



FINANCIAL MANAGEMENT DEPARTMENT

External Services

3. LETTER OF ADVICE OF ALLOTMENT (LAA)					
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. Photocopy of duly accomplished Disbursement Voucher (for payment of Security Services AND Janitorial Services.		Requesting unit/office/department/region			
2. Photocopy of Approved Memorandum Request for Certified Budget Allocation, Gender and Development, Equipment Outlay and BRIS.		Requesting unit/office/department/region			
3. Record/Document Tracking Form		Requesting unit/office/department/region			
4. Approved Annual Procurement Program		Central Bids and Awards Committee			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Have the RDTF together with the supporting documents received by the Receiving Section of FMD	1.1 Stamps the RDTF 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 Forwards the RDTF to COE Section for processing			



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.		2.1 Evaluates request if provided for in the Board Approved COE Budget and supporting documents	none	5 minutes	Corporate Budget Officer B, COE Section
		2.2 Prepares the LAA -Checks computation and amount to be funded -Assigns a Reference Number -Affix initials and date processed			
		2.3 Records in the log book of "LAA" the prepared LAA.			
		2.4 Forwards the LAA to Chief Corporate Budget Officer			
3.		3.1 Reviews the computation and amount funded and supporting documents and affix initials	none	2 minutes	Chief Corporate Budget Officer B
		3.2 Forwards the LAA to the Division Manager, FPCD			
4.		4.1 Reviews the computation and amount funded and supporting documents and affix initials	none	2 minutes	Manager, FPCD
		4.2 Forwards the LAA to the Department Manager, FMD			



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5.		5.1 Reviews the computation made and supporting documents and affix signature	none	2 minutes	Department Manager, FMD
		5.2 Returns the LAA to the Receiving Section			
6.		6.1 Records in the log book the date of release to the client or Financial Services Group and let the client/FSG sign in the log book	none	3 minutes	Receiving Section
		TOTAL		17 minutes	