



DEPARTMENT OF BUDGET AND MANAGEMENT



# CITIZEN'S CHARTER

2021 (3RD EDITION)



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## Message from the Secretary

The Department of Budget and Management espouses President Rodrigo Duterte's challenge to revolutionize the delivery of government services through increased operational efficiency and responsive, client-centric management programs, projects and activities. In the President's State of the Nation Address (SONA), the Directive No. 2020-007<sup>1</sup> was given to the DBM to expedite the streamlining of its systems and processes for the continual improvement of service delivery to all client agencies and government instrumentalities.

Guided by its institution aspirations, organizational efficiency and employees' dedication and accountability, the DBM sustains its commitment to lead the sound, effective, efficient and responsible administration of government funds and other resources to improve the lives of Filipinos. Cognizant of our role in achieving national socioeconomic and development goals in the context of the new normal, the DBM sustains its long-established culture of good governance and reform-oriented public expenditures.

The DBM Citizen's Charter embodies the initiatives for continuous enhancement of budget and management processes in government institutions. It features the streamlined services to clients, digitized systems and methodologies, and modified structures of the Department. The Charter also champions the accountability and transparency in services incumbent upon particular units and employees of the DBM.

As our dear Department takes the forefront in promoting efficiency in the whole bureaucracy towards the road of recovery from these trying times, we hope that this Charter will properly inform all interested parties about the DBM brand of quality government service worthy of public trust and confidence.



**WENDEL E. AVISADO**  
Secretary

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<sup>1</sup> The President directed all government departments and agencies, including GOCCs and LGUs to simplify their processes and make their services truly responsive to the needs of the public; and instructed the DBM to streamline and render government processes and transactions online for ease of doing business



## **Agency Profile**

### **I. Mandate:**

The Department of Budget and Management, created under Executive Order No. 25 dated April 25, 1936, is mandated under this Order and by subsequent issuances to promote the sound, efficient and effective management and utilization of government resources (i.e., technological, manpower, physical and financial) as instrument in the achievement of national socioeconomic and political development goals.

### **II. Vision:**

By 2022, we envision the Department of Budget and Management to be:

A champion of results-oriented budget and management policies and practices that enable the government to steer the country towards meaningful development that empowers the poor and the marginalized;

An implementer of world-class budget and management systems that enhance transparency, accountability and public participation in governance;

An institution composed of highly competent and motivated public servants who observe the highest standards of professionalism and integrity.

### **III. Mission:**

The Department of Budget and Management shall lead public expenditure management to ensure the equitable, prudent, transparent and accountable allocation and use of public funds to improve the quality of life of each and every Filipino.



#### **IV. Service Pledge:**

We, the officials and employees of the Department of Budget and Management commit to demonstrate and uphold the following organizational values:

**PROFESSIONALISM** – through dedicated public service, conduct of official functions and duties in prompt and timely manner and with due regard for the needs and expectations of clients, the Government, and the people at large.

All applicants or requesting parties who are within the premises of the office or agency concerned prior to the end of official working hours and during lunch break shall be attended to.

**RESULTS ORIENTATION** – through commitment to performance and delivery of results that impact positively on government and national development.

**INTEGRITY** – through adherence to the highest ethical standards of honesty, probity and a sense of responsibility, and to established codes of conduct, rules and regulations guiding DBM and the entire civil service.

**NATIONALISM** – through upholding and promoting Philippine national interests with a modern and global environment.

**CREATIVITY** – through constant self-improvement, initiative and resourcefulness in developing new policies, rules or methods in budget management to benefit the entire nation.

**IMPARTIALITY** – through objective, fair and consistent conduct and actions that serve the good of the nation.

**PARTNERSHIP** – through cooperation and teamwork, both among units within the Organization and with external stakeholders and clients, toward the attainment of shared goals.

**LEADERSHIP** – through taking the initiative in instituting reforms and inspiring others to champion them.

**EXCELLENCE** – through upholding the value of competence, striving for mastery in all areas of responsibilities, and through diligence and pride in the quality of one's work.

**DEDICATION** – through a selfless devotion to the Department's vision, mission and goals in the day-to-day performance of one's function.

## V. Principles

- Spending within Means
  - The Administration maintains the fiscal deficit at 3% of the GDP by improving revenue collection and debt management.
  
- Spending on the Right Priorities
  - The Administration ensures that the scarce public resources are spent on the following 10-Point Agenda:
    1. Continue and maintain current macroeconomic policies, including fiscal, monetary, and trade policies.
    2. Institute progressive tax reform and more effective tax collection, indexing taxes to inflation.
    3. Increase competitiveness and the ease of doing business.
    4. Accelerate annual infrastructure spending to account for 5% of GDP, with Public-Private Partnerships playing a key role.
    5. Promote rural and value chain development toward increasing agricultural and rural enterprise productivity and rural tourism.
    6. Ensure security of land tenure to encourage investments, and address bottlenecks in land management and titling agencies.
    7. Invest in human capital development, including health and education systems, and match skills and training.
    8. Promote science, technology, and the creative arts to enhance innovation and creative capacity.
    9. Improve social protection programs, including the government's Conditional Cash Transfer program.
    10. Strengthen implementation of the Responsible Parenthood and Reproductive Health Law.



- Spending with Measurable Results
  - The Administration pursues efforts to ensure the prompt and effective delivery of its services.
  
- Citizen Empowerment
  - The Administration engages the citizens by promoting fiscal transparency and giving them a voice on how the public funds are to be spent.



## **VI. DBM Functions**

- Formulates the overall resource allocation strategy to match the government's macro-economic policy;
- Prepares the medium-term expenditure plan, indicating the programming, prioritization, and financing of capital investment and current operating expenditure requirements of medium-term sectoral development plans;
- Undertakes the formulation of the annual national budget in a way that ensures the appropriate prioritization and allocation of funds to support the annual program of government;
- Develops and administers a national accounting system essential to fiscal management and control;
- Conducts a continuing study of the bureaucracy and assesses, as well as makes policy recommendation on, its role, size, composition, structure and functions to establish a government bureaucracy imbued with a spirit of public service;
- Establishes the rules and procedures for the management of government organization resources i.e., physical, manpower and other resources; formulates standards of organizational program performance; and undertakes or provides services in work simplification or streamlining of systems and procedures to improve efficiency and effectiveness in government operations;
- Conceptualizes and administers the government's compensation and position classification plan; and
- Monitors and assesses the physical as well as the financial operations of local government units and government owned and controlled corporations.





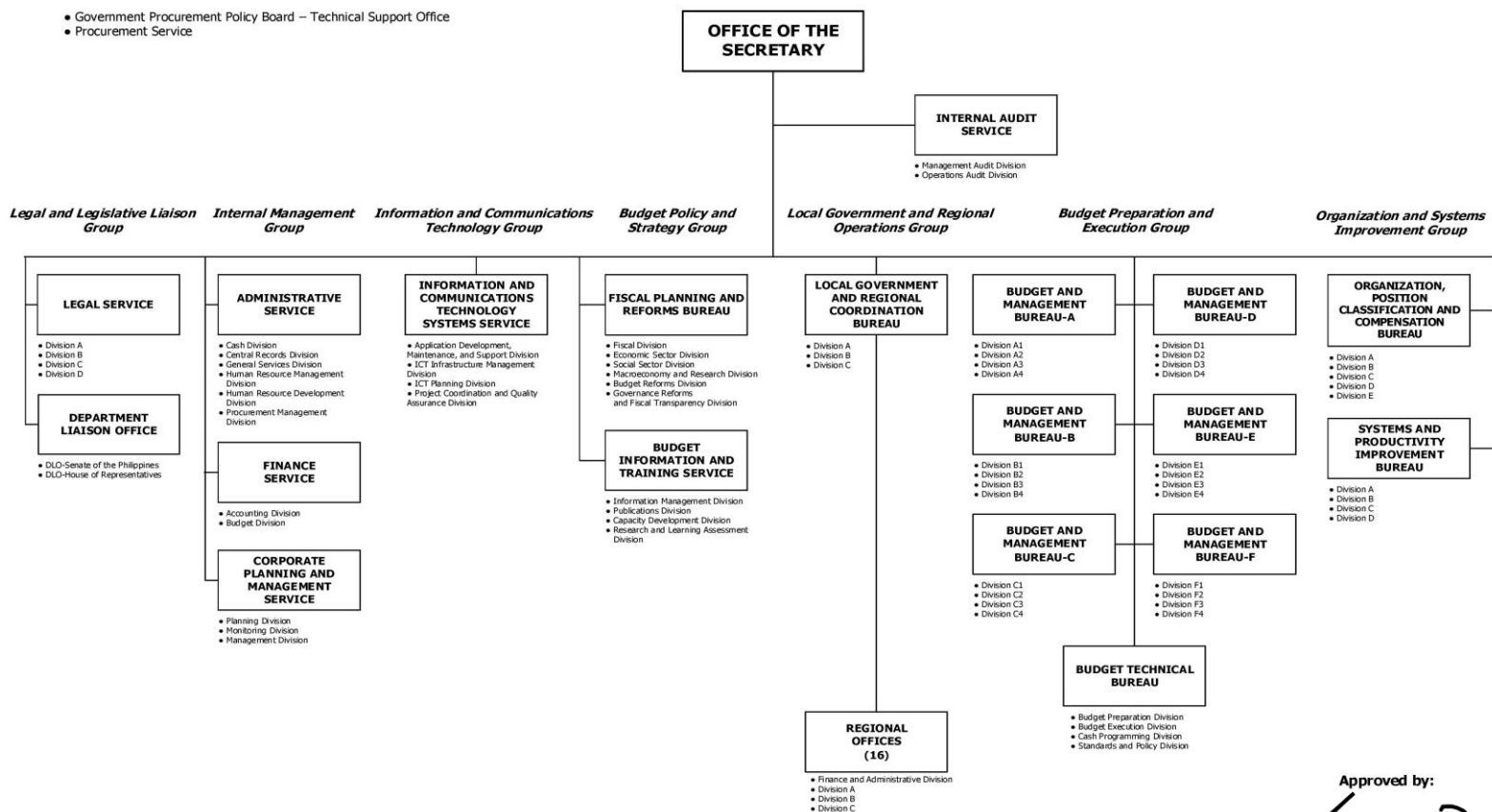
## VII. Organizational Chart

DBM-Organizational Chart-01 Rev. 2

### DEPARTMENT OF BUDGET AND MANAGEMENT Organizational Chart

#### ATTACHED AGENCIES:

- Government Procurement Policy Board – Technical Support Office
- Procurement Service



Approved by:

**WENDEL E. AVISADO**  
Secretary

Effectivity: March 31, 2021

## **VIII. Functional Statements**

### **Office of the Secretary (OSEC)**

1. Oversee the exercise of the mandate of the Department and the discharge of its powers and functions;
2. Advise the President in issuing executive/administrative orders, regulations, proclamations and other issuances, the promulgation of which is expressly vested by law in the President, relative to matters under the jurisdiction of the Department;
3. Establish the policies and standards for the operation of the Department pursuant to the approved programs of the government;
4. Promulgate rules and regulations necessary to carry out department functions, objectives, policies, plans, programs and projects;
5. Promulgate administrative issuances necessary for the efficient administration of the offices under the DBM Secretary and for proper execution of the laws relative thereto. These issuances shall not prescribe penalties for their violation except when expressly authorized by law;
6. Exercise jurisdiction over all bureaus, offices, and agencies under the Department as provided by law, and in accordance with the applicable relationships specified in the Administrative Code of 1987;
7. Appoint all officers and employees of the Department except those whose appointments are vested in the President or in some other appointing authority, provided that where the Department is regionalized on a department-wide basis, the DBM Secretary shall appoint employees to positions in the second level in the DBM Regional Offices (ROs);
8. Exercise disciplinary powers over officers and employees under the DBM Secretary in accordance with law, including their investigation and the designation of a committee or officer to conduct such investigation;
9. Delegate authority to officers and employees under the DBM Secretary's direction;
10. Act as the printing and releasing unit of budget authorization documents issued by BMBs; and
11. Perform such other functions as may be provided by law.

