



FINANCIAL MANAGEMENT DEPARTMENT

External Services

1. ISSUANCE OF CERTIFICATE OF BUDGET ALLOCATION (CBA)					
Office or Division:		COE Section, Financial Planning and Control Division, FMD			
Classification:		Simple			
Type of Transaction:		G2B - Government to Business/G2G - Government to Government			
Who may avail:		Requesting unit/office/department/region			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Memorandum Letter for the General Manager requesting the approval of budget			Requesting unit/office/department/region		
2. Record/Document Tracking Form			Requesting unit/office/department/region		
3. Approved Annual Procurement Program			Central Bids and Awards Committee		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Have the request together with the supporting documents received by the Receiving Section of FMD	1.1 Stamps the document with date received	none	3 minutes	Receiving Section
		1.2 Records in a log book the date received, document type, name of requesting unit and amount			
		1.3 Attaches the Internal Document Tracking Form (IDTF)			
		1.4 Forwards the Memorandum to the Department Manager, FMD			



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.		2.1 Endorses the document to the Division Manager, FPCD	none	1 minute	Department Manager, FMD
3.		3.1 Endorses the document to the Chief Corporate Budget Officer B, COE Section	none	1 minute	Manager, FPCD
4.		4.1 Endorses the document to the Corporate Budget Officer B, COE Section	none	1 minute	Chief Corporate Budget Officer B
5.		5.1 Evaluates request if provided for in the Board Approved COE Budget and issues a Certificate of Budget Allocation	none	5 minutes	Corporate Budget Officer B, COE Section
		5.2 Records in the log book of "CBA" the prepared CBA.			
		5.3 Forwards the document to Chief Corporate Budget Officer B			
6.		6.1 Reviews the computation supporting documents and affix initials	none	2 minutes	Chief Corporate Budget Officer B
		6.2 Forwards the document to the Division Manager, FPCD			
7.		7.1 Reviews the computation supporting documents and affix initials	none	2 minutes	Manager, FPCD
		7.2 Forwards the document to the Department Manager, FMD			



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8.		8.1 Reviews the computation and supporting documents and affix signature	none	2 minutes	Department Manager, FMD
		8.2 Returns the document to the Receiving Section			
9.		9.1 Records in the log book the date of release to the client and let the client sign in the log book	none	3 minutes	Receiving Section
		TOTAL		20 minutes	