign 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 and III, BMS, 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 | | None | 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 wherein the deadline/timeline is being set by the requesting entity.

| Office or Division: | AS-CRD | | | |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------|
| 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 memo request/accomplished AC-CRD Request form to AS-CRD | 1. Receive request | None | within 1 hour | <i>Administrative Assistant (ADAS) I and III Administrative Officer (AO) I, III and V AS-CRD</i> |
| 1.1 None | 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 and III 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 upon coordination with ICTSS and/or BTB | None | | |
| 2.2 None | 2.2 If request is for CTC of DBM Issuances, the | None | | <i>ADAS I and III AO I, III and V, Supervising AO</i> |



| | | | | |
|------------------------------|----------------------------------------------------------------------------------------------------|-------------|-----------------------|---------------------------------------------|
| | same can be provided within the day | | | AS-CRD |
| 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 and III AO I, III and V AS-CRD |
| 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 and III AO I, III and V AS-CRD |
| TOTAL | | None | 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 (CRD) | | | |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 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 (AS-CRD-BP-01-Form03) | | 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 | 1 hour | <i>Administrative Aide (AA) IV Administrative Assistant (ADAS) I and III Administrative Officer (AO) I, 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 | 3 hours | <i>ADAS I, AO I, 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 I, III and V AS-CRD</i> |
| 4. None | 4. Identify mode of releasing documents (Private courier, Registered mail, Pickup by agency liaison office, Personal | None | 4 hours | <i>AA IV, ADAS AO I, III and V AS-CRD</i> |



| | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------|-----------------------|---------------------------------------------------|
| | 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 | 4 hours | AA IV, ADAS I and III AO I, II and V AS-CRD |
| TOTAL | | None | 2 working days | |
| Note: Total Process Time of simple documents shall be 2 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 travel, in-house and external training programs, scholarship programs, and other learning and development interventions.

| Office or Division: | Administrative Service (AS) - Human Resource Development Division (HRDD) | | | |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------|
| 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 memorandum and draft Office Order | None | | Director IV AS-OD |
| 8. None | 8. Release to concerned FGH | None | 10 minutes | AO IV, V AS-OD |
| TOTAL | | None | 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 | | None | 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 <ul style="list-style-type: none"> • 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 | | None | 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. Receive request | None | 1 hour | Information Technology Officer III/II/I, Computer Maintenance Technologists III/II, Information Systems Analysts I, Project Development Officer IV, Administrative Aide VI ICTSS |
| 2. None | 2. Review request and take appropriate action/s | None | 2 working days, 6 hours | |
| 3. None | 3. Resolve and update status of requests | None | | |
| 4. Accept or acknowledge action taken | 4. Inform requesting user on ticket resolution | None | 1 hour | |
| TOTAL | | None | 3 working days | |
| Note: *In consideration with the recognized Working/Business Hours: Monday-Friday 7AM-6PM (except Holidays) **1 hour covers only the time to escalate to the vendor/partner ***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.

Incidents categorized as ICT Infrastructure-Related (High) refers to:

- *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;*
- *Users with impact on time-sensitive, critical processing and no workaround is possible*



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. Receive request | None | 1 hour | Information Technology Officer III/II/I, Computer Maintenance Technologist III/I, Information Systems Analyst I, Project Development Officer IV, Administrative Aide VI ICTSS |
| 2. None | 2. Review request and take appropriate action/s | None | 1 working day, 6 hours | |
| 3. None | 3. Resolve and update status of requests | None | | |
| 4. Accept or acknowledge action taken | 4. Inform requesting user on ticket resolution | None | 1 hour | |
| TOTAL | | None | 2 working days | |
| Note: <i>*In consideration with the recognized Working/Business Hours: Monday-Friday 7AM-6PM (except Holidays)</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.*

Incidents categorized as ICT Infrastructure-Related (Medium) refers to:

- If users or group of users with operations significantly impacting/downgrading time-sensitive, critical processing, but with a temporary solution available;*
- If a set or subset of a system is not functioning properly affecting productivity of a significant number of users*



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 hour | Information Technology Officer III/II/I, Computer Maintenance Technologists III, Information Systems Analysts I, Project Development Officer IV, Administrative Aide VI ICTSS |
| 2. None | 2. Review request and take appropriate action/s | None | 6 hours | |
| 3. None | 4. Resolve and update status of requests | None | | |
| 5. Accept or acknowledge action taken | Inform requesting user on ticket resolution | None | 1 hour | |
| TOTAL | | None | 1 working day | |
| Note: *In consideration with the recognized Working/Business Hours: Monday-Friday 7AM-6PM (except Holidays) **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. | | | | |

Incidents categorized as ICT Infrastructure-Related (Low) refers to:

- *If the effect of the incident impacts an individual or a small group of individuals;*
- *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*



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 Records Unit | 1. Receive request | None | 1 hour | Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), or Supervising BMS (SVBMS) ⁵³ or RO Records Control Coordinator (RCC)/ Document Management System (DMS) Focal Person DBM ROs |
| 1.1 None | 1.1 Upload all documents to DMS | None | | RO 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, or to the Office of the Director | None | | |
| 1.3 None | 1.3 Review request, and give instruction to the | None | | CBMS / Director DBM ROs |

⁵³ Assigned Officer of the Day

| | | | | |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------|-----------------------------------------------------------------|
| | technical staff /division concerned | | | |
| 2. None | 2. Evaluate request and prepare the following, as applicable: <ul style="list-style-type: none"> ➤ Working Paper/ Evaluation Report/Memo Brief/Processing Sheet, as applicable ➤ Advice of SARO (ASARO), as applicable ➤ Letter to Agency/SUCs, as applicable | None | 10 working days | <i>BMS I and II, SRBMS, and Supervising BMS (SVBMS) DBM ROs</i> |
| 2.2 None | 2.1 Create SARO/NCA entry, and prepare the following: <ul style="list-style-type: none"> ➤ SARO ➤ NCA ➤ Annexes ➤ ANCAI <p>Ensure that DMS Ref. No. is tagged in e-Budget. Affix initials on draft fund release documents</p> | 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 | 6. Print approved action documents, for releases to DBP: ➤ NCA; ➤ Annexes; ➤ Attachments, if any | None | 2 hours | <i>BMS I and II, SRBMS and SVBMS/ RO-CPRU DBM ROs</i> |
| 7. None | 7. Sign action documents, if applicable | None | 2 hours | <i>ARD/ RD DBM ROs</i> |
| 8. Access signed Obligational and/or Disbursement Authority/-ies in ADRS | 8. Receive, dry seal, if applicable, and release Disbursement Authorities | None | 1 working day, 3 hours | <i>RO-CPRU/ Records Unit/ DMS Focal Person DBM ROs</i> |
| 8.1 Download Obligational and/or Disbursement Authority/-ies in ADRS ⁵⁴ | 8.1 Upload necessary additional attachments, as applicable, in ADRS | None | | |
| 8.2 None | 8.2 Tag as "Released" in e-Budget and DMS, applicable for DBP releases | None | | |
| 8.3 None | 8.3 File documents for Archiving | None | | |
| TOTAL | | None | 20 working days | |

⁵⁴ 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, including justification for Personnel Services (PS) deficiencies (i.e. Magna Carta Benefits, increase in Personnel Benefits, filling up of unfunded positions, etc.) 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. Enhanced Matrix on the List of Personnel Availing Monetization of Leave Credits (LPAMLC)⁵⁵ 3. BED No. 3, for cash allocation/NCA request |
| 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 | <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 |

⁵⁵ Including the item number

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 / Special Budget Request⁵⁸ for the Release of Additional NCA for Accounts Payable 2. Latest FAR No. 1 3. Latest FAR No. 4, as applicable 4. BED No. 3⁵⁹ 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>⁶⁰Additional 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) Certification on the Release of Funds for BAC Honoraria <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 |

⁵⁸ With complete details of the request

⁵⁹ 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

⁶⁰ 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"



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| | <p>For Inter-agency Transferred Funds</p> <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 |
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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. 10154⁶¹.

| 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-Records Unit | 1. Receive request | None | 1 hour | <i>Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS) or Supervising BMS (SVBMS) ⁶² or RO 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 / RCC/ DMS Focal Person DBM ROs</i> |
| 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 | 4 calendar days | <i>BMS I and II, and SRBMS</i> |

