



1. CERTIFICATION OF AVAILABILITY OF FUNDS

Pagproseso ng request para mabigyan ng certification of availability of funds

Office or Division:	MUNICIPAL BUDGET OFFICE			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Opisina na nangangailangan ng Certification of Availability of Funds			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Request		Opisina na nanghihingi ng Certification of Availability of Funds		
2. Sulat na nanghihingi ng ng Certification of Availability of Funds		Opisina na nanghihingi ng Certification of Availability of Funds		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang kaukulang dokumento	1. Tanggapin at suriin ang mga dokumento. **Pirmadong Purchase Request at may PR number (kung ito ay gagamitin sa bidding) lamang ang tatanggapin	Wala	5 minuto	<i>Budgeting Assistant</i> Budget Office <i>Budget Officer II</i> Budget Office
	1.2 Titingnan kung may kaukulang pondo bago gawan ng Certification of Availability of Funds	Wala	2 minuto	<i>Budget Officer II</i> Budget Office
	1.3 Gawin ang Certification of Availability of Funds		2 minuto	<i>Budget Officer II</i> Budget Office
	1.4 Suriin at pirmahan ang Certification of Availability of Funds		2 minuto	<i>Municipal Budget Officer</i> Budget Office
	1.5 Bigyan ng kopya ng Certification of Availability of Funds ang opisina na humingi nito		2 minuto	<i>Data Controller IV</i> Budget Office <i>Budgeting Assistant</i> Budget Office
TOTAL		Wala	13 minuto	

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Noted by:

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Approved

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Municipal Mayor