### **Internal Audit Service (IAS)**

1. Advise the DBM Secretary on matters relating to management control and operations audit;
2. Conduct management and operations performance audit of DBM activities and organizational units, and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations;
3. Review and appraise systems and procedures/processes, organizational structure, assets management practices, financial and management records, reports and performance standards of the agencies/units covered; and
4. Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action.

### **Information and Communications Technology Group**

#### **Information and Communications Technology Systems Service (ICTSS)**

1. Develop, update, maintain and implement a DBM Information Systems Strategic Plan (ISSP), in coordination with DBM units/offices concerned;
2. Assist in the pursuit of efficient, effective and transparent governance through the proper management of DBM information and communications technology (ICT) systems toward the improvement of public financial management (PFM);
3. Enhance and maintain internal administrative systems and facilities of DBM to improve DBM employee efficiency and productivity.
4. Develop and regularly review DBM ICT policies and standards on the use of DBM ICT systems and assets to ensure the efficiency and security of data and communications flow;
5. Enhance DBM internal ICT capability through human resource interventions supported by appropriate technology; and
6. Maintain a secured and highly available DBM e-services portal to promote efficient transactions with DBM external clients.

### **Legal and Liaison Group**

#### **Legal Service (LS)**

1. Provide advice on the legal implications of policies and opinions on laws relative to budgeting, compensation and management matters;



2. Handle DBM legal cases;
3. Develop, in partnership with concerned units, DBM-proposed legislative measures, including general and special provisions of the National Expenditure Program and fiscal and expenditure reforms;
4. Provide legal support to DBM Committees, when necessary;
5. Review DBM contracts and give legal advice thereon;
6. Prepare recommendations on legislative proposals/bills, including the General Appropriations Bill, and planned executive issuances with constitutional or legal implications; and
7. Provide legal advice to DBM officials and personnel concerning legal cases related to their official duties and functions.

### **Department Liaison Office (DLO)**

1. Serve as the principal channel/link of communications of DBM with the Executive, Legislative and Judicial Branches, and ensure the harmonious relations of the Department with said branches of government;
2. Facilitate and coordinate the fast resolution of possible issues/concerns of the different offices under the Executive, Legislative and Judicial Branches that may arise as a result of the implementation of DBM policies, plans, programs and projects;
3. Prepare and assist the DBM offices concerned in the implementation of various advocacy measures on expenditure management-related reforms, as well as other vital DBM policies, plans, programs and projects;
4. Monitor the bills filed in Congress, draft executive orders (EOs) submitted to the Office of the President and other issuances that have budgetary, organizational and compensation implications, and refer these to the appropriate DBM offices/units for preparation of comments/inputs or position papers;
5. Coordinate the preparation and submission of the DBM position on bills/legislative measures, draft EOs, and other executive issuances; and
6. Shepherd the enactment of the National Expenditure Program, supplemental budget proposals and DBM legislative agenda into law.

## **Internal Management Group**

### **Administrative Service (AS)**

1. Ensure efficient and effective procurement of goods, services, infrastructure and consultancy for the DBM Central Office, including the development of systems in compliance with Republic Act No. 9184 (Government Procurement Reform Act), s. 2003;
2. Implement and maintain an asset management system, including a clear and up-to-date asset registry system;
3. Manage and ensure the adequate and standardized provision of physical resources such as infrastructure, facilities, utilities and vehicles;
4. Provide technical and administrative secretariat services to the Promotion and Selection Board, DAC, BAC, Disposal Committee, Grievance Committee, Corruption Prevention Committee, Personal Development Committee (PDC), Records Management Improvement Committee and all other AS-related committees.
5. Implement human resource management policies and procedures within the framework of the Civil Service Commission (CSC)/Office of the Ombudsman/DBM rules and regulations, including the performance appraisal system;
6. Formulate human resource development policies, including the acquisition and retention of talent and the design, implementation, administration and monitoring and evaluation of internal training programs;
7. Administer the DBM Manpower Management Information System;
8. Administer an effective and efficient DBM-wide records management system and internal tracking system;
9. Ensure the automation of internal administrative processes, in coordination with the ICTSS; and
10. Exercise collection and custodial function on cash, checks, and other forms of income, including payments for authorized disbursements.

### **Finance Service (FS)**

1. Prepare the annual DBM budget consistent with the Budget Call, and the Corporate and Business Plans, in coordination with the Corporate Planning and Management Service (CPMS) and Administrative Service (AS) and in consultation with DBM offices/units concerned;

2. Formulate the final budget allocations of B/S/Os based on the approved annual DBM budget;
3. Take the lead in the adoption and implementation of established budget reform initiatives in DBM Operations, in coordination with the Corporate Planning and Management Service (CPMS) and Administrative Service (AS) and other B/S/Os;
4. Implement a financial management system to provide internal controls on sources of financing and expenditures, including the implementation of improved management systems;
5. Undertake the reconciliation of the DBM's physical inventories of supplies, plant, property and equipment with the book of accounts, in coordination with the AS;
6. Formulate and implement an effective financial monitoring system in order to provide DBM Management and the different Bureaus/Services/Offices (B/S/Os) with periodic financial reports;
7. Promote the timely, responsive and efficient use of authorized funds;
8. Undertake financial management functions to administer loans, grants and technical assistance (TAs), including fund disbursement management as may be assigned to the DBM by pertinent project agreements; and
9. Formulate policies and standards on the provision of financial resources.

### **Corporate Planning and Management Service (CPMS)**

1. Support the DBM Management in embedding a culture of strategic planning and accountability by establishing relevant systems and processes in the Department, such as, (a) strategic and operational planning guidelines to facilitate the formulation, review/assessment, and revision/updating of the DBM medium-term and annual plans, and (b) results-based performance orientation and approaches, including the development of pertinent performance information and annual targets, in coordination with the functional groups (FGs) and Bureaus/Services/Offices (B/S/Os);
2. Develop and implement a performance monitoring, evaluation and reporting model within the DBM to include, but not limited to, (a) periodic monitoring and evaluation of performance of the DBM Bureaus/Services/Offices (B/S/Os) and (b) provision of information on commitments/targets and corresponding accomplishments of the DBM and/or delivery units to internal and external entities or other reportorial bodies in compliance with administrative, functional and/or operational requirements;

3. Review the internal DBM operations and propose plans and programs for their continual improvement through, (a) employment of total quality management methods and tools in doing management surveys, and review of DBM management systems, processes and procedures, organizational structure, manpower requirements, and internal control, and (b) updating of DBM operations manual, whenever necessary, in collaboration with DBM Bureaus/Services/Offices (B/S/Os) concerned; and
4. Provide technical secretariat support and services to the DBM Executive Committee, Management Committee, Performance Management Team, Quality Management System Core Team, Crisis Management Committee, and Committee on Anti-Red Tape.

### **Budget Policy and Strategy Group**

#### **Fiscal Planning and Reforms Bureau (FPRB)**

1. Conduct fiscal policy research and planning;
2. Develop fiscal and budgeting frameworks, indicative annual and multi-year budget ceilings and FEs, and sectoral composition of expenditures in coordination with other oversight agencies;
3. Formulate, monitor, and evaluate budget programs in the context of macro-economic and fiscal targets, including the formulation and monitoring of the annual and quarterly whole-of-government allotment and cash release programs;
4. Conduct studies and analyses of expenditure trends and policies in the different government sectors for effective inter-sectoral resource allocation decisions, as reflected in the Budget Priorities Framework submitted to the President;
5. Monitor macro-economic developments and their impact on the budget;
6. Develop, administer, and maintain the FE system, in coordination with the BMBs and other DBM offices/units concerned;
7. Prepare position papers/recommendations on legislative proposals/bills and planned executive issuances with fiscal policy implications;
8. Provide technical and secretariat services to the DBCC and its Executive Technical Board, Participatory Governance Cluster and the Open Government Partnership (OGP);
9. Conceptualize and manage the implementation of budgeting innovations, including assisting DBM implementing bureaus in mainstreaming these reforms and innovations which will include strategic thinking, mobilizing



technical support from development partners, and conducting change management programs with agencies;

10. Monitor the execution and implementation of said reforms and innovative projects and evaluate their impact on expenditure allocation and resource allocation and submit required reports to the DBM Management; and
11. Coordinate the formulation and implementation of policies, standards and strategies that promote greater fiscal transparency, as well as monitor the performance of the DBM and the government as a whole in implementing international fiscal transparency standards and upholding citizen's right to access information.

### **Budget Information and Training Service (BITS)**

1. Manage the timely, orderly and accurate documentation, storage, categorization and deployment of DBM's information/knowledge assets;
2. Convert, package, publish and disseminate, as necessary, available information of the Department into various knowledge products;
3. Manage the DBM library services;
4. Provide editorial, design and other services needed for publications;
5. Monitor and document DBM activities and prepare articles on the same for publication in the DBM Bulletin and e-Updates;
6. Prepare the DBM Annual Report from inputs provided by DBM offices/units concerned;
7. Handle the development and implementation of the DBM's Public Financial Management (PFM) capacity-building programs, particularly the formulation of courses, curricula and modules, and the delivery of the same; and
8. Enter into twinning arrangement with SUCs on the implementation of the PFMCP and monitor and evaluate the delivery of the same.