⁶¹ "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

⁶² Assigned Officer of the Day

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| | <p>following:</p> <ul style="list-style-type: none"> ➤ Working Paper/ Evaluation Report/ Processing Sheet, as applicable ➤ Advice of SARO (ASARO), as applicable ➤ Letter to agencies, as applicable | | | DBM ROs |
| 2.2 None | <p>2.2 Create a SARO/NCA entry, and prepare the following:</p> <ul style="list-style-type: none"> ➤ Special Allotment Release order (SARO) ➤ Notice of Cash Allocation (NCA) ➤ Annexes ➤ Advice of NCA Issued (ANCAI) <p>Ensure DMS Ref. No. is tagged in e-Budget</p> | None | | |
| 3. None | 3. Review and recommend approval of action documents and submit to ARD for review and recommendation | None | 2 calendar days | SVBMS/ Chief BMS (CBMS) DBM ROs |
| 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- | None | | Regional Director (RD) DBM ROs |



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| | Budget | | | |
| 6. None | 6. Print approved action documents, for releases to DBP: ➤ NCA; ➤ Annexes; ➤ Attachments, if any | None | 2 hours | <i>BMS I and II, SRBMS and SVBMS/RO-CPRU DBM ROs</i> |
| 7. None | 7. Sign action documents, if applicable | None | 1 hour | <i>ARD/ RD DBM ROs</i> |
| 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, 4 hours | <i>RO-CPRU/Records Unit/ DMS Focal Person DBM ROs</i> |
| 8.1 Download Obligational and/or Disbursement Authority/ies in ADRS ⁶³ | 8.1 Upload necessary additional attachments, as applicable, in ADRS | None | | |
| 8.2 None | 8.2 Tag as “Released” in e-Budget and DMS, applicable for DBP releases | None | | |
| 8.3 None | 8.3 Tag as “Archived” in DMS | None | | |
| TOTAL | | None | 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

⁶³ 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) ⁶⁴ |
| 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 |

⁶⁴ 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. 7160⁶⁵, National Budget Circular (NBC) 429⁶⁶ and 429-A⁶⁷.

| 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 Budget Circular No. 2021-1 dated April 15, 2021) 2. Updated Service Record duly signed by the HRMO and approved by the LCE, with Certification for inclusive dates of Leave of Absence Without Pay (LWOP), if any 3. Certification of Transferred and Earned Leave Credits from NGA to LGU, Utilization and Balances with Computation of Proportionate Sharing (NG and LGU) and Amount Requested as NG Share in Terminal Leave Benefits (prescribed Template per Annex B of BC No. 2021-1 dated April 15, 2021) 4. Latest Notice of Salary Adjustment (NOSA) / Notice of Step Increment (NOSI)/NOSA for one (1) Salary Grade higher for Department of Health retiree(s) ⁶⁸ | | 1. One (1) original copy 2. One (1) original or certified true copy 3. One (1) original copy 4. One (1) original 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-Records Unit | 1. Receive agency request | None | 1 hour | <i>Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), or Supervising BMS (SVBMS)⁶⁹ or RO /Records Control Coordinator</i> |

⁶⁵ Local Government Code of 1991

⁶⁶ Separation and Retirement Benefits of National Government Agency Personnel devolved to the Local Government Units

⁶⁷ Amendment to Section 5 of NBC No. 429 dated 30 September 1993

⁶⁸ No longer required if the pertinent information is already provided by Item 3

⁶⁹ Assigned Officer of the Day

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| | | | | (RCC)/ Document Management System (DMS) Focal Person DBM ROs |
| 1.1 None | 1.1 Upload all documents to DMS | None | | RO 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 | 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 Records Unit | 5. Send Memorandum for LGRCB for evaluation. Release of Letter to client, if applicable | None | 7 hours | RO Records Unit / DMS Focal Person DBM ROs |



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|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 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 | None | | |
| 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 | <i>ADAS III/ AO III LGRCB</i> |
| 8. None | 8. Evaluate request and prepare the following action documents: ➤ SARO ➤ NCA ➤ MRS ➤ Schedules based from the certifications and GSB database ➤ ANCAI | None | 1 working day (plus 30 minutes for each additional request) | <i>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 | None | | |
| 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 | 2 hours | <i>Director LGRCB</i> |
| 10.1 None | 10.1 Tag as "Approved" in the e-Budget | None | | |
| 11. None | 11. Print and release of approved action documents to BTB-CPRU | None | 1 hour | <i>ADAS III/ AO III LGRCB</i> |



| | | | | |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------|--------------------|-------------------------------------|
| 12. None | 12. Receive, record and print NCA, MRS, and ANCAI on security paper, for releases to DBP | None | 1 hour, 50 minutes | ADAS III BTB-CPRU |
| 13. None | 13. Release of printed NCA, MRS, and ANCAI to LGRCB for signature, if applicable | None | | |
| 14. None | 14. Receive, record and transmit NCA, MRS, and ANCAI printed in Security Paper, if applicable | None | 1 hour | 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 | 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, ANCAI, and Daily Allotment Releases and Corresponding NCAs Report, whichever is applicable | None | 1 hour | Director LGRCB |
| 18. None | 18. Release signed NCA, MRS, ANCAI and/or Daily Allotment Releases and Corresponding NCAs Report to BTB, whichever is applicable | None | 1 hour | ADAS III/ AO III LGRCB |
| 19. Access signed Obligational and/or Disbursement Authority/-ies in ADRS | 19. Receive, package and release obligatory and disbursement authorities | None | 10 minutes | ADAS III BTB-CPRU |



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|------------------------------------------------------|---------------------------------------------------------------------|-------------|------------------------|--|
| 19.1 Download action documents in ADRS ⁷⁰ | 19.1 Upload signed action documents in ADRS, as applicable | None | | |
| 19.2 None | 19.2 Tag as "Released" in the e-Budget, applicable for DBP releases | None | | |
| TOTAL | | None | 20 working days | |

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).



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 Records Unit | 1. Receive agency request | None | 1 hour | <i>Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), Supervising BMS (SVBMS)⁷¹, or RO / Records Control Coordinator (RCC)/ Document Management System (DMS) Focal Person DBM ROs</i> |

⁷¹ Assigned Officer of the Day



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|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------|-------------------------------------------------------------------------------|
| 1.1 None | 1.1 Upload all documents to DMS | None | | RO RCC/ DMS Focal Person DBM ROs |
| 1.2 Receive DMS-generated acknowledgement receipt (AR), as applicable | 1.2 Issue DMS-generated AR, print DMS-generated routing slip 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 | BMS I and II, and SRBMS DBM ROs |
| 3. None | 3. Review and recommend approval of the action documents | None | 2 calendar days | SVMBs)/ Chief BMS (CBMS) DBM ROs |
| 4. None | 4. Review and recommend approval/approve the preliminary evaluation, recommendation to LGRCB, and Letter to client, if applicable | None | 1 calendar day | Assistant Regional Director (ARD)/ Regional Director (RD) DBM ROs |
| 5. Receive Letter from RO/ Records Unit | 5. Send Memorandum for LGRCB for evaluation. Release Letter to client, if applicable | None | 4 hours | Records Unit / DMS Focal Person DBM ROs |
| 5.1 None | 5.1 Tag 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 | None | | |
| 7. None | 7. Route favorable recommendation/request to Division concerned | None | 1 hour, 30 minutes | <i>ADAS III/ AO III LGRCB</i> |
| 8. None | 8. Evaluate request and prepare the following action documents: ➤ SARO ➤ NCA ➤ MRS ➤ Schedules based from the certifications and GSB database; and ➤ ANCAI | None | 7 hours | <i>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 | None | | |
| 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 | 2 hours | <i>Director LGRCB</i> |
| 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 | <i>ADAS III/ AO III LGRCB</i> |
| 12. None | 12. Receive, record and print NCA, MRS, and ANCAI on security paper, for releases to DBP | 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, if applicable | None | 30 minutes | |
| 14. None | 14. Receive, record and transmit NCA, MRS, and ANCAI printed in security paper, if applicable | None | 30 minutes | <i>ADAS III/ AO III LGRCB</i> |



