



## FINANCIAL MANAGEMENT DEPARTMENT (Fund Sourcing Division-FSD)

### External Services

<b>1. PRICING</b>	
<b>Office or Division:</b>	Fund Sourcing Division - FMD
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government-to-Citizen (G2C)
<b>Who may avail:</b>	NHA Beneficiaries
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>I. New Pricing</b>	
<b>A. Memorandum Proposal</b>	Fund Sourcing Division - FMD
<b>B. Supporting Documents</b>	
1. MOA, Title, Deed of Donation	
2. Reconciled Land Use & LIS	
3. Approved MC for Mode of Disposition	
4. Latest Zonal Value, Fair Market/Appraised Value	
5. PCE/PCR	
6. Statement of Cost (source of fund)	
7. Income Profile of Beneficiaries	
8. Project Feasibility Study	
9. Evaluation Form accomplished by Accounting Department	
<b>II. Price Adjustment</b>	
<b>A. Memorandum Proposal</b>	Fund Sourcing Division - FMD
<b>B. Supporting Documents</b>	
1. Copy of Latest Approved Pricing	
2. Updated LIS	
3. Evaluation Form Accomplished by Accounting Department	
4. Attached Revised Project Cost Estimate if Additional Cost in Incurred	



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
<b>III. Price Retention</b>					
<b>A. Memorandum Proposal</b>		Fund Sourcing Division - FMD			
<b>B. Supporting Documents</b>					
1. Copy of Latest Approved Pricing					
2. Updated LIS					
3. Evaluation form accomplished by Accounting					
4. Copy of Latest Zonal Valuation, Appraisal or Fair Market Value					
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Sector Offices/District Offices/Regional Offices submit Memorandum Proposal and Complete Requirements	1.1 Receive proposal, review and evaluate all the attachments.	None	2 Days	Officer-in-Charge, FSD Sr. Financial Planning Analyst
		1.2 Prepare Memorandum Recommendation and Memorandum Circular for the approval of the General Manager	None	2 Days	Department Manager, FMD Group Manager, FSG
		<b>TOTAL</b>	<b>None</b>	<b>4 Days</b>	