### **Budget Preparation and Execution Group**

**Budget and Management Bureau (BMB)-A**

**Budget and Management Bureau (BMB)-B**

**Budget and Management Bureau (BMB)-D**

**Budget and Management Bureau (BMB)-E**

1. Undertake operational and sectoral policy reviews in collaboration/consultation with client agencies to ensure quality and

appropriate medium-term levels of expenditures and intra-sectoral budget allocation decision;

2. Provide recommendations/inputs on:
  - a. budget and management policy improvements based on in-depth evaluation of agency programs and projects and overall organizational efficiency and effectiveness;
  - b. legislative proposals/bills and planned executive issuances with funding implications; and
  - c. budget operations guidelines applicable to its agency/fund coverage;
3. Update/maintain a DBM-managed agency FEs/MTEFs as a budget planning and management decision tool;
4. Lead the mainstreaming of medium-term and results-based budgeting [MTEF and Organizational Performance Indicator Framework (OPIF)] and performance management reforms in client agencies consistent with the PEM framework;
5. Provide technical assistance and advice to stakeholders on the budget preparation and expenditure management of client agencies;
6. Plan and undertake budget preparation oversight activities for agencies under its coverage, in coordination/consultation with other DBM offices/units and oversight agencies concerned;
7. Evaluate and recommend appropriate actions for client agency requests/proposals for:
  - a. new projects/programs for consideration of the Executive Review Board (ERB) for inclusion in the agency MTEFs;
  - b. changes in staffing and compensation concerning agencies with military and uniformed personnel, Coast Guard, NAMRIA and SUCs in coordination with the Organization, Position Classification and Compensation Bureau (OPCCB);
  - c. funding requirements and preparation/issuance of corresponding fund release documents; and
  - d. purchase of motor vehicles;
8. Administer lump sum funds (LSFs)/special purpose funds (SPFs) as part of the oversight function over specific agency coverages; and
9. Monitor and evaluate the financial and physical performance and overall organizational efficiency and effectiveness of government agencies vis-à-vis development goals/targets/priorities in the context of the MTEF and OPIF and provide a basis for sound policy and budgeting decisions.

## **Budget and Management Bureau (BMB)-C**

1. Undertake operational and sectoral policy reviews in collaboration/consultation with client agencies/government-owned or -controlled corporations (GOCCs) under its coverage to ensure quality and appropriate medium-term levels of expenditures and intra-sectoral budget allocation decisions;
2. Provide recommendations/inputs on:
  - a. budget and management policy improvements based on in-depth evaluation of agency/GOCC programs and projects and overall organizational efficiency and effectiveness;
  - b. legislative proposals/bills and planned executive issuances with funding implications, as well as those with specific GOCC issues on organization, compensation and position classification; and
  - c. budget operations guidelines applicable to its agency/GOCC/fund coverage;
3. Review and validate the appraisal of new projects/programs proposed by agencies and recommend appropriate ERB action for their inclusion in the agency MTEFs;
4. Update/maintain a DBM-managed agency FEs/MTEFs as a budget planning and management decision tool;
5. Lead the mainstreaming of medium-term and results-based budgeting [MTEF and Organizational Performance Indicator Framework (OPIF)] and performance management reforms in client agencies consistent with the PEM framework;
6. Provide technical assistance and advice to stakeholders on the budget preparation and expenditure management of client agencies;
7. Plan and undertake budget preparation oversight activities for agencies/GOCCs under its coverage, in coordination/consultation with other DBM offices/units and oversight agencies concerned;
8. Evaluate and recommend appropriate actions for client agency/GOCC/local water districts (LWDs) requests/proposals for:
  - a. new projects/programs for consideration of the Executive Review Board (ERB) for inclusion in the agency MTEFs;
  - b. organization, staffing, compensation and position-classification (for GOCCs);
  - c. funding requirements and preparation/issuance of corresponding fund release documents;
  - d. purchase of motor vehicles; and
  - e. Corporate Operating Budgets (for GOCCs)

9. Administer LSFs/SPFs as part of the oversight function over specific agency coverages;
10. Monitor and evaluate the financial and physical performance and overall organizational efficiency and effectiveness of government agencies vis-à-vis development goals/targets/priorities in the context of the MTEF and OPIF and provide a basis for sound policy and budgeting decisions; and
11. Conduct studies on budget policies and formulate policies and standards for the:
  - a. government corporate sector, including LWDs and prepare operations manual/s, as necessary; and
  - b. GOCCs under its coverage, in coordination with the OPCCB and other oversight agencies.

### **Budget and Management Bureau (BMB)-F**

1. Undertake operational and sectoral policy reviews in collaboration/consultation with client agencies/State Universities and Colleges(SUCs) under its coverage to ensure responsive and appropriate medium-term levels of expenditures and intra-sectoral budget allocation decision;
2. Provide recommendations/inputs on:
  - a. budget and management policy improvements based on in-depth evaluation of agency programs and projects and overall organizational efficiency and effectiveness;
  - b. legislative proposals/bills and planned executive issuances with funding implications, as well as those with specific SUC issues on organization, compensation and position classification; and
  - c. budget operations guidelines applicable to its agency/SUC/fund coverage;
3. Update/maintain a DBM-managed agency FEs/MTEFs as a budget planning and management decision tool;
4. Lead the mainstreaming of medium-term and results-based budgeting [MTEF and Organizational Performance Indicator Framework (OPIF)] and performance management reforms in client agencies consistent with the PEM framework;
5. Provide technical assistance and advice to stakeholders on the budget preparation and expenditure management of client agencies;
6. Plan and undertake budget preparation oversight activities for client agencies and SUCs, in coordination/consultation with other DBM offices/units and oversight agencies concerned;

7. Evaluate and recommend appropriate actions for client agencies and SUCs under its coverage requests/proposals for:
  - a. new projects/programs for consideration of the Executive Review Board (ERB) for inclusion in the agency MTEFs;
  - b. organization, staffing, compensation and position-classification;
  - c. funding requirements and preparation/issuance of corresponding fund release documents; and
  - d. purchase of motor vehicles;
8. Administer lump sum funds (LSFs) of client agencies;
9. Monitor and evaluate the financial and physical performance and overall organizational efficiency and effectiveness of government agencies vis-à-vis development goals/targets/priorities in the context of the MTEF and OPIF and provide a basis for sound policy and budgeting decisions;
10. Undertake oversight activities to DBM ROs handling SUCs to ensure the consistency in the implementation of budget and management policies;

### **Budget Technical Bureau (BTB)**

1. Formulate standards and operating guidelines of general application for budget preparation, execution and accounting of budget performance, in coordination with the Budget and Management Bureaus (BMBs), DBM ROs, Legal Service and other DBM offices/units;
2. Conduct the periodic review of budget preparation, execution and accountability processes in coordination with other DBM offices;
3. Recommend policies for the effective and efficient management of expenditures;
4. Act as clearing house for operational guidelines and standards formulated by BMBs for national government agencies (NGAs);
5. Oversee/coordinate/consolidate the annual preparation of the President's Budget, including presentation materials, as necessary;
6. Monitor and prepare consolidated reports and overall analysis of expenditures and outputs relative to the status of budget utilization, including government budgetary releases, and obligations for submission to Management and other stakeholders as required, as well as posting of reports at the DBM website;
7. Coordinate/monitor and prepare consolidated reports of agency disbursements performance, including the consolidation of agency Monthly Disbursement Programs as evaluated by BMBs, as input for the formulation of the National Government Disbursement Program that will be approved by the Development Budget Coordination Committee (DBCC);

8. Provide technical assistance to DBM offices/units concerned, such as in the preparation of comments on congressional bills, draft inter-agency issuances, and clarifications relative to audit observations;
9. Review existing computerized budgeting systems and recommend improvements/enhancements thereto in coordination with the BMBs and the Information and Communications Technology Systems Service;
10. Serve as fund administrator of multi-user Special Purpose Funds (SPFs), such as Contingent Fund, Pension and Gratuity Fund, Miscellaneous Personnel Benefits Fund, and Unprogrammed Fund; and
11. Administer the Unified Accounts Code Structure (UACS), management of the UACS Repository System and evaluation of BMB/RO requests/recommendations for issuance of codes consistent with the business rules of the UACS.

### **Organization and Systems Improvement Group**

#### **Organization, Position Classification and Compensation Bureau (OPCCB)**

1. Administer and maintain a unified compensation and position classification system, including performance-based incentives for NGAs, GOCCs covered by DBM, and LGUs in coordination with the CSC;
2. Develop policies, standards and guidelines on organization, staffing, and compensation for NGAs;
3. Formulate policies and budgetary guidelines on Personnel Services and associated expenditures;
4. Evaluate agency proposals on organization, staffing, compensation and position classification, and issue the Notice of Organization, Staffing and Compensation Action to agencies, except those involving military and uniformed personnel and GOCCs which will be continually handled by the BMBs concerned;
5. Monitor government manpower levels and administer and maintain a comprehensive and reliable database on national government positions and personnel, through the Government Manpower Information System (GMIS), and link with the Human Resource Management Information System of the CSC and other related databases;
6. Pursue the deregulation of input controls in organization, staffing and compensation management parallel with the shift towards output/results-based orientation of agencies;
7. Prepare recommendations and position papers on legislative proposals/bills and planned executive issuances with policy and government-wide

implication, as well as specific agency issues on organization, staffing, compensation and position classification; and

8. Provide technical assistance to client agencies and authorities/decision makers on matters related to organization, staffing and compensation.

### **Systems and Productivity Improvement Bureau (SPIB)**

1. Formulate policies and develop standards and guidelines, as well as pilot-test better management practices, such as work simplification, cost reduction and other related measures in order to enhance efficiency and productivity in government;
2. Study and recommend appropriate mechanisms/strategies/systems and structures to improve the management of government assets, in coordination with relevant agencies;
3. Undertake periodic monitoring and review of the effectiveness/efficiency of the existing methods, management systems and procedures/processes of certain agencies, and recommend improvements, if necessary;
4. Provide technical and administrative support to the Government Quality Management Committee in the implementation of the Government Quality Management Program;
5. Lead the provision of technical support to the Rightsizing Program of the Executive Branch;
6. Undertake researches and studies on government-wide organizational structuring;
7. Formulate measures on effective internal controls, for the implementation by government agencies, to ensure the integrity, accuracy, completeness, and reliability of government financial and management systems, pending the establishment of an Office of the Comptroller General in government; and
8. Prepare inputs/recommendations on legislative proposals/bills, draft EOs and other proposed executive issuances which have implications on management systems improvement, productivity enhancement and asset management in government and other related concerns.

### **Local Government and Regional Operations Group**

#### **Local Government and Regional Coordination Bureau (LGRCB)**

1. Administer the Internal Revenue Allotment (IRA) and all allocations to local government units (LGUs);



2. Formulate PEM policies for the implementation by the LGUs;
3. Oversee LGUs' implementation of PEM policies and undertake capacity building and skills upgrading of LGUs in coordination with the DBM ROs;
4. Assist in coordinating the activities of the DBM ROs, specifically the provision of appropriate technical support during the Regional Coordination Meetings, including facilitation of issue resolution raised by the DBM ROs with the DBM B/S/Os concerned; and
5. Ensure the consistency in the implementation by the DBM ROs of budget and management policies.