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|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------|--------------------------------------|
| 15. None | 15. Prepare Daily Allotment Releases and Corresponding NCAs Report to Budget and Technical Bureau (BTB) | None | 2 hours | <i>BMS I and II, and SRBMS LGRCB</i> |
| 16. None | 16. Review and recommend approval of Daily Allotment Releases and Corresponding NCAs Report | None | 1 hour | <i>SVBMS / CBMS LGRCB</i> |
| 17. None | 17. Review and approve/sign NCA, MRS, and ANCAI and Daily Allotment Releases and Corresponding NCAs Report, whichever is applicable | None | 1 hour | <i>Director LGRCB</i> |
| 18. None | 18. Release signed NCA, MRS, ANCAI, and/or Daily Allotment Releases and Corresponding NCAs Report to BTB, whichever is applicable | None | 1 hour and 30 minutes | <i>ADAS III/ AO III LGRCB</i> |
| 19. Access signed Obligational and/or Disbursement Authority/-ies in ADRS | 19. Receive, package and release obligatory and disbursement authorities | None | 3 hours | <i>ADAS III BTB-CPRU</i> |
| 19.1 Download action documents in the ADRS ⁷² | 19.1 Upload signed action documents in ADRS, as applicable | | | |
| 19.2 None | 19.2 Tag as "Released" in e-Budget, applicable for DBP releases | | | |
| TOTAL | | None | 10 calendar days | |

**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*

⁷² 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).



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: <div>1. Transmittal letter by the Secretary of the Sanggunian of the Local Government Unit</div> <div>2. Budget Message</div> <div>3. Appropriation Ordinance, carrying the seal of the LGU with attached Plantilla of Personnel, and veto message and corresponding Sanggunian action, if any</div> <div>4. Sanggunian Resolution approving the Annual Investment Program (AIP)</div> <div>5. Approved AIP adopted by the Local Sanggunian with supporting documents pursuant to applicable Local Budget Memorandum issued for the current fiscal year.</div> <div>6. Annual Operating Budget for each Local Economic Enterprise (LEE), if any, and the AO for the newly created LEE</div> | | One (1) of each original copy, and one (1) certified true copy/original copy | Requesting Local Government Unit |
| Review of Supplemental Budget: <div>1. Transmittal Letter by the Secretary of the Sanggunian of the LGU</div> <div>2. Appropriation Ordinance, carrying the seal of the LGU, and veto message and corresponding Sanggunian action, if any</div> <div>3. LBP Form No. 8- Statement of Funding Sources (Certification of Availability of Funds)</div> <div>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</div> <div>4. LBP Form No. 9- Statement of Supplemental Appropriation, as applicable</div> | | | |



| 5. Supplemental AIP with approving Sanggunian Resolutions, as applicable 6. AO for the newly-created LEE | | | | |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit LGU request to RO- Records Unit | 1. Receive LGU request | None | 1 hour | <i>Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), Supervising DBMS (SVBMS)⁷³ or RO Records Control Coordinator (RCC)/ Document Management System (DMS) Focal Person DBM ROs</i> |
| 1.1 None | 1.1 Upload all documents to DMS | None | | RO RCC/ DMS Focal Person DBM ROs |
| 1.2 Receive DMS-generated acknowledgment 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 ➤ Transmittal Letter and Feedback/ Survey Form | None | 55 calendar days | <i>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> |

⁷³ Assigned Officer of the Day



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|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------|--------------------------|--------------------------------------------------|
| 5. None | 5. Finalize Review Letter. Stamp each page of Appropriation Ordinance | None | | <i>BMS I and II, SRBMS, and SVBMS DBM ROs</i> |
| 6. None | 6. Affix initial in Review Letter and all pages of the Ordinance, as applicable | 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 /Records Unit Authorized agency liaison officer to sign on receiving copy of released documents, as applicable | 8. Release action document | None | 2 calendar days, 7 hours | <i>RO 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 | | None | 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 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 (AS), Offices of the Assistant Secretary and Undersecretary for Budget Preparation Execution (BPE) Group, Offices of the Assistant Secretary and Undersecretary for Local Government and Regional Operations Group, and Office of the Secretary (OSEC) | | |
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| 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 for | | 1 of each original copy | Requesting government entity unless otherwise indicated |

| <p>acquisition is part of the Local Development Investment Program and Annual Investment Program; and (iii) funds are available for the purpose</p> <p>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</p> <p>3. Approved Annual Procurement Plan for the year showing inclusion of the procurement of the motor vehicle; and</p> <p>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> <p>Additional requirements for Replacements under Item 12.3 of BC No. 2022-01:</p> <p>a) Duly accomplished Inventory and Inspection Report of Unserviceable Property (IIRUP) (Annex E of BC No. 2022-1);</p> <p>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</p> <p>c) Certification of emission testing results by accredited providers.</p> | | | | |
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| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit agency request to RO Records Unit | 1. Receive agency request | None | 1 hour | <i>Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), Supervising BMS (SVBMS)⁷⁴ DBM ROs</i> |
| 1.1 None | 1.1 Upload all documents to DMS | None | | <i>Records Control Coordinator (RCC)/ Document Management System (DMS) Focal Person DBM ROs</i> |
| 1.2 Receive DMS-generated acknowledgement | 1.2 Issue DMS-generated AR, print DMS-generated | None | | |

⁷⁴ Assigned Officer of the Day

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| receipt (AR), as applicable | routing slip, and send hardcopy to Technical Division concerned | | | |
| 2. None | 2. Evaluate request as to compliance and completeness of documentary requirements | None | 7 working days | <i>BMS I and II, and SRBMS DBM ROs</i> |
| 2.1 None | 2.1 Prepare the following action documents: ➤ MFS ➤ Recommendation Sheet/Working /Evaluation/ Processing Sheet ➤ APMV Letter with assigned number ➤ Agency Specification ➤ Information Letter ➤ MFP transmitted to Office of the FGH (recommending approval for MVs under the approval of the OP) | None | | |
| 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 | <i>SBMS / CBMS DBM ROs</i> |
| 4. None | 4. Recommend/ Review and approve action documents | None | 3 working days | <i>Assistant Regional Director/ Regional Director DBM ROs</i> |
| 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 | 5. Release the action documents | None | 3 hours | <i>RO / Records Unit / DMS Focal Person DBM ROs</i> |

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| documents, as applicable | | | | |
| 5.1 None | 5.1 Send Memorandum for the Secretary, Draft APMV Template 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 approve action documents | None | 3 working days | <i>DBM Secretary OSEC</i> |
| 9. None | 9. Send approved action documents to AS-CRD | None | | <i>Administrative Aide VI / EA IV OSEC</i> |
| 10. Receive approved documents | 10. Release approved APMV | None | 3 hours | <i>ADAS I, and AO I, III and V AS-CRD</i> |
| TOTAL | | None | 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 Records Unit | 1. Receive agency request | None | 1 hour | <i>Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), Supervising BMS (SVBMS)⁷⁵ or RO 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>RORCC/ 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: <ul style="list-style-type: none"> ➤ Approved PAL of PPSA, if applicable ➤ Approved ERF or PASUC Computer | None | 10 working days | <i>BMS I and II, SRBMS, and/or SVBMS DBM ROs</i> |

⁷⁵ Assigned Officer of the Day

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| | Printout, if applicable ➤ Incumbent positions vis-a-vis GMIS (for decentralized agencies and SUCs) and updated PSIPOP/POP or DBM records on file for LWDs ⁷⁶ | | | |
| 2.1 None | 2.1 Create NOSCA entry (in case of SUCs and Decentralized Agencies) | None | | |
| 2.2 None | 2.2 Prepare the following: ➤ 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: ➤ NOSCA/PAL ➤ Memorandum/ | None | | BMS I and II, SRBMS and/or SVBMS or RO-CPRU/ Records |

