



OFFICE OF THE CITY BUDGET OFFICER

Internal Services



1. Processing of Obligation Request Slip (Payrolls / Obligations for General Fund and Special Education Fund)

Obligation Request Slip for certification as to the existence of Appropriation and Allotment.

Office or Division:	City Budget Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Offices of the City Government of Meycauayan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request (2 original copies)		Requisitioning Office		
FOR PAYROLL:				
Payrolls (1 original copy)		Requisitioning Office		
FOR PURCHASE OF SUPPLIES / MATERIALS / EQUIPMENT:				
Purchase Request (2 original copies)		Requisitioning Office		
FOR PROGRAMS/PROJECTS/ACTIVITIES:				
Project Proposal signed by concerned signatories (1 original copy)		Requisitioning Office / City Accountant's Office / City Urban Planning and Development Office / City Mayor's Office		
FOR MEALS:				
Request Letter approved by the City Mayor (1 original copy or 1 photo copy)		Requisitioning Office		
Project Proposal signed by concerned signatories (1 original copy)		Requisitioning Office / City Accountant's Office / City Urban Planning and Development Office / City Mayor's Office		
FOR FINANCIAL / BURIAL / MEDICAL / OTHER ASSISTANCE:				
Request Letter approved by the City Mayor (1 original copy or 1 photo copy)		Requisitioning Office		
Social Case Study (1 original copy or 1 photo copy)		Requisitioning Office		
FOR GOVERNMENT FACILITIES / INFRASTRUCTURES:				
Program of Work for Infrastructure Project signed by concerned signatories (1 original copy)		Requisitioning Office / City Engineer's Office / City Urban Planning and Development Office / City Mayor's Office		
Purchase Request (2 original copies)		Requisitioning Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documents required	1.1 Check the date and signature of the requesting officer	None	1 minute per Obligation Request Slip	Crisanto E. Sanchez Administrative Aide III Elena B. Inot Administrative Asst. II City Budget Office



	1.2 Scrutinize the Obligation Request and supporting documents	None	2 minutes per Obligation Request Slip and its supporting documents	Lardien M. Tayawa Administrative Aide I (Special Education Fund)
	1.3 Verify Obligation Request as to existence of appropriation and allotment. May return to requesting offices if there are deficiencies	None	3 minutes per voucher	Francis Dan D. Santos Administrative Assistant I (General Fund-Payroll) Lhiezll L. Lozada Administrative Officer V (General Fund-Maintenance and Other Operating Expenses and Capital Outlay)
	1.4 Record Obligation Request and assign series obligation number	None	3 minutes per Obligation Request Slip	City Budget Office
	1.5 Certify the existence of available appropriation and sign for release of allotment	None	3 minutes per Obligation Request Slip	Lhiezll L. Lozada Administrative Officer V Encarnita S. Angeles City Budget Officer City Budget Office
2. Receive requested document	1.6 Record the Certified Obligation Request Slip in the logbook and release it to the requesting offices	None	2 minutes per Obligation Request Slip	Elena B. Inot Administrative Asst. II Crisanto E. Sanchez Administrative Aide III City Budget Office
	TOTAL:	None	14 minutes per Obligation Request Slip	



2. Certifications as to Availability of Funds and Utilization as to Appropriation.

Issuance of Certification of Availability of Funds and Utilization as to Appropriation.

Office or Division:		City Budget Office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Offices of the City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter of the Department Head addressed to the City Budget Officer			Requisitioning Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1 Verify records in the Registry of Appropriation, Allotments and Obligations. Prepare and print certification	None	5 minutes	Francis Dan D. Santos Administrative Assistant I Lhiezll L. Lozada Administrative Officer V City Budget Office
	1.2 Sign the Certification of Availability of Funds and Utilization as to appropriation.	None	2 minutes	Encarnita S. Angeles City Budget Officer City Budget Office
2. Receive the requested Certification	2.1 Record and issue the Certification to the requesting office	None	2 minutes	Francis Dan D. Santos Administrative Assistant I/ Lhiezll L. Lozada Administrative Officer V City Budget Office
Total:		None	9 minutes	