### **Regional Offices (ROs)**

1. Provide policy advisory and support services to the DBM Central Office, Regional Development Councils (RDCs), Regional Inter-Agency Teams (RIATs), Regional Inter-Agency Committees (RIACs), Project Monitoring Committees (PMCs) and other regional policy-making bodies, as may be appropriate;
2. Plan and undertake budget preparation and execution activities for SUCs and decentralized agencies with transactions delegated to Regional Offices (ROs) and the Metropolitan Manila Development Authority (MMDA) for DBM-NCR;
3. Review the budgets of provinces, highly urbanized cities, independent component cities and Metro Manila municipalities to ensure compliance with the Local Government Code (LGC) of 1991, its Implementing Rules and Regulations (IRR), and other applicable laws, rules and regulations issued by competent authorities;
4. Administer/manage the Government Manpower Information System (GMIS) of SUCs and decentralized agencies delegated to ROs;
5. Provide advisory and technical assistance to LGUs, decentralized agency coverages and Local Water Districts (LWDs) and advocate the implementation of PFM and procurement reforms, among others, in the regions and MMDA for DBM-NCR, as may be appropriate;
6. Evaluate and approve organizational and staffing modifications inclusive of action on compensation and position classification matters, of SUCs, decentralized agency coverages and MMDA for DBM-NCR, and LWDs;
7. Release funds to SUCs, decentralized agency coverages, in accordance with the provisions of the annual General Appropriations Act (GAA);
8. Monitor and evaluate the performance of SUCs and decentralized agency coverages, and MMDA for DBM-NCR;
9. Monitor the conduct of PFM assessment by LGUs, and the preparation and implementation of PFM Improvement Plans, and subsequent updates thereof;



10. Provide inputs to the DBM Central Office on the status of major programs and projects of SUCs and LGUs, in the regions, and decentralized budgets of NGAs, as may be appropriate;
11. Evaluate and recommend actions on requests for authority to purchase motor vehicles of SUCs, LGUs and other decentralized agencies;
12. Respond to queries on budgetary or compensation-related matters of LGUs, SUCs and other agencies concerned in the regions;
13. Ensure that the reportorial requirements for all Allocations to LGUs are complied by the LGUs; and
14. Monitor and evaluate the programs/projects/activities funded under the Local Government Support Fund, particularly under Assistance to Cities, and Financial Assistance to LGUs, and others as may be instructed by the Secretary.



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# **Central Office**

## **External Services**

## 1. Release of Obligational and/or Disbursement Authorities

Obligational and disbursement authorities from various sources (e.g. General Appropriations Act, Special Account in the General Fund, among others) are being released to national government agencies, local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), and other government instrumentalities. The classification of service is considered highly technical since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

<b>Office or Division:</b>	Budget and Management Bureaus (BMBs) -A, B, C, D, E, and F, Office of the Undersecretary for Budget Preparation and Execution (BPE) Group, Office of the Secretary (OSEC), Administrative Service-Central Records Division (AS-CRD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All National Government Agencies, LGUs, SUCs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table A1 for the applicable requirements based on the nature of the request.		One (1) original signed copy and complete set		Requesting government entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	1. Receive the request, scan and upload the complete set of documents using the Document Management System (DMS); issue the DMS-generated AR; and transmit the hardcopy to the BMB/s concerned.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2. Receive, record, and transmit the request to the Division concerned.	None	10 minutes	<i>AO/ADAS BMBs A-F</i>
3. None	3. Evaluate the request and prepare the following action documents: ➤ Memorandum for the	None	13 working days, 6 hours, 40 minutes	<i>Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS BMBs A-F</i>



	<p>Secretary (MFS)</p> <p>➤ Obligational and/or Disbursement Authority/ies, i.e., Special Allotment Release Order (SARO)/ Notice of Cash Allocation (NCA)/ Advice of NCA Issued (ANCAI)/ Annexes/Non-Cash Availment Authority (NCAA).</p> <p>3.1 If incomplete documentary requirements, prepare DMS reply document or letter to agency.</p>			
4. None	<p>4. Review the action documents.</p> <p>4.1 If incomplete documentary requirements, review and endorse the DMS reply document or letter to agency.</p>	None		<p><i>Supervising BMS, Chief BMS</i> BMBs A-F</p>
<p>5. None</p> <p>5.1 If submitted incomplete documentary requirements, prepare and submit</p>	<p>5. Review and recommend approval of the action documents.</p> <p>5.1 If incomplete documentary requirements,</p>	None		<p><i>Assistant Director, Director</i> BMBs A-F</p>

requested documents.	recommend approval/ approve the DMS reply document or letter to agency.			
6. None	6. Review and recommend the approval of the action documents.	None	3 working days	<i>Undersecretary BPE Group</i>
7. None	7. Review, approve and sign the MFS and Obligational and/or Disbursement Authority/ies.	None	3 working days	<i>Executive Assistant (EA) VI, DBM Secretary OSEC</i>
8. Receive action document/s from OSEC-CPRU.  8.1 Authorized agency liaison officer to sign on the receiving copy of the released documents.	8. Release the Obligational and/or Disbursement Authority/ies.	None	10 minutes	<i>EA II OSEC-CPRU</i>
<b>TOTAL</b>			<b>20 working days</b>	

**Table A1- Documentary Requirements for the Release of Obligational and/or Disbursement Authorities - Documentary Requirements**

DBM Service	Documentary Requirements
1. For Later Release (FLR) portion including New Budgetary Provisions not included in the National Expenditure Program (NEP)/General Appropriations Act (GAA)	<b>For National Government Agencies (NGAs):</b> <ol style="list-style-type: none"> <li>1. Special Budget Request (SBR)</li> <li>2. Financial Plan (BED 1)</li> <li>3. Physical Plan (BED 2)</li> <li>4. Monthly Disbursement Program (BED 3)</li> <li>5. Office of the President (OP) Approval for budgetary items included in the GAA but not reflected in the President's Budget (NEP)</li> <li>6. Other authorization documents as required in the applicable Budget Circular / Other documentary requirements under existing guidelines*</li> </ol>



DBM Service	Documentary Requirements
	<p><b>For Government-Owned and Controlled Corporations (GOCCs) and State Universities and Colleges (SUCs):</b></p> <ol style="list-style-type: none"> <li>1. SBR</li> <li>2. BED 1</li> <li>3. BED 2</li> <li>4. BED 3</li> <li>5. BTr Certification for Use of Income/ OP Approval for Contingent Fund</li> <li>6. Board Resolution</li> <li>7. Other documentary requirements under existing guidelines</li> </ol> <p>*Other documentary requirements:</p> <p><u>Infrastructure Projects of DPWH</u></p> <ol style="list-style-type: none"> <li>a) Project profile, based on the format of Budget Preparation (BP) Forms 202 (LFPs)/203 (FAPs)</li> <li>b) Approved loan agreement for new FAPs</li> <li>c) List of validated claims for ROW and contractual obligations</li> <li>d) DPWH clearance for building structural integrity/resiliency, signed picture of geo-tagged actual location of project/activity</li> <li>e) DENR – for environmental clearance</li> <li>f) Medium-Term Information and Communications Technology Harmonization Initiative (MITHI) clearance for ICT-related items</li> <li>g) Inventory/list and description for equipment, furniture and fixtures</li> </ol> <p><u>Centrally-Managed Items</u></p> <ol style="list-style-type: none"> <li>a) List of specific implementing units (IUs) and amount allotted to each IU</li> </ol>
2. Release from Miscellaneous Personnel Benefits Fund (MPBF)	
2a. For newly filled regular positions/promotions/ newly created positions/reclassification of positions	<p><b>For NGAs:</b></p> <ol style="list-style-type: none"> <li>1. SBR</li> <li>2. Latest Summary of Appropriations, Allotments, Obligations and Balances by Object of Expenditures (FAR 1-A)</li> <li>3. BED 3</li> <li>4. Duly Signed Matrix containing detailed computation of actual Personnel Services (PS) Requirements and date of appointment and assumption of duty of employees.</li> <li>5. Special / General / Bureau Orders, in the case of</li> </ol>



DBM Service	Documentary Requirements
	Military and Uniformed Personnel (MUP)
2b. For Performance-Based Bonus (PBB)	<b>For NGAs and SUCs:</b> <ol style="list-style-type: none"> <li>1. AO 25 Clearance/ Approval on agency compliance with performance and good governance requirements</li> <li>2. Modified Form A-Department/Agency Performance Report and Evaluation Matrix</li> </ol>
2c. For Payment of Back Salaries and Other PS Benefits	<ol style="list-style-type: none"> <li>1. SBR</li> <li>2. Latest Summary of Appropriations, Allotments, Obligations and Balances by Object of Expenditures (FAR 1-A)</li> <li>3. BED 3</li> <li>4. Detailed computation of Actual PS Requirement showing list of personnel and corresponding back salaries and other benefits</li> <li>5. HR-issued Certified True Copy of decision on the case by competent/proper authority, if applicable</li> <li>6. Updated Service Record certified by the Human Resource Management Officer (HRMO)</li> </ol>
3. Release from Pension and Gratuity Fund (PGF)	
3a. Monetization of Leave Credits of NGA/SUCs Employees	<ol style="list-style-type: none"> <li>1. SBR</li> <li>2. List of Employees with Approved Application for Monetization of Leave Credits</li> <li>3. Other pertinent documents pursuant to CL 2021-4 and other related issuances</li> </ol>
Retirement Gratuity Benefit (RGB) - For Government Service Insurance System (GSIS) and Non-GSIS Members (Optional/Compulsory Retirees)	
3b. Retirees under Republic Act (R.A.) No. 1616	<ol style="list-style-type: none"> <li>1. SBR</li> <li>2. List of Actual Retirees to be Paid (LARP)</li> <li>3. Duly accomplished Application Retirement Form</li> <li>4. Authenticated copy of updated/complete Service Record and latest Notice of Salary Adjustment (with Certification of inclusive dates of Leave without Pay (LWOP))</li> <li>5. Letter of intent to retire</li> <li>6. Approved Application Letter of Retirement</li> <li>7. GSIS Clearance/Approval (for GSIS Members)</li> <li>8. Death Certificate for deceased retiree, Duly notarized Judicial or Extra Judicial Settlement of Estate, PSA Marriage Certificate for change of name of married women</li> </ol>
3c. Retirees under Special Laws	<ol style="list-style-type: none"> <li>1. SBR</li> <li>2. Certification/computation showing other allowances and similar benefits authorized to be included in the computation of RG under R.A. No. 910</li> </ol>