⁷⁶ NOTE: LWDs are not included in the GMIS



| | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------|------------------------|----------------------------------------------------------|
| | Transmittal/ Approval Letter | | | <i>Unit/ DMS Focal Person DBM ROs</i> |
| 6. None | 6. Review final action documents and affix initials in PAL/NOSCA, if applicable, and/or submit action documents for review | None | | <i>SVBMS/ CBMS/ ARD DBM ROs</i> |
| 7. None | 7. Review, sign action documents and tag as "Activate" in the GMIS | None | 1 working day | <i>RD DBM ROs</i> |
| 8. Receive action documents from RO 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 | 7 hours | <i>RO 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 | | None | 20 working days | |



Table D3 - Documentary Requirements for Regional Office (RO) Staffing Modifications Requests

| 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) 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) Revised PAL for Reclassification of Master Teacher Positions</p> <p>b) For Secondary schools:</p> <ul style="list-style-type: none"> Updated List of Teachers by Subject Area, as applicable <p><u>For reclassification of School Head positions of DepEd:</u></p> <p>a) Revised PAL for Reclassification of School Head Positions</p> <p>b) Revised PAL for Reclassification of School Head Positions by Academic/Subject Area</p> <p><u>For reclassification/upgrading/conversion of positions due to National Budget Circular (NBC) No. 461:</u></p> <p>a) Plantilla of Personnel and Salary Adjustments</p> <p>b) <u>Certification of Accreditation for Professor Positions, if entering the rank for the first time</u></p> <p><u>For TESDA:</u></p> <ul style="list-style-type: none"> <u>Endorsement of the proposal by the TESDA Director-General</u> <p><u>For SUCs:</u></p> <ul style="list-style-type: none"> <u>Governing Board Resolution of its final decision on the evaluation results;</u> <u>Printout of the Validated Overall Summary Sheet; and</u> <u>Funding source as certified by the Chief Accountant and Head of the Agency</u> <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</p> |

| | |
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| | <p>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 years⁷⁷ 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 |

⁷⁷ 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. 2011-10⁷⁸.

| 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 | | | |
| 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) original copy Four (4) original copies One (1) original copy | | Requesting government entity unless indicated otherwise |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit request to RO Records Unit | 1. Receive request | None | 1 hour | <i>Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), Supervising BMS (SVBMS)⁷⁹, or RO 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 RCC/ DMS Focal Person DBM ROs</i> |

⁷⁸ Revised Local Water District Manual on Categorization, Re-categorization and other Related Matters (LWD-MaCRO) dated November 18, 2011

⁷⁹ Assigned Officer of the Day

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| 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 Stamped PSIPOP/POP ➤ Processing Sheet | None | 10 working days | <i>BMS I and II, and SRBMS, and/or SVBMS</i> DBM ROs |
| 3. None | 3. Review and endorse action documents. Affix signature in the stamped post-audited PSIPOP/POP | None | 5 working days | <i>SVBMS / CBMS</i> DBM ROs |
| 4. None | 4. Review and recommend approval/approve Letter and processing sheet | None | 4 working days | <i>Assistant Regional Director (ARD)/ Regional Director (RD)</i> DBM ROs |
| 5. Receive action documents from RO Records Unit Authorized agency liaison officer to sign on receiving copy of released documents, as applicable | 5. Receive and release action documents | None | 7 hours | <i>RO Records Unit/ DMS Focal Person</i> DBM ROs |
| 5.1 None | 5.1 Upload and archive in DMS | None | | |
| 5.2 None | 5.2 File approved action and supporting documents, if any | None | | |
| TOTAL | | None | 20 working days | |



9. Release of Funds Requiring DBM CO/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 issuance of SARO 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) SUCs: <ol style="list-style-type: none"> 1. Special Budget Request 2. BED No. 1 3. BED No. 2 4. BED No. 3 5. Board Resolution 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. DPWH clearance for building structural integrity/resiliency, signed picture of geo-tagged actual location of project/activity c. DENR – for environmental clearance Non-Infrastructure Projects <ol style="list-style-type: none"> a. Project profile, based on the format of Budget Preparation (BP) Forms 202 (LFPs)/203 (FAPs) | | 1 of each original copy | Requesting government entity unless otherwise indicated |



| b. DICT-endorsed Information Systems Strategic Plan (ISSP) c. MITHI Steering Committee endorsement d. Inventory/list and description for equipment, furniture and fixtures e. Endorsement by the DOE-Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) for Government Energy Efficiency Projects Centrally-Managed Items a. List of specific implementing units (IUs) and amount allotted to each IU Modification in the Allotments Issued (in the case of Decentralized Agencies) 1. Special Budget Request 2. Latest FAR No. 1 and FAR No. 1A to show balances per PAP and 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 Use of Savings for Augmentation of Deficient P/A/Ps 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 | | | | |
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| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit agency request to RO Records Unit | 1. Receive agency request | None | 1 hour | Budget and Management Specialist (BMS) I and II, Senior BMS (SRBMS), Supervising BMS |

| | | | | |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------|------------------------------------------------------------------------------------------------------|
| | | | | (SVBMS) ⁸⁰ or RO Records Control Coordinator (RCC) / DMS Focal Person DBM ROs |
| 1.1 None | 1.1 Upload all documents to Document Management System (DMS) | None | | RO 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 Division concerned | None | | |
| 2. None | 2. Evaluate request and prepare the following action documents: ➤ 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 | 10 working days | BMS I, II, SRBMS, or SVBMS DBM ROs |
| 3. None | 3. Review and recommend approval of action documents | None | 5 working days | SVBMS / Chief BMS (CBMS) DBM ROs |
| 4. None | 4. Recommend/ Review and approve action documents | None | 3 working days | Assistant Regional Director (ARD) / Regional Director (RD) DBM ROs |
| 4.1 None | 4.1 Initial/Sign draft action documents | None | | |
| 5. Receive Letter from RO Records Unit | 5. Receive and release approved action documents | None | 2 hours | RO / Records Unit / DMS Focal Person DBM ROs |
| 6. None | 6. Receive recommendation | None | 1 hour ⁸¹ | Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III |
| 6.1 None | 6.1 Upload all documents to DMS | None | | |
| 6.2 None | 6.2 Issue DMS-generated AR and | None | | |

⁸⁰ Assigned Officer of the Day

⁸¹ Voluminous documents will be physically routed to the B/S/O concerned within the day.

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| | send hardcopy/digital copy to Office of Assistant Secretary for BPE Group | | | and V AS-CRD |
| 7. None | 7. Receive, record, and submit to Assistant Secretary for BPE Group | None | 3 hours | Executive Assistant BPE Group |
| 8. None | 8. Review and endorse action documents | None | 3 working days | Assistant Secretary BPE Group |
| 9. None | 9. Review and approve and sign MFS and action documents, and Memorandum for the Executive Secretary, if requiring OP approval | None | 3 working days | DBM Secretary OSEC |
| 10. None | 10. Send approved action documents to AS-CRD | None | | Administrative Aide VI / EA IV OSEC |
| 11. None | 11. Release approved MFS and action documents, and Memorandum for the Executive Secretary, if requiring OP approval | None | 2 hours | ADAS I, and AO I, III and V AS-CRD |
| 12. None | 12. Receive approved MFS/MFP | None | 1 hour | BMS I, II, SRBMS, RVBMS DBM ROs ⁸² or RO RCC/ DMS Focal Person DBM ROs |
| 12.1 None | 12.1 Upload all documents to DMS | None | | RO / RCC/ DMS Focal Person DBM ROs |
| 12.2 None | 12.2 Submit approved action documents to Technical Division concerned | None | | |
| 13. None | 13. 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 | None | 4 working days | BMS I, II, SRBMS, SVBMS DBM ROs |

⁸² Assigned Officer of the Day

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| | (SARO) ➤ Notice of Cash Allocation (NCA) ➤ Annexes ➤ Advice of NCA Issued (ANCAI) ➤ Letter to Agency/SUCs | | | |
| 13.1 None | 13.1 Create SARO/NCA entry. Ensure that DMS Ref. No. is tagged in e-Budget | None | | |
| 14. None | 14. Review action documents and affix initials on draft fund release documents | None | 2 working days | SVBMS / CBMS DBM ROs |
| 15. None | 15. Review and recommend approval of action documents, and tag as "For Approval" in e-Budget | None | 2 working days | ARD DBM ROs |
| 16. None | 16. Review and approve action documents, and tag as "Approved" in e-Budget | None | | RD DBM ROs |
| 17. None | 17. Print approved action documents, for releases to DBP: ➤ NCA, if applicable; ➤ Annexes; ➤ Attachments, if any | None | 4 hours | BMS I and II, SRBMS and SVBMS/ RO-CPRU DBM ROs |
| 18. None | 18. Sign action documents, if applicable | None | 2 hours | ARD/RD DBM ROs |
| 19. Access signed Obligational and/or Disbursement Authority/ies in ADRS | 19. Receive, dry seal, if applicable, and release necessary additional attachments, as applicable, in ADRS | None | 1 working day | RO-CPRU/ Records Unit/ DMS Focal Person DBM ROs |
| 19.1 Download Obligational and/or Disbursement Authority/ies in | 19.1 Upload signed Disbursement Authority/ies in ADRS | None | | |



| | | | | |
|--------------------|---------------------------------------------------------------------------|-------------|------------------------|--|
| ADRS ⁸³ | | | | |
| 19.2 None | 19.2 Tag as “Released” in e- Budget, applicable for DBP releases | None | | |
| TOTAL | | None | 35 working days | |

⁸³The 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. Document Request Form | | 1 original copy | | FAD |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Fill-out Document Request Form from FAD and submit request to <i>Document Management System (DMS)</i> Focal Person/ Records Unit | 1. Receive request | None | 1 hour | <i>DMS Focal Person</i> DBM ROs |
| 2. None | 2. Evaluate request, and prepare action document/s | None | 2 working days, 6 hours, 50 minutes | <i>AO II (HRMO I)</i> DBM ROs |
| 3. None | 3. Review and recommend approval of request, and action document/s | None | | <i>Supervising (AO)</i> <i>/Chief AO</i> DBM ROs |
| 4. None | 4. Recommend/ Review and approve action document/s | None | | <i>CAO/Assistant Regional Director/ Regional Director</i> DBM ROs |
| 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</i> DBM ROs |
| TOTAL | | None | 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 during 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 E1 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 DBM ROs</i> |
| 2. None | 2. Evaluate request and prepare financial document/s, as applicable: <ul style="list-style-type: none"> • Obligation Request and Status (ORS) • Disbursement Voucher | None | 1 working day | <i>Accountant, Administrative Officer (AO) V (Budget officer), ADAS III (Senior Bookkeeper) DBM ROs</i> |
| 3. None | 3. Review and recommend approval of request and financial document/s | None | 4 hours | <i>Chief Budget and Management Specialist⁸⁴ Supervising AO/Chief AO DBM ROs</i> |
| 4. None | 4. Recommend/ Review and approve financial document/s | None | 3 hours | <i>Assistant Regional Director (ARD)/ Regional Director</i> |

⁸⁴ Of the requesting employee, in case of claims from RO employee



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| | | | | (RD) DBM ROs |
| 5. None | 5. Prepare LDDAP-ADA/ Check/ ACIC through eMDS | None | 4 hours | Cashier DBM ROs |
| 6. None | 6. Review and certify correctness of LDDAP-ADA/Check/ ACIC; sign financial documents, and endorse to authorized signatory ⁸⁵ | None | 3 hours | Accountant DBM ROs |
| 7. None | 7. Review and recommend approval/approve LDDAP-ADA/ Check/ ACIC | None | | Supervising AO / Chief AO / ARD/RD DBM ROs |
| 9. Receipt of financial document/s for payment of claims from FAD | 8. Release of financial document/s for payment of claim | None | 1 hour | Cashier/FAD DBM ROs |
| 8.1 None | 8.1 Archive transaction in DMS | None | | RCC/DMS Focal Person/Cashier DBM ROs |
| TOTAL | | None | 3 working days | |

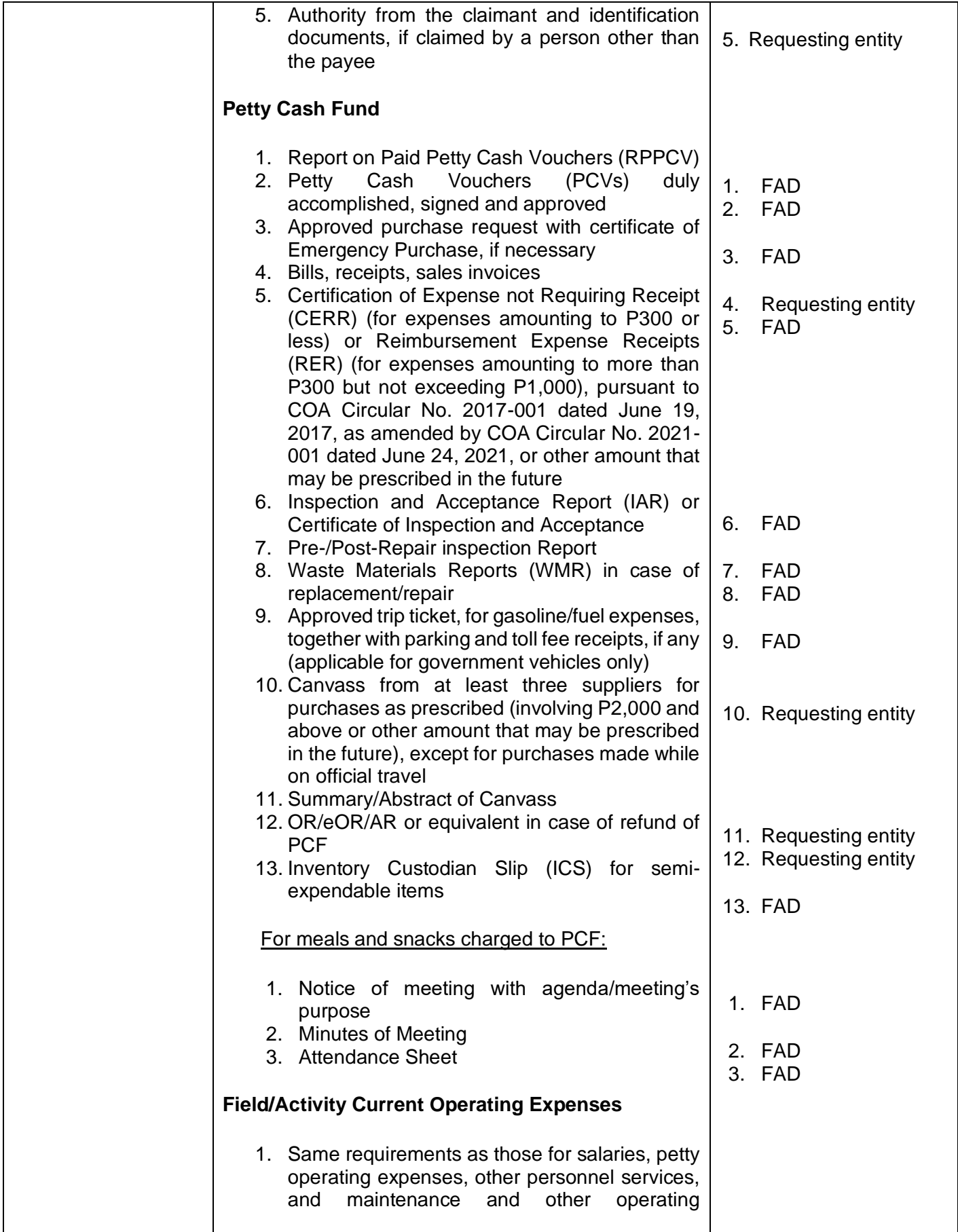
* Prepared by the requesting entity unless indicated otherwise.