DBM Service	Documentary Requirements
	<ol style="list-style-type: none"> <li>3. OP Approval, for military personnel</li> <li>4. Agency Head approval for uniformed personnel</li> <li>5. Approved En Banc Resolution for members of the judiciary and lower courts, Head of the Appellate Courts for its Members (including Survivorship Pension)</li> <li>6. GSIS retirement voucher, if applicable</li> <li>7. Death Certificate for deceased retiree, Duly notarized Judicial or Extra Judicial Settlement of Estate</li> <li>8. PSA Marriage Certificate for change of name of married women</li> </ol>
3d. Terminal Leave Benefit (TLB)	<ol style="list-style-type: none"> <li>1. SBR</li> <li>2. List of Retirees to be paid (LARP)</li> <li>3. Justification or reason for late filing of claim (pursuant to Sec. 38 of CSC MC 41, s.1998, that may include copy of court decision in case where delay is due to an administrative case and/or certification by the HRMO that the personnel performed his/her duties during the period his/her case is being deliberated in the court, among others.)</li> <li>4. Other supporting documents pursuant to Budget Circular (BC) Nos. 13-1, 13-1A, 14-1 and 16-2</li> </ol>
<p>4. Availment of Loan/Grant Proceeds</p> <p>-For NGAs</p> <p>-For GOCCs</p>	<p><b>Special Allotment Release Order (SARO) – for FAPs under FLR</b></p> <ol style="list-style-type: none"> <li>1. SBR</li> <li>2. Copy of Signed Foreign Loan Agreement including copy of the Appraisal Report</li> <li>3. Updated Project Profile</li> <li>4. Updated BED 1/Financial Plan, if there are revisions</li> <li>5. BED 2/Physical Plan, if there are revisions</li> <li>6. BED 3</li> <li>7. ICC Approval/ICC-Secretariat/NEDA Board Action Letter to the NGA/IA for additional work and change orders, if applicable</li> </ol> <p><b>For GOCCs:</b></p> <ol style="list-style-type: none"> <li>1. SBR</li> <li>2. Certification of receipt or deposits from the BTr on the availability of the balance</li> <li>3. Credit Advice from Bangko Sentral ng Pilipinas</li> </ol>
<p>5. Foreign Assisted Projects (Loan Proceeds)</p> <ul style="list-style-type: none"> <li>• Direct Payment (NCAA)</li> </ul>	<p><b>Direct Payment (Non-Cash Availment Authority):</b></p> <ol style="list-style-type: none"> <li>1. SBR</li> <li>2. Photocopy of the Application for Withdrawal or equivalent document covering the amount requested</li> <li>3. Certified list of allotments and corresponding</li> </ol>



DBM Service	Documentary Requirements
<ul style="list-style-type: none"> <li>Working Fund</li> </ul>	<p>obligations incurred for the specific foreign loan/grant assisted project against which the disbursements shall be applied</p> <p>4. Details of disbursements expressed both in peso and equivalent foreign currency as indicated in the application</p> <p><b>Working Fund (Notice of Cash Allocation (NCA):</b></p> <ol style="list-style-type: none"> <li>Agency Letter of Request for the release of NCA</li> <li>Certification from the BTr on Loan Proceeds Remitted/Deposited (if funded by loan) / Grant/Donation Remitted/Deposited (if funded by Grant/Donation), whichever is applicable</li> <li>Copy of notice of sub-allotment issued by the NGA, if applicable</li> </ol>
6. Customs Duties and Taxes	<ol style="list-style-type: none"> <li>SBR</li> <li>Quarterly Report of Taxes and Duties Availment (QRTDA)</li> <li>Statement of Account/Assessment from Bureau of Customs (BOC)</li> </ol>
7. Tax Subsidy	<ol style="list-style-type: none"> <li>Financial Incentives Review Board resolution</li> </ol> <p><b>For NGAs (including SUCs):</b></p> <ol style="list-style-type: none"> <li>SBR</li> <li>Quarterly Report of Taxes and Duties Availment (QRTDA)</li> <li>Tax Subsidy Availment Certificate/ Statement of Accounts/Assessment Notices issued by BOC/BIR</li> </ol> <p><b>For GOCCs:</b></p> <ol style="list-style-type: none"> <li>SBR</li> <li>QRTDA</li> <li>Certification of entitlement to subsidy issued by FIRB</li> <li>Tax Subsidy Availment Certificate/Statement of Accounts/Assessment Notices issued by BOC/BIR</li> </ol>
8. Special Account in the General Fund (SAGF)	<ol style="list-style-type: none"> <li>SBR</li> <li>BED 1</li> <li>BED 2</li> <li>BED 3</li> <li>BTr Certification on the available balance of SAGF/Certification of receipt or deposits from the BTr</li> </ol>

DBM Service	Documentary Requirements
9. Modification in the Allotments Issued	<ol style="list-style-type: none"> <li>1. SBR</li> <li>2. Latest SAOODB - FAR 1</li> <li>3. BED 1, as revised</li> <li>4. BED 2, as revised</li> <li>5. Justification for the proposed modification</li> <li>6. Certification of Actual Deficiency and Sources of Funds signed by the Budget Officer, identifying the affected P/A/Ps and objects of Expenditure ("From" and "To") – (Attachment 3)</li> </ol>
10. Use of Savings for Augmentation of Deficient P/A/Ps	<p><b>For OP Approval:</b></p> <ol style="list-style-type: none"> <li>1. SBR</li> <li>2. FAR No. 1 – SAAODB</li> <li>3. FAR No. 1A – SAAODBOE</li> <li>4. BED No. 1 – Financial Plan</li> <li>5. BED No. 2 – Physical Plan</li> <li>6. Certification on how the savings were generated pursuant to existing guidelines</li> <li>7. Justification</li> <li>8. Details of Savings and Augmentation of Deficient P/A/Ps</li> </ol> <p><b>For Release of Funds:</b></p> <ol style="list-style-type: none"> <li>1. OP Approval</li> </ol>
11. Additional NCA/s	<ol style="list-style-type: none"> <li>1. SBR</li> <li>2. List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA)</li> <li>3. FAR 1</li> <li>4. FAR 3, if applicable</li> <li>5. FAR 4</li> <li>6. BED 3</li> <li>7. Latest Book/Bank balances</li> <li>8. Bank Certification of Lapsed NCA, if applicable</li> </ol>
12. Trust Receipts (includes donations 1 year or less)	<ol style="list-style-type: none"> <li>1. SBR</li> <li>2. BTr Certification/Certified True Copy of Deposit Slip validated by bank/Proof of receipt of trust or Official Receipt</li> </ol> <p>Additional Supporting Documents (depending on type of request):</p> <p><u>Release of 10% Retention Money</u></p> <ol style="list-style-type: none"> <li>a) Certificate of Final Acceptance</li> <li>b) Trust Utilization Report i.e., Summary of Trust Fund Receipts Against Disbursement</li> </ol> <p><u>For BAC Honoraria</u></p> <ol style="list-style-type: none"> <li>a) Payroll for payment of BAC Honoraria</li> </ol>





DBM Service	Documentary Requirements
	<p>b) Certified List of Awarded Contracts/Projects with date of award</p> <p><u>For refund of guarantee deposits to Utility Providers</u></p> <p>a) Demand Letter from the utility provider/s</p> <p>b) Certificate of Completion and/or Acceptance</p> <p><u>For refund of bidding documents to contractors due to cancellation of project/s or failure of bidding (sec. 41 of RA 9184)</u></p> <p>a) Certified True Copy of the declaration of failure of bidding by the Head of Procuring Entity (HOPE)</p> <p>b) Demand letter from the Contractors</p> <p><u>For Inter-agency Transferred Funds</u></p> <p>a) Memorandum of Agreement, if applicable</p> <p>b) Approved extension of implementation period, if applicable</p> <p><u>For Bidders/Performance Bonds; Bid/Performance Security</u></p> <p>a) Agency certification that the undertaking or obligation has been faithfully performed or terminated, as the case may be</p>
13. Payment of Tax Refund (Bureau of Internal Revenue and BOC)	<p>1. SBR</p> <p>2. BTr Certification and BTr Journal Entry Voucher (JEV) effecting adjustment of deposits to trust account</p> <p>Additional Supporting documents:</p> <p><u>For VAT Claims:</u></p> <p>a) Signed Report of NCA utilization/disbursement of initial 50% NCA release</p> <p>b) Pending claims for VAT refund for additional release of funds</p> <p><u>For Non-VAT Claims:</u></p> <p>a) List of Tax Refund Payables by Taxpayer and Type of Tax</p>
14. Payment of Rewards to Informant on Violators of Internal Revenue, Tariff and Custom Laws, Rules and Regulations	<p>1. SBR</p> <p>2. Resolution of the BIR or BOC Revenue Performance Evaluation Board (RPEB) duly endorsed by the Department of Finance (DOF)</p> <p>3. BTr Certification and BTr JEV effecting adjustment of deposits to trust account</p>

DBM Service	Documentary Requirements
15. Release of Budgetary Support to GOCCs	1. SBR 2. BED 1 3. BED 2 4. BED 3 5. Latest Cash Flow Statement 6. Justification 7. Other supporting documents (e.g. list of projects and implementing units, project profile, list of equipment, if applicable)



## 2. Release of Other Authorities

These pertain to other authorities prepared by the Budget and Management Bureaus aside from releasing of obligational and disbursement authorities. These include authorities on evaluation of Corporate Operating Budget of GOCCs, issuance of Ceiling, and funding of Multi-Year Projects. The classification of service is considered highly technical since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

<b>Office or Division:</b>	Budget and Management Bureaus (A, B, C, D, E, and F), Office of the Undersecretary for Budget Preparation and Execution (BPE) Group, Office of the Secretary (OSEC), Administrative Service-Central Records Division (AS-CRD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All National Government Agencies, LGUs, SUCs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table A2 for the applicable requirements based on the nature of the request.		One (1) original signed copy and complete set		Requesting entity unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with complete documentary requirements to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	1. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to the BMB/s concerned.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2. Receive, record, and transmit the request to the Division concerned.	None	10 minutes	<i>AO/ADAS BMBs A-F</i>
3. None	3. Evaluate the request and prepare the following action documents: ➤ Memorandum for the Secretary (MFS) ➤ Letter of	None	13 working days, 6 hours, 40 minutes	<i>Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS</i>