⁸⁵ Authorized signatory may include CAO, ARD or RD

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| | <ol style="list-style-type: none"> 4. Quotation of plane fare or screen copies of online booking for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor 5. Letter of invitation of the host/sponsoring agency/organization <p>b. Foreign Travel</p> <ol style="list-style-type: none"> 1. Duly approved Office Order/Travel Order 2. Duly approved Itinerary of Travel 3. Certification from the Accountant that previous cash advances have been fully liquidated and accounted for in the books 4. Letter of invitation of the host/sponsoring agency/organization 5. Flight itinerary issued by the airline ticketing office/travel agency 6. Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor 7. Where applicable, authority to claim representation expenses <p>In case of seminar/training:</p> <ol style="list-style-type: none"> 1. Acceptance of nominee/s as participant/s (issued by the host country) 2. Programme Agenda and Logistics Information | <ol style="list-style-type: none"> 4. Airline/Ticketing Office / Travel Agency 5. Inviting host/agency/organization 1. AS-CRD 2. FAD 3. FAD 4. Inviting host/agency/organization 5. Airline/Ticketing Office / Travel Agency 6. Airline/Ticketing Office / Travel Agency 7. FAD 1. Inviting host/agency/organization 2. Inviting host/agency/organization |
| 2. Liquidation of Cash Advances | <p>Payroll Funds for Salaries, Allowances, Honoraria and Other Similar Expenses</p> <ol style="list-style-type: none"> 1. Report of Cash Disbursements (RCDIsb) certified correct by the accountable officer 2. Approved payrolls/vouchers⁸⁶ duly acknowledged/signed by the payee/s 3. Duly verified/approved accomplishment report, in case of payment of personnel under the "job order" status 4. Official Receipt (OR)/printed electronic OR (eOR)⁸⁷/Acknowledgement Receipt (AR) or equivalent in case of refund for unclaimed Salaries, Allowances, Honoraria and Other Similar expenses | <ol style="list-style-type: none"> 1. FAD 2. FAD 3. FAD 4. FAD |

⁸⁶ The Daily Time Record (DTR) for payroll cash advance are no longer required considering that the certification by the authorized official that services (usually by the HRMO) was duly rendered on Box A of Payroll Form would be sufficient

⁸⁷ Certified by the claimant as a duplicate copy of the original



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| | <p>expenses depending on the nature of expenses incurred.</p> <p>Travelling Expenses</p> <ol style="list-style-type: none"> Liquidation Report Approved Certificate of Travel Completed Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed Copy of previously approved Itinerary of Travel Copy of Office Order and Supplemental Office Order or any proof supporting the change of schedule Certificate of Appearance or Attendance or in the absence thereof, photocopy of the received copy of Memo Transmittal of Back to Office Report/Narrative Report on trip undertaken/Report on Participation addressed to the agency head. The report, duly noted by the agency or his authorized representative, shall contain, among others, the following information: <ul style="list-style-type: none"> Highlights of the training/activity; Pictures preferably dated; Plan of action for knowledge sharing; and Recommendations OR/eOR⁸⁸/AR or equivalent in case of refund of excess cash advance <p><u>Additional Documentary Requirements:</u></p> <p>Local Travel</p> <ol style="list-style-type: none"> Paper/electronic plan, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for the official travel exceeded the prescribed rate per day (<i>certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts</i>) OR/eOR or CERR (for expenses amounting to P300 or less) or RER (for expenses amounting to more than P300 but not exceeding P1,000), pursuant to COA Circular | <ol style="list-style-type: none"> FAD FAD FAD FAD FAD Inviting host/agency/organization Requesting entity Travel Agency or its equivalent FAD FAD |
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⁸⁸ Electronic Official Report (eORs) include those issued by ride hailing applications (e.g., grab, uber, angkas, etc.) and paid through electronic means (e.g., Gcash, Grab Pay, Paya Maya, etc.). This must be printed and applies to all transactions where an eOR is used as proof payment

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| | <p>No. 2017-001 dated June 19, 2017, as amended by COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future. In case of payment of toll fees⁸⁹, the CERR/RER shall be supported with the toll fee rates</p> <p>4. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by Metro Manila Area, if the travel allowances being claimed include hotel room/lodging</p> <p>Foreign Travel</p> <p>1. Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company. In the absence thereof other documents such as, but not limited to, a certified true copy of the passport showing the dates of entry and exit, duly stamped by the Immigration Office of the country destination as indicated in the approved travel authority and itinerary of travel; or a passenger manifest certified by the concerned airline or shipping company</p> <p>2. For reimbursement of actual travel expenses in excess of the prescribed rate:</p> <ul style="list-style-type: none"> • Approval by the President • Certification from the Head of the Agency that it is absolutely necessary • Hotel room with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required bills and receipts) • Bills/receipts for non-commutable representation expenses approved by the President or authorized officials | <p>4. Hotel/Lodging</p> <p>1. Travel Agency or its equivalent</p> <p>2. FAD</p> |
| 3. Monetization of Leave Credits of Personnel | <p>1. Approved leave application with leave credit balance certified by the Human Resource Officer</p> <p>2. Request for monetization of leave covering more than ten days duly approved by the Head of Agency</p> <p>3. For monetization of 50% or more:</p> <ul style="list-style-type: none"> • Clinical abstract/medical procedures to be undertaken in case of health, medical, and hospital needs | <p>1. FAD</p> <p>2. Requesting entity</p> |

⁸⁹ The printed copies of eORs, or its equivalent may be used as proof of payments by government personnel of toll fees collected by operators through Radio Frequency Identification (RFID)



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| | <ul style="list-style-type: none">• Barangay Certification in case of need for financial assistance brought by calamities, typhoons, fire, etc. <p>4. Justification on financial needs for the education of employee or children</p> | |
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3. Processing of claims through Funding Checks or LDDAP-ADA

This service pertains to financial transactions or requests by suppliers and employees relative to claims through Funding Check or LDDAP-ADA 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 |
| See Table F1 for the applicable requirements based on the nature of the request. | | 1 of each copy | | See Table F1 for 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 DBM ROs</i> |
| 2. None | 2. Evaluate request and prepare financial document/s | None | 1 working day | <i>Accountant, Administrative Officer (AO) V (Budget Officer) DBM ROs</i> |
| 3. None | 3. Review and recommend approval of request and financial document/s | None | 4 hours | <i>Supervising AO/ Chief AO DBM ROs</i> |
| 4. None | 4. Recommend/ Review and approve financial document/s | None | 3 hours | <i>Assistant Regional Director (ARD)/ Regional Director (RD) DBM ROs</i> |
| 5. None | 5. Prepare Checks and ACIC | None | 4 hours | <i>AO III (Cashier) DBM ROs</i> |
| 6. None | 6. Review and certify correctness of the LDDAP-ADA/ACIC, and | None | 3 hours | <i>Accountant DBM ROs</i> |



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| | sign financial document | | | |
| 7. None | 7. Review and recommend approval/approve of financial documents | None | | <i>Supervising AO/ Chief AO/ ARD/ RD DBM ROs</i> |
| 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 | <i>Cashier/FAD DBM ROs</i> |
| TOTAL | | None | 3 working days | |

* Prepared by the requesting entity unless indicated otherwise.

Table F1 - Documentary Requirements for the Processing of Claims through Funding Check or LDDAP-ADA

| DBM Service | Documentary Requirements | Where to Secure |
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| 1. Processing of Claims Through Funding Check | <p>A. Procurement of Goods:</p> <ol style="list-style-type: none"> 1. Certified copy of the page of the approved Annual Procurement Plan (APP) or Supplemental APP here the particular goods subject of payment is indicated 2. Certified copy of the submitted Contract or Purchase Order stamped "Received" by COA of the documentary requirements required by COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 (Annex A-T) and any future amendments thereof 3. Letter request for payment from contractor/supplier <p><u>Additional Documentary Requirements</u></p> <p>Supplies, Materials, Equipment and Motor Vehicles</p> <ol style="list-style-type: none"> 1. Purchase Requisition (PR) 2. Original copy of Dealers/Suppliers' Invoices showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his authorized representative 3. Results of Test Analysis, if applicable 4. Tax receipts from the Bureau of Customs (BOC) or the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties | <p>A.</p> <ol style="list-style-type: none"> 1. FAD 2. FAD 3. Requesting entity (Supplier) <ol style="list-style-type: none"> 1. FAD 2. Requesting entity (Supplier) 3. FAD 4. BOC/BIR |

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| | <p>due on the same equipment, supplied or sold to the government</p> <ol style="list-style-type: none"> 5. Delivery receipt duly received 6. Inspection and Acceptance Report prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative 7. Property Acknowledgement Receipt (PAR), for equipment 8. Warranty Security for a minimum period of one year in the case of semi-/non-expendable supplies, after acceptance by the procuring entity of the delivered supplies 9. Authority to purchase, in case of motor vehicles 10. For Procurement of drugs and medicines <ul style="list-style-type: none"> • Certificate of product registration from Food and Drug Administration (FDA) • Certificate of good manufacturing practices from FDA • Batch release certificate from FDA • If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the products/items • License to Operate from FDA with List of Sources (whether it is a manufacturer, importer, seller or distributor) • Certification by the Medical Officer that medicines and drugs requisitioned is included in the PNDF Current Edition • Delivery Receipt/Invoice bearing Lot Nos. and Expiry Dates of the drugs and medicines <p>General Support Services (janitorial, security maintenance, garbage collection and disposal and similar services):</p> <ol style="list-style-type: none"> 1. Performance Appraisal Report 2. Statement of Account or Contractor's Bill 3. Record of Attendance/Service 4. Proof of remittance to concerned government agencies [BIR/Social Security System (SSS)/Pag-Ibig/PhilHealth] <p>Repair and Maintenance of Equipment and Motor Vehicles</p> <ol style="list-style-type: none"> 1. Bills/Invoices | <ol style="list-style-type: none"> 5. Requesting entity (Supplier) 6. FAD 7. FAD 8. FAD/ Requesting entity (Supplier) 9. FAD 10. FDA 1. FAD 2. Requesting entity (supplier) 3. FAD 4. FAD 1. FAD 2. FAD |
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| | <ol style="list-style-type: none"> 2. Pre-Repair Inspection Report 3. Post-Repair Inspection Report 4. Repair History of Property 5. Waste Materials Report 6. Warranty Certificate 7. Certificate of Acceptance | <ol style="list-style-type: none"> 3. FAD 4. FAD 5. FAD 6. FAD/ Requesting entity (Supplier) 7. FAD |
| | <p>B. Utility Expense:</p> <ol style="list-style-type: none"> 1. Statement of Account/Bill 2. Invoice/Official Receipt or machine validated statement of account/bill | <p>B.</p> <ol style="list-style-type: none"> 1. Requesting entity (supplier) 2. Requesting entity (supplier) |
| | <p>C. Telephone/Communication Expense</p> <ol style="list-style-type: none"> 1. Statement of Account/Bill 2. Invoice/Official Receipt or machine validated statement of account/bill or collection and acknowledgment receipts 3. Certification by Head of Agency or his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls 4. Authority from the Head of Agency for entitlement to Mobile phone allowance 5. Certification from the Chief Accountant and Property Officer that the employee was not issued a postpaid plan for mobile phone | <p>C.</p> <ol style="list-style-type: none"> 1. Requesting entity (supplier) 2. Requesting entity (supplier) 3. FAD 4. FAD 5. FAD |
| | <p>D. Extraordinary and Miscellaneous Expenses:</p> <ol style="list-style-type: none"> 1. Certification executed by the official concerned that the amount claimed was spent for the purpose and in the amount not exceeding the limit indicated in the general provisions of the GAA 2. Relevant Invoices/Receipts, if the amount claimed was spent for the purpose and in the amount exceeding the limit indicated in the general provisions of the GAA 3. Minutes of the meeting if used for the purpose of meetings, seminars and conferences 4. Attendance Sheet | <p>D.</p> <ol style="list-style-type: none"> 1. FAD 2. FAD 3. FAD 4. FAD |
| | <p>E. For Cultural and Athletic Activities:</p> <ol style="list-style-type: none"> 1. Budget estimates approved by the Head of Agency 2. Office Order 3. Same requirements under procurement depending on the nature of expense and the mode of procurement adopted | <p>E.</p> <ol style="list-style-type: none"> 1. FAD 2. AS-CRD 3. FAD |

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| <p>2. Payment of claims through LDDAP-ADA</p> | <p>A. Procurement of Goods:</p> <ol style="list-style-type: none"> 1. Certified copy of the page of the approved Annual Procurement Plan (APP) or Supplemental APP here the particular goods subject of payment is indicated 2. Certified copy of the submitted Contract or Purchase Order stamped "Received" by COA of the documentary requirements required by COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 (Annex A-T) and any future amendments thereof 3. Letter request for payment from contractor/supplier <p><u>Additional Documentary Requirements</u></p> <p>Supplies, Materials, Equipment and Motor Vehicles</p> <ol style="list-style-type: none"> 1. Purchase Requisition (PR) 2. Original copy of Dealers/Suppliers' Invoices showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his authorized representative 3. Results of Test Analysis, if applicable 4. Tax receipts from the Bureau of Customers or the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government 5. Delivery receipt duly received 6. Inspection and Acceptance Report prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative 7. Property Acknowledgement Receipt (PAR), for equipment 8. Warranty Security for a minimum period of one year in the case of semi-/non-expendable supplies, after acceptance by the procuring entity of the delivered supplies 9. Authority to purchase, in case of motor vehicles 10. For Procurement of drugs and medicines <ul style="list-style-type: none"> • Certificate of product registration from Food and Drug Administration (FDA) • Certificate of good manufacturing practices from FDA • Batch release certificate from FDA | <p>A.</p> <ol style="list-style-type: none"> 1. FAD 2. FAD 3. Requesting entity (Supplier) 1. FAD 2. FAD 3. Requesting entity (Supplier) 4. Bureau of Customs/ BIR 5. FAD 6. FAD 7. FAD 8. Requesting entity (Supplier) 9. FAD 10. Requesting entity (Supplier) |
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| | <ul style="list-style-type: none"> • If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the products/items • License to Operate from FDA with List of Sources (whether it is a manufacturer, importer, seller or distributor) • Certification by the Medical Officer that medicines and drugs requisitioned is included in the PNDF Current Edition • Delivery Receipt/Invoice bearing Lot Nos. and Expiry Dates of the drugs and medicines <p>General Support Services (janitorial, security maintenance, garbage collection and disposal and similar services):</p> <ol style="list-style-type: none"> 1. Performance Appraisal Report 2. Statement of Account or Contractor's Bill 3. Record of Attendance/Service 4. Proof of remittance to concerned government agencies [BIR/Social Security System (SSS)/Pag-Ibig/PhilHealth] <p>Repair and Maintenance of Equipment and Motor Vehicles</p> <ol style="list-style-type: none"> 1. Bills/Invoices 2. Pre-Repair Inspection Report 3. Post-Repair Inspection Report 4. Repair History of Property 5. Waste Materials Report 6. Warranty Certificate 7. Certificate of Acceptance <p>B. Utility Expense:</p> <ol style="list-style-type: none"> 1. Statement of Account/Bill 2. Invoice/Official Receipt or machine validated statement of account/bill <p>C. Telephone/Communication Expense</p> <ol style="list-style-type: none"> 1. Statement of Account/Bill 2. Invoice/Official Receipt or machine validated statement of account/bill or collection and acknowledgment receipts 3. Certification by Head of Agency or his authorized representatives that all National | <ol style="list-style-type: none"> 1. FAD 2. Requesting entity (Service Provider) 3. FAD 4. FAD <ol style="list-style-type: none"> 1. Requesting entity (Service Provider) 2. FAD 3. FAD 4. FAD 5. FAD 6. Agency/Contractor 7. FAD <p>B.</p> <ol style="list-style-type: none"> 1. Requesting entity (Supplier/Service Provider) 2. Requesting Entity (Supplier/Service Provider) <p>C.</p> <ol style="list-style-type: none"> 1. Requesting entity 2. Requesting entity 3. FAD |
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| | <p>Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls</p> <p>4. Authority from the Head of Agency for entitlement to Mobile phone allowance</p> <p>5. Certification from the Chief Accountant and Property Officer that the employee was not issued a postpaid plan for mobile phone</p> <p>D. Extraordinary and Miscellaneous Expenses:</p> <p>1. Certification executed by the official concerned that the amount claimed was spent for the purpose and in the amount not exceeding the limit indicated in the general provisions of the GAA</p> <p>2. Relevant Invoices/Receipts, if the amount claimed was spent for the purpose and in the amount exceeding the limit indicated in the general provisions of the GAA</p> <p>3. Minutes of the meeting if used for the purpose of meetings, seminars and conferences</p> <p>4. Attendance Sheet</p> <p>E. For Cultural and Athletic Activities:</p> <p>1. Budget estimates approved by the Head of Agency</p> <p>2. Office Order</p> <p>3. Same requirements under procurement depending on the nature of expense and the mode of procurement adopted</p> | <p>4. FAD</p> <p>5. FAD</p> <p>D.</p> <p>1. FAD</p> <p>2. FAD</p> <p>3. FAD</p> <p>4. FAD</p> <p>E.</p> <p>1. FAD</p> <p>2. AS-CRD/FAD</p> <p>3. FAD</p> |
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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) | | |
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| 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) Form Additional documentary requirements, whichever is applicable: <ol style="list-style-type: none"> Approved purchase request with certificate of Emergency Purchase, if necessary Bills, receipts, sales invoices Certification of Expense not Requiring Receipt (CERR) (for expenses amounting to P300 or less) or Reimbursement Expense Receipts (RER) (for expenses amounting to more than P300 but not exceeding P1,000), pursuant to COA Circular No. 2017-001 dated June 19, 2017, as amended by COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future Inspection and Acceptance Report (IAR) or Certificate of Inspection and Acceptance Pre-/Post-Repair inspection Report Waste Materials Reports (WMR) in case of replacement/repair Approved trip ticket, for gasoline/fuel expenses, together with parking and toll fee receipts, if any (applicable for government vehicles only) Canvass from at least three suppliers for purchases as prescribed (involving P2,000 and above or other amount that may be prescribed in the future), except for purchases made while on official travel Summary/Abstract of Canvass OR/eOR/AR or equivalent in case of refund of PCF <u>For meals and snacks charged to PCF:</u> | | One (1) copy | Requesting Entity / FAD |