	<p>Approval or Recommendation/ Authority to purchase Motor Vehicle (MV)/ Memorandum to the Office of the President/ Multi-Year Contractual Authority (MYCA)/ Forward Obligation Authority (FOA)/ Letter of Commitment (LOC)/ Notice of Organization, Staffing and Compensation (NOSCA).</p> <p>3.1 If incomplete documentary requirements, prepare DMS reply document or letter to agency.</p>			BMBs A-F
4. None	<p>4. Review the action documents.</p> <p>4.1 If incomplete documentary requirements, review and endorse the DMS reply document or letter to agency.</p>	None		<p><i>Supervising BMS, Chief BMS BMBs A-F</i></p>
<p>5. None</p> <p>5.1 If submitted incomplete documentary requirements, prepare and submit requested</p>	<p>5. Review and recommend approval of the action documents.</p> <p>5.1 If incomplete documentary requirements, recommend approval/approve</p>	None		<p><i>Assistant Director, Director BMBs A-F</i></p>

documents.	the DMS reply document or letter to agency.			
6. None	6. Review and approve the action documents.	None	3 working days	<i>Undersecretary BPE Group</i>
7. None	7. Review and approve the action documents.	None	3 working days	<i>Executive Assistant (EA) VI, DBM Secretary OSEC</i>
8. Receive action document/s from OSEC-CPRU.  8.1 Authorized agency liaison officer to sign on the receiving copy of the released documents.	8. Release the Letter of Approval or Recommendation/ Authority to purchase MV/ Memorandum to OP/ MYCA/FOA/ LOC/NOSCA.	None	10 minutes	<i>EA II OSEC-CPRU</i>
<b>TOTAL</b>			<b>20 working days</b>	

**Table A2- Documentary Requirements for the Release of Other Authorities**

<b>DBM Service</b>	<b>Documentary Requirements</b>
1. Organization and Compensation Matters for GOCCs and Military/ Uniformed Personnel	<p>For GOCCs: <u>Staffing</u></p> <ol style="list-style-type: none"> <li>1. Agency Request</li> <li>2. Board Approval</li> <li>3. Personnel Services Cost/Financial Implication</li> <li>4. Justification</li> <li>5. Existing and proposed organizational structure (if applicable)</li> <li>6. Latest Plantilla of Position</li> </ol> <p>In the case of Military/Uniformed Personnel: <u>Rank Distribution/Modification</u></p> <ol style="list-style-type: none"> <li>1. Agency Request</li> <li>2. Endorsement of the agency request by the Department Secretary</li> <li>3. Approval of the rank distribution/modification by the Department Secretary in the case of agencies under the Department of National Defense as well as the Bureau of Fire Protection and the Bureau of Jail</li> </ol>



DBM Service	Documentary Requirements
	<p>Management and Penology under the Department of the Interior and Local Government (DILG), and Bureau of Corrections (BuCor) under the Department of Justice.</p> <ol style="list-style-type: none"> <li>4. Approval of the rank distribution/modification by the National Police Commission in the case of the Philippine National Police under the DILG</li> <li>5. Proposed Rank Distribution vis-a-vis existing rank structure</li> <li>6. Old and new organizational structure</li> <li>7. Justification</li> </ol>
<p>2. Creation/ Reclassification/ Conversion/Upgrading of Positions/ Other Staffing Modification Actions (For MSU and UP System)</p>	<ol style="list-style-type: none"> <li>1. Agency Request (including the Legal basis/Justification, funding source, rationale, and background of the proposal)</li> <li>2. Description of the positions involved, which include the following:               <ol style="list-style-type: none"> <li>a. Number of positions</li> <li>b. Position title/salary grade/unique item number, as necessary</li> <li>c. Functions/duties/responsibilities of the proposed positions</li> <li>d. Organizational deployment of the proposed positions</li> <li>e. Computation of PS requirement</li> <li>f. Similar filled items (permanent/casual/contractual) in the unit concerned, as necessary</li> </ol> </li> <li>3. Board Approval</li> <li>4. Other documentary requirements under existing guidelines</li> </ol>
<p>3. Evaluation of Corporate Operating Budget (COB)</p>	<ol style="list-style-type: none"> <li>1. COB (Including Agency transmittal letter, Board Resolution/ Board Certificate approving the COB and duly accomplished DBM forms per Corporate Budget Call issued for the year)</li> </ol>
<p>4. Issuance of Cash Disbursement Ceiling</p>	<ol style="list-style-type: none"> <li>1. Agency Request</li> <li>2. Accountability reports as consolidated by the DFA or DOLE Home Office i.e., FSP Monthly Report of Income</li> <li>3. BTr certification on actual income collected</li> <li>4. Certified list of allotments and corresponding obligations incurred for the specific funds against which the disbursements shall be applied</li> </ol>
<p>Funding of Multi-Year Projects</p>	

DBM Service	Documentary Requirements
<p>4. Multi-Year Contracting Authority (MYCA) for Foreign Assisted Projects (FAPs)/Locally Funded Projects (LFPs)</p>	<ol style="list-style-type: none"> <li>1. Agency Request</li> <li>2. Request for MYCA Form including a confirmation on the agency commitment</li> <li>3. Funding Strategy/Medium Term Expenditure Program</li> <li>4. Approval of the projects by: <ul style="list-style-type: none"> <li>-For projects costing Php 1 billion and above: INFRACOM or NEDA Board or DBCC</li> <li>-For projects costing below Php 1 billion: Agency Head, supported with summary of project benefits including economic viability and technical justification, and details of expected output and outcome</li> </ul> </li> <li>5. Certification of the Agency Head that any procurement activity pertaining to the project to be covered by the MYCA has not been started as of date of request</li> <li>6. Approved loan agreement for FAPs, when applicable</li> <li>7. Clearances/endorsements from various agencies, but not limited to the following: <ol style="list-style-type: none"> <li>a) DICT endorsement of computerization projects</li> <li>b) NTC clearance for acquisition of communication equipment</li> <li>c) DENR geo-hazard certification of project location with geo-tagged map or electronic photograph of the project location with certification</li> </ol> </li> </ol> <p><b>In the case of AFPMP:</b></p> <ol style="list-style-type: none"> <li>1. OP approval</li> <li>2. Request for MYCA including a confirmation on the agency commitment</li> <li>3. Funding Strategy/Medium Term Expenditure Program</li> </ol>
<p>5. Request for Letter of Commitment (LOC) for PPP Projects</p>	<ol style="list-style-type: none"> <li>1. Agency Request</li> <li>2. Request for LOC including a confirmation on the agency commitment</li> <li>3. Copy of NEDA Board Resolution approving the PPP project</li> <li>4. Joint Certification by the DOF and the PPP Center on the list of obligations and corresponding amounts committed by the NG for the PPP project</li> <li>5. Agency Budget Strategy for the NG obligations in the PPP project</li> <li>6. Agency Summary of the PPP Project term sheet containing its technical, economic, financial, social and environmental appraisal aspects</li> <li>7. Status of Project i.e. % of completion</li> </ol>





DBM Service	Documentary Requirements
6. Confirmation of Funding Strategy	<ol style="list-style-type: none"> <li>1. Agency Request</li> <li>2. NEDA Project Evaluation Report (PER) containing the Multi-Year Funding Requirement with Annual Breakdown</li> <li>3. Agency Public Investment Program (PIP)</li> <li>4. Accomplished Funding Strategy Form</li> </ol>
7. Issuance of Forward Obligational Authority (FOA) for FAPs	<ol style="list-style-type: none"> <li>1. Agency Request Letter of Request for FOA</li> <li>2. ICC-CC and/or NEDA Board Action Letters addressed to the Secretary of the NGA/IA</li> <li>3. Project Evaluation Report (PER)</li> <li>4. Appraisal Report or Minutes of Technical Discussions</li> </ol>
8. Authority to Purchase Motor Vehicles (excluded in the Confirmation Letter issued during the FY Budget Preparation or with changes in the details and number as originally specified in the said letter)	<ol style="list-style-type: none"> <li>1. Agency Request for Authority to Purchase MV</li> <li>2. Approved Annual Procurement Plan</li> <li>3. Justification for the acquisition of the vehicle(s) disclosing the quantity, specifications and cost of vehicle(s) and proposed deployment by organizational unit/user official</li> <li>4. Inventory and Inspection Report of Unserviceable Equipment covering the vehicle intended to be replaced</li> <li>5. Duly accomplished Motor Vehicles Inventory Form</li> <li>6. OP Approval, if applicable (e.g., Luxury Vehicles, Military Vehicles)</li> </ol> <p>Additional requirement for items charged against other Funding Sources (such as Trust Fund, Trust Receipt, Trust Liability Account, Special Accounts in the General Fund):</p> <ol style="list-style-type: none"> <li>a) BTr Certification of deposited collections</li> </ol> <p>Additional requirements for SUCs:</p> <ol style="list-style-type: none"> <li>a) Board Resolution approving the motor vehicle acquisition</li> <li>b) Board approved operating budget (regular/ supplemental)</li> </ol> <p>Additional requirement for LWDs:</p> <ol style="list-style-type: none"> <li>a) Board Resolution</li> <li>b) Corporate Operating Budget</li> <li>c) DPWH Endorsement</li> </ol> <p>Additional requirement for attached agencies, including GOCCs and GFIs:</p> <ol style="list-style-type: none"> <li>a) Endorsement by the Department where they are attached to as provided under BC 2019-2</li> </ol>



DBM Service	Documentary Requirements
9. Rental of Motor Vehicles	<ol style="list-style-type: none"><li>1. Agency Request for Authority to Rent MV</li><li>2. Detailed justification for the rental of the vehicle(s) including the duration of the specific program, project and activity for which the vehicle(s) will be rented</li><li>3. Number, type and specifications of vehicle(s) to be rented and the proposed rate(s)</li><li>4. Certification of availability of funds</li></ol>



### 3. Release of Other Authorities: Minor Organization for GOCCs

This pertains to other authorities prepared by the Budget and Management Bureaus aside from releasing of obligational and disbursement authorities. This includes authorities on minor organization for GOCCs. The service requires more than 20 working processing days since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

<b>Office or Division:</b>	Budget and Management Bureau (BMB)-C, BPE-FGH, OSEC, Administrative Service-Central Records Division (AS-CRD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	GOCCs			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Agency Request 2. Board Approval 3. Personnel Services Cost/Financial Implication 4. Justification 5. Plantilla of Positions 6. Staffing Pattern 7. Organizational Structure 8. Functional Statements		One (1) original signed copy and complete set		Requesting government entity unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	1. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to BMB-C.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2. Receive and record the request.	None	10 minutes	<i>AO/ADAS BMB-C</i>

3. None	<p>3. Evaluate the request and prepare the following action documents:</p> <ul style="list-style-type: none"> <li>➤ Memorandum for the Secretary</li> <li>➤ Letter of approval/letter to GOCC and memorandum for the Secretary.</li> </ul> <p>3.1 If incomplete documentary requirements, prepare DMS reply document or letter to agency.</p>	None	30 working days	<p><i>Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS BMB-C</i></p>
4. None	<p>4. Review the action documents.</p> <p>4.1 If incomplete documentary requirements, review and endorse the DMS reply document or letter to agency.</p>	None		<p><i>Supervising BMS, Chief BMS BMB-C</i></p>
<p>5. None</p> <p>5.1 If submitted incomplete documentary requirements, prepare and submit requested documents.</p>	<p>5. Review and recommend the action documents.</p> <p>5.1 If incomplete documentary requirements, recommend approval/approve the DMS reply document or letter to agency.</p>	None		<p><i>Assistant Director, Director BMB-C</i></p>
6. None	6. Review and approve the letter of approval/letter to GOCC.	None	3 working days	<i>Undersecretary BPE Group</i>
		None	3 working days	<i>Executive Assistant (EA) VI, DBM Secretary</i>



				OSEC
7. Receive action document/s from OSEC-CPRU.	7. Release the letter of approval/letter to GOCC.	None	10 minutes	EA II OSEC-CPRU
<b>TOTAL</b>			<b>36 working days, 1 hour, 20 minutes*</b>	
*The service requires more than 20 working processing days since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.				



#### 4. Release of Other Authorities: Major Organization for GOCCs

These pertain to other authorities prepared by the Budget and Management Bureaus aside from releasing of obligational and disbursement authorities. These include authorities on major organization and compensation matters of GOCCs. The service requires more than 20 working processing days since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

<b>Office or Division:</b>	Budget and Management Bureau (BMB)-C, BPE-FGH, Office of the Secretary (OSEC), Administrative Service-Central Records Division (AS-CRD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	GOCCs			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Agency Request 2. Board Approval 3. Personnel Services Cost/Financial Implication 4. Justification 5. Plantilla of Positions 6. Staffing Pattern 7. Organizational Structure 8. Functional Statements		One (1) original signed copy and complete set		Requesting government entity unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	2. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to BMB-C.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2. Receive and record the request.	None	10 minutes	AO/ADAS BMB-C
3. None	3. Evaluate the request and prepare the following action documents:	None		<i>Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior</i>

	<ul style="list-style-type: none"> <li>➤ Memorandum for the Secretary</li> <li>➤ Letter of approval/letter to GOCC/ Memorandum to OP/ Organizational Chart/Staffing Summary/ Functional Statements/ Compensation structure</li> </ul> <p>3.1 If incomplete documentary requirements, prepare DMS reply document or letter to agency.</p>		60 working days	BMS BMB-C
4. None	<p>4. Review the action documents.</p> <p>4.1 If incomplete documentary requirements, review and endorse the DMS reply document or letter to agency.</p>	None		Supervising BMS, Chief BMS BMB-C
<p>5. None</p> <p>5.1 If submitted incomplete documentary requirements, prepare and submit requested documents.</p>	<p>5. Review and recommend the action documents.</p> <p>5.1 If incomplete documentary requirements, recommend approval/ approve the DMS reply document or letter to agency.</p>	None		Assistant Director, Director BMB-C





6. None	6. Review and approve the action documents.	None	3 working days	<i>Undersecretary BPE Group</i>
		None	3 working days	<i>Executive Assistant (EA) VI, DBM Secretary OSEC</i>
7. Receive action document/s from OSEC-CPRU.	7. Release the letter of approval/letter to GOCC/ Memorandum to OP/ Organizational Chart/Staffing Summary/ Functional Statements/ Compensation structure.	None	10 minutes	<i>EA II OSEC-CPRU</i>
<b>TOTAL</b>			<b>66 working days, 1 hour, 20 minutes*</b>	

*\*The service requires more than 20 working processing days since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.*



## 5. Release against the Contingent Fund, Unprogrammed Appropriations, and National Disaster Risk Reduction and Management Fund

Contingent Fund shall be used exclusively for requirements of new and/or urgent projects and activities that need to be implemented during the year, except for the purchase of motor vehicles, including any improvements thereon. All releases from this fund require the prior approval of the President. The Unprogrammed Appropriations provide standby authority to incur additional agency obligations for priority programs or projects when revenue collection exceed targets, and when additional grants or foreign funds are generated. The National Disaster Risk Reduction and Management Fund shall be used for disaster risk reduction or mitigation, prevention and preparedness activities, as well as, relief, recovery, reconstruction and other works or services in connection with natural or human-induced calamities.

<b>Office or Division:</b>	Budget and Management Bureaus (BMBs)- A, B, C, D, E, and F, Budget Technical Bureau (BTB), Office of the Undersecretary for Budget Preparation and Execution (BPE) Group, Office of the Secretary (OSEC)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2G - Government to Government		
<b>Who may avail:</b>	All National Government Agencies, LGUs, SUCs, GOCCs, and other Government Instrumentalities		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
<u>Contingent Fund:</u> 1. Special Budget Request (SBR) 2. Budget Execution Document (BED) 1 3. BED 2 4. BED 3 5. Approval by the Office of the President/Final and Executory decision of competent authority		One (1) original signed copy and complete set	Requesting government entity unless indicated otherwise
<u>Releases from Unprogrammed Appropriations:</u> a) For excess revenue collections:  1. SBR 2. Certification that remitted collections to the BTr from a particular revenue source has exceeded the corresponding revenue collections target 3. BED 1 4. BED 2 5. BED 3			
b) New revenue collections 1. SBR 2. Certification that remitted collections identified were not part of, nor included in, the original revenue collection targets reflected 3. BED 1 4. BED 2 5. BED 3			

c) Approved loans for FAPs 1. SBR 2. BED 1 3. BED 2 4. Project Profile 5. Approved Loan Agreement 6. Approved Loan Effectivity issued by the DOF  <u>For Risk Management Program for Public-Private Partnership Projects:</u> 1. SBR 2. BED 3 3. BTr Certification on excess income generated by the National Government (NG) 4. DBCC approval of the use of the Unprogrammed Appropriations and the DBCC-TWG on Contingent Liabilities 5. In case of obligations assumed by GOCCs, performance undertaking or similar instrument by the agency concerned confirming that the NG will assume obligations in the case of default by the GOCC, if applicable  <u>National Disaster and Risk Reduction Fund:</u> 1. SBR 2. BED 1 3. BED 2 4. BED 3 5. OP approval/directive, if applicable 6. Recommendation from the National Disaster Risk Reduction and Management Council for local disasters or the appropriate agency for international crises, if applicable 7. Other documentary requirements under existing guidelines (APMV, MITHI Recommendation, etc.)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgement receipt (AR).	1. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to the BMB/s concerned.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2. Receive and record the request.	None	10 minutes	<i>AO/ADAS BMBs A-F</i>

3. None	3. Evaluate the request and prepare action document/s.  3.1 If incomplete documentary requirements, prepare DMS reply document or letter to agency.	None	12 working days, 6 hours, 40 minutes	<i>Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS BMBs A-F</i>
4. None	4. Review action document/s.  4.1 If incomplete documentary requirements, review and endorse the DMS reply document or letter to agency.	None		<i>Supervising BMS, Chief BMS BMBs A-F</i>
5. None  5.1 If submitted incomplete documentary requirements, prepare and submit requested documents.	5. Review and recommend action document/s for approval.  5.1 If incomplete documentary requirements, recommend approval/ approve the DMS reply document or letter to agency.	None		<i>Assistant Director, Director BMBs A-F</i>
6. None	6. Process the Debit Voucher (DV) for the Request of Fund Release against Contingent Fund (CF), Unprogrammed Appropriations (UA), and National Disaster Risk Reduction and Management Fund.	None	1 working day	<i>BMAN, BMS II, Senior BMS, Chief BMS BTB  BMAN, BMS II, Senior BMS, Supervising BMS, Chief BMS BMB-E (for NDRRMF)</i>



7. None	7. Review and approve the DV.	None		<i>Director</i> BTB/  <i>Director</i> BMB-E (for NDRRMF)
8. None	8. Review and approve the DV.	None	3 working days	<i>Undersecretary</i> BPE Group
		None	3 working days	<i>Executive Assistant</i> (EA) VI, DBM <i>Secretary</i> OSEC
9. Receive action document/s from OSEC-CPRU.	9. Release the approved DV.	None	10 minutes	<i>EA II</i> OSEC-CPRU
<b>TOTAL</b>			<b>20 working days</b>	



## 6. Release against the Local Government Support Fund – Conditional Matching Grant to Provinces for Road and Bridge Repair (LGSF-CMGP)

The Department of the Interior and Local Government submits endorsement to the DBM for fund release chargeable against the LGSF-CMGP. Upon evaluation of the endorsement based on the existing laws, rules and regulations, the Office of the Secretary-Technical Review Unit (OSEC-TRU) shall recommend to the Secretary the release of funds or shall inform the DILG should a ground for denial be found.

<b>Office or Division:</b>	Administrative Service-Central Records Division (AS-CRD), Office of the Undersecretary for Budget Preparation and Execution Group (BPE), Office of the Secretary (OSEC), OSEC-technical Review Unit (TRU), OSEC-Central Processing Unit (CPRU)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government (Between DILG and DBM)			
<b>Who may avail:</b>	Local Government Units (Provinces enumerated under the FY 2021 General Appropriations Act (GAA), Republic Act (RA) No. 11518)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Endorsement of DILG Secretary regarding the release of funds for LGSF-CMPG		One (1) original copy		DILG-Office of the Secretary
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. DILG submits endorsement letter to the AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	1. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to OSEC.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2a. Receive and record the request  2b. Evaluate the request and prepare the draft action document/s.	None	9 working days	<i>Executive Assistant (EA) II, EA V OSEC</i>
3. None	3. Review draft action documents and endorse the same to the Secretary.	None	1 working day	<i>Concurrent Chief of Staff and Assistant Secretary OSEC-TRU</i>
4. None	4. Review and recommend action on the draft action	None	2 working days	<i>Undersecretary BPE Group</i>

	document/s.			
5. None	5. Review and act on the action document/s, including signing of the budget release documents.	None	3 working days	<i>EA VI, Secretary OSEC</i>
6. None	6. Package and release budget release documents to the following agencies: <ul style="list-style-type: none"> <li>• SARO, ANCAI: Bureau of the Treasury</li> <li>• NCA: Government Servicing Bank</li> </ul>	None	4 hours	<i>EA II OSEC-CPRU</i>
<b>TOTAL</b>			<b>15 working days, 5 hours</b>	





## 7. Release against the Local Government Support Fund– Financial Assistance to Local Government Units (LGSF-FA to LGUs)

Requesting LGU submits its request for financial assistance to the DBM. Upon receipt of the request, the OSEC-TRU evaluates the request based on existing laws, rules and regulations, prioritization<sup>2</sup>, and just and equitable distribution. After which, the OSEC-TRU shall recommend to the Secretary the release of funds for the identified LGUs. If the LGU is not included in the list of identified beneficiary LGUs, a letter shall be sent to the requesting LGU to inform them of such.