| i. Notice of meeting with agenda/meeting's purpose ii. Minutes of Meeting iii. Attendance Sheet | | | | |
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| 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)/ Cashier / Petty Cash Custodian DBM ROs |
| 1.1 None | 1.1 Upload received PCV in the DMS. Check and forward to claimant's immediate supervisor | None | | |
| 2. None | 2. Review/Evaluate and approved Box A of the PCV | None | 3 hours | Supervising Budget and Management Specialist (SVBMS) / Chief BMS (CBMS)/ Supervising AO/ Chief AO DBM ROs |
| 3. None | 3. Received approved PCV | None | 2 hours | Cashier/Petty Cash Custodian DBM ROs |
| 4. Receipt of cash | 4. Release of cash | None | 2 hours | Cashier / FAD/ Petty Cash Custodian DBM ROs |
| TOTAL | | None | 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) | | | |
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| 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 / DMS Focal Person/ FAD DBM ROs</i> |
| 2. None | 2. Evaluate request and prepare Office Order | None | 1 working day, 3 hours, 20 minutes | <i>AO III Assigned Personnel 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 | | None | 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 | | None | 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>CAO/Administrative Aide IV/ 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 | | None | 3 working days | |



X. 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 Natin 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!



XI. 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 Undersecretary for Legal and Legislative Group Supervision of the Legal Service and Budget Information Legislative 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 |
| 3 | Office of the Undersecretary for Advocacy, Capacity Development, Economic Affairs, and Stakeholder Relations (ACES) Group Supervision of the Advocacy, Communications and Training Service | 2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 2528 |
| 4 | Office of the Undersecretary for Media Affairs and Community Relations Office | 3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 2521 |
| 5 | Office of the Undersecretary for the Information and Communications Technology Group Supervision of the Information and Communications Technology Systems Service | 2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 2513 |
| 6 | Office of the Undersecretary for the Local Government and Regional Operations Group and Organization and | 3/F, Bldg. II, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 2505 |



| No. | Office/Agency/ Bureau/ Field Office | Office Address | Contact Information |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------|
| | Systems Improvement (OSI) Group Supervision of the Department Liaison Unit and Supervision of the Organization, Position Classification and Compensation Bureau | | |
| 7 | Chief of Staff Adviser to the Internal Management Group to ensure alignment with the internal policies and directives of the Secretary | 2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 2601; 3310 |
| 8 | Principal Economist Adviser to the Budget Policy and Strategy Group to ensure alignment with the fiscal policies and directives of the Secretary | 2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 2519 |
| 9 | Office of the Assistant Secretary for Internal Management Group Supervision of the Administrative Service, Finance Service and Corporate Planning and Management Service | 2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 2319 |
| 10 | Office of the Assistant Secretary for Organization and Systems Improvement (OSI) Group Supervision of the Systems Productivity and Improvement Bureau | 2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 2305 |
| 11 | Office of the Assistant Secretary for Local Government and Regional Operations Group Supervision of the Local Government and Regional | 3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila | +63 (02) 8735-4926 +63 (02) 8657-3300 loc. 3315; 2606 |



| No. | Office/Agency/ Bureau/ Field Office | Office Address | Contact Information |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------|
| | Coordination Bureau and the DBM Regional Offices | | |
| 12 | Office of the Assistant Secretary for Budget Policy and Strategy Group Supervision of the Fiscal Planning and Reforms Bureau | 3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 2606 |
| 13 | Office of the Assistant Secretary for Information and Communications Technology Group Supervision of the Information and Communications Technology Systems Service | 4/F, Bldg. II, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 2356 |
| 14 | Office of the Assistant Secretary for Budget Preparation and Execution (BPE) Group Supervision of the BPE Group (Budget and Management Bureaus A to F and the Budget Technical Bureau) | 4/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 2622 |
| 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 |
| 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 TF |



| No. | Office/Agency/ Bureau/ Field Office | Office Address | Contact Information |
|-----|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 21 | Local Government and Regional Coordination Bureau | 4/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 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, DBM Bldg. III, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 1234; 3111 |
| 24 | Corporate Planning and Management Service | 2/F, DBM Bldg. III, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 3210; 3214; 8735-4806; 8735-4916 TF |
| 25 | Finance Service | 2/F, Bldg. III, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 3201; 3209 |
| 26 | Fiscal Planning and Reforms Bureau | 2/F, DBM Bldg. I, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 1201-1202; 8735-1782; 8735-1956 TF |
| 27 | Internal Audit Service | 2/F, Bldg. III, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 3220; 8735-4920; 8735- 1649 F |
| 28 | 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 |
| 29 | Legal Service | G/F, Bldg. I, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 1112; 1113; 1119; 8734-8599 TF |
| 30 | 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 |
| 31 | Systems and Productivity Improvement Bureau | 2/F, DBM Bldg. I, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 1220; 1221; 1223 |
| 32 | Advocacy, Communications and Training Service | DBM Bldg. I, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 1104; 1105; 8736-2773 TF |
| 33 | Budget Information Legislative Service | DBM Bldg. II, Gen. Solano St., San Miguel, Manila | +63 (02) 8657-3300 loc. 3312; 2500 |
| 34 | National Capital Region (NCR) | 2/F Arcache Building, General Solano Street, corner Nepomuceno Street, San Miguel, Manila | +63 (02) 7003-8837 +63 (02) 8657-3300 loc. 8001; 8002; 8801; 8802 |
| 35 | Cordillera Administrative Region (CAR) | No. 8 Gen. F. Segundo St., Legarda-Burnham, Baguio City | (074) 620-5096 loc. 8803; 8804 |
| 36 | Region I (Ilocos Region) | Government Center, Sevilla, City of San Fernando, La Union | +63 (072) 619-4659 local 8806; 8101-8104; 8805 |
| 37 | Region II (Cagayan Valley) | Regional Government Center, | +63 (078) 304-1338 |



| No. | Office/Agency/ Bureau/ Field Office | Office Address | Contact Information |
|-----|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| | | Carigsur, Tuguegarao City 3500, Cagayan Valley | loc. 8131, 8132, 8807, 8808 |
| 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 |
| 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 |
| 41 | Region V (Bicol Region) | Regional Center Site, Rawis, Legazpi City 4500 | +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 |
| 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 | Government Procurement Policy Board – Technical Support Office Building Commonwealth Avenue, UP Diliman Campus, Quezon City, Philippines 1121 | (02) 7900-6740 to 41 or (02) 7900-6743 to 44 |



| No. | Office/Agency/ Bureau/ Field Office | Office Address | Contact Information |
|-----|-----------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------|
| 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 |