<b>Office or Division:</b>	Administrative Service-Central Records Division (AS-CRD), Office of the Undersecretary for Budget Preparation and Execution Group (BPE), Office of the Secretary (OSEC), OSEC-Technical Review Unit (TRU), OSEC-Central Processing Unit (CPRU)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2G – Government to Government (Between LGU and DBM)		
<b>Who may avail:</b>	Local Government Units		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
Legal Basis: Local Budget Circular (LBC) No. 131 Specific requirements for Construction, concreting, rehabilitation, repair of improvement of any of the following: <ol style="list-style-type: none"> <li>Local roads and/or bridges;</li> <li>Public markets;</li> <li>Slaughterhouses;</li> <li>Multi-purpose buildings/halls;</li> <li>Multi-purpose pavements;</li> <li>Drainage canals;</li> <li>Sea wall/ river wall;</li> <li>Water system projects including level 1 stand-alone water points;</li> <li>Evacuation centers;</li> <li>Public parks;</li> <li>Fish ports; and</li> <li>Post-harvest facilities composed of ice plant and cold storage facilities;</li> </ol> 1. Signed request letter by the LCE stating the program/project title, location and amount. In case the request covers two (2) or more projects, a list of programs and/or projects in order of the priorities of the LGU shall be provided in the request letter;		One (1) original copy	Templates of the various forms are provided under LBC No. 131, which may be accessed through the DBM website.

<sup>2</sup> Pursuant to items 1.0 and 3.14 of Local Budget Circular No. 131, dated 08 January 2021, entitled “**Guidelines On The Release And Utilization Of The Local Government Support Fund - Financial Assistance To Local Government Units In The FY 2021 General Appropriations Act, Republic Act No. 11518**”

<p>2. Duly notarized omnibus sworn statement following the template provided in Annex B1 of LBC No. 131;</p> <p>3. Signed LGU Contact Details by the LCE following the template provided in Annex B2 of LBC No. 131;</p> <p>If LGU is a recipient FYs 2016-2020 LGSF-FA to LGUs:</p> <p>4. Report of Fund Utilization and Status of Program/Project Implementation following the template provided in Annex C of LBC No. 131;</p> <p>If LGU has unobligated balances from FYs 2016-2019 LGSF-FA to LGUs:</p> <p>5. Certification attesting that the balances from FYs 2016-2019 LGSF-FA to LGUs have already been returned to the National Treasury, together with the corresponding proof of reversion of unobligated balances (e.g., disbursement voucher/check, deposit slip, or official receipt from the BTr.</p> <p>Specific requirements for purchase of ambulance, trucks, mini dump trucks, multi-purpose vehicles, or multicabs:</p> <p>1. Signed request letter by the LCE stating the program/project title, location and amount. In case the request covers two (2) or more projects, a list of programs and/or projects in order of the priorities of the LGU shall be provided in the request letter;</p> <p>2. Duly notarized omnibus sworn statement following the template provided in Annex B3 of LBC No. 131;</p> <p>3. Project Profile for vehicles following the template provided in Annex B4 of LBC No. 131;</p> <p>4. Inventory of Motor Vehicles following the template in Annex B5 of LBC No. 131;</p> <p>5. Signed LGU Contact Details by the LCE following the template provided in Annex B2 of LBC No. 131;</p> <p>If LGU is a recipient FYs 2016-2020 LGSF-FA to LGUs:</p>		
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<p>6. Report of Fund Utilization and Status of Program/Project Implementation following the template provided in Annex C of LBC No. 131;</p> <p>If LGU has unobligated balances from FYs 2016-2019 LGSF-FA to LGUs:</p> <p>7. Certification attesting that the balances from FYs 2016-2019 LGSF-FA to LGUs have already been returned to the National Treasury, together with the corresponding proof of reversion of unobligated balances (e.g., disbursement voucher/check, deposit slip, or official receipt from the BTr.</p> <p>Specific requirements for street lighting or barangay electrification:</p> <ol style="list-style-type: none"> <li>1. Signed request letter by the LCE stating the program/project title, location (i.e., list of barangays covered by the street lighting or electrification) and amount. In case the request covers two (2) or more projects, a list of programs and/or projects in order of the priorities of the LGU shall be provided in the request letter;</li> <li>2. Duly notarized omnibus sworn statement following the template provided in Annex B6 of LBC No. 131;</li> <li>3. Signed LGU Contact Details by the LCE following the template provided in Annex B2 of LBC No. 131;</li> </ol> <p>If LGU is a recipient FYs 2016-2020 LGSF-FA to LGUs:</p> <p>4. Report of Fund Utilization and Status of Program/Project Implementation following the template provided in Annex C of LBC No. 131;</p> <p>If LGU has unobligated balances from FYs 2016-2019 LGSF-FA to LGUs:</p> <p>5. Certification attesting that the balances from FYs 2016-2019 LGSF-FA to LGUs have already been returned to the National Treasury, together with the corresponding proof of reversion of unobligated balances (e.g., disbursement voucher/check, deposit slip, or official receipt from the BTr.</p>		
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<p>Specific requirements for Purchase of medical equipment; Financial assistance of for health and sports program; Assistance programs and projects for education, health and social protection in light of the COVID-19 pandemic; and Assistance to indigent individuals in any of the following forms:</p> <ul style="list-style-type: none"> <li>a) medical;</li> <li>b) burial;</li> <li>c) transportation;</li> <li>d) food assistance;</li> <li>e) cash for work; and</li> <li>f) educational assistance.</li> </ul> <ol style="list-style-type: none"> <li>1. Signed request letter by the LCE stating the program/project title, location (i.e., list of barangays covered by the street lighting or electrification) and amount. In case the request covers two (2) or more projects, a list of programs and/or projects in order of the priorities of the LGU shall be provided in the request letter;</li> <li>2. Duly notarized omnibus sworn statement following the template provided in Annex B3 of LBC No. 131;</li> <li>3. Project Profile/Proposal following the template provided in Annex B7 of LBC No. 131;</li> <li>4. Signed LGU Contact Details by the LCE following the template provided in Annex B2 of LBC No. 131;</li> </ol> <p>If LGU is a recipient FYs 2016-2020 LGSF-FA to LGUs:</p> <ol style="list-style-type: none"> <li>5. Report of Fund Utilization and Status of Program/Project Implementation following the template provided in Annex C of LBC No. 131;</li> </ol> <p>If LGU has unobligated balances from FYs 2016-2019 LGSF-FA to LGUs:</p> <ol style="list-style-type: none"> <li>6. Certification attesting that the balances from FYs 2016-2019 LGSF-FA to LGUs have already been returned to the National Treasury, together with the corresponding proof of reversion of unobligated balances (e.g., disbursement voucher/check, deposit slip, or official receipt from the BTr.</li> </ol>		
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<p>Note: It is understood that only requests prepared, signed, and submitted by the LCE shall be evaluated by the DBM. Requests that are shown to have been prepared and/or submitted by third parties, e.g., fixers, middlemen, and facilitators, shall be immediately denied.</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT/DIVISION/ PERSON RESPONSIBLE
1. LGU submits request to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	1. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to OSEC.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2a. Receive and record the request.  2b. Evaluate the request and prepare the draft action document/s.	None	9 working days	<i>Budget and Management Specialist (BMS) I, EA II, EA III OSEC</i>
3. None	3. Review draft action documents and endorse the same to the Secretary.	None	1 working day	<i>Concurrent Chief of Staff and Assistant Secretary OSEC-TRU</i>
4. None	4. Review and recommend action on the draft action document/s.	None	2 working days	<i>Undersecretary BPE Group</i>
5. None	5. Review and act on the action document/s, including signing of the budget release documents.	None	3 working days	<i>EA VI, Secretary OSEC</i>
6. None	6. Package and release budget	None	4 hours	<i>EA II OSEC-CPRU</i>

	<p>release documents to the following agencies:</p> <ul style="list-style-type: none"> <li>• SARO, ANCAI: Bureau of the Treasury</li> <li>• NCA: Government Servicing Bank</li> </ul>			
7. None	<p>7. Inform the LGU regarding the action taken on the request through an official communication .</p> <p><i>If project is a priority project, draft action document/s are SARO and/or NCA.</i></p> <p><i>If project is not a priority project, draft action document is return letter.</i></p>	None	2 working days	<p><i>EA II and III, Concurrent Chief of Staff and Assistant Secretary, and Secretary</i></p> <p><b>OSCC-CPRU, OSCC-TRU</b></p> <p><i>AA IV, ADAS I and VI, and AO I, III and V</i></p> <p><b>AS-CRD</b></p>
<b>TOTAL</b>			<b>17 working days, 5 hours</b>	



## 8. Release against the Local Government Support Fund– Assistance to Cities (LGSF-AC)

Beneficiary highly-urbanized cities, enumerated under the FY 2021 GAA, RA No. 11518, submits its request for financial assistance to the DBM. Upon evaluation of the request based on the existing laws, rules and regulations, the OSEC-TRU shall recommend to the Secretary the release of funds or shall inform them should a ground for denial be found.

<b>Office or Division:</b>	Administrative Service-Central Records Division (AS-CRD), Office of the Undersecretary for Budget Preparation and Execution Group (BPE), Office of the Secretary (OSEC), OSEC-Technical Review Unit (TRU), OSEC-Central Processing Unit (CPRU)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2G – Government to Government		
<b>Who may avail:</b>	Local Government Units (Highly-urbanized Cities enumerated under the FY 2021 GAA, RA No. 11518)		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
<p>Legal Basis: Local Budget Circular (LBC) No. 133</p> <ol style="list-style-type: none"> <li>1. Letter request signed by the Local Chief Executive (LCE) specifying the project title, location and fund allocation addressed to the Secretary of the DBM</li> <li>2. Project Brief signed by the LCE following the template provided in Annex C of LBC No. 133</li> <li>3. Duly notarized omnibus sworn statement following the template provided in Annex D of LBC No. 133</li> <li>4. Report on Fund Utilization and Status of Program/Project Implementation following the template provided in Annex E of LBC No. 133, if the city previously received funding support from the FYs 2018-2020 LGSF-AC.</li> </ol> <p>If the city has unobligated balances from completed programs or projects funded under the FYs 2018-2020 LGSF-AC:</p> <ol style="list-style-type: none"> <li>5. Certification attesting that the balances from FYs 2018-2020 LGSF-AC have already been returned by the city to the National Treasury, together with the corresponding disbursement voucher/</li> </ol>		One (1) original copy	Templates of the various forms are provided under the LBC No. 133, which may be accessed through the DBM website.



check.				
Note: It is understood that only requests prepared, signed, and submitted by the LCE shall be evaluated by the DBM. Requests that are shown to have been prepared and/or submitted by third parties, e.g., fixers, middlemen, and facilitators, shall be immediately denied.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. LGU submits request to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	1. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to OSEC.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2a. Receive and record the request.  2b. Evaluate the request and prepare the draft action document/s.	None	9 working days	<i>Executive Assistant (EA) II, EA V OSEC</i>
3. None	3. Review draft action documents and endorse the same to the Secretary.	None	1 working day	<i>Concurrent Chief of Staff and Assistant Secretary OSEC-TRU</i>
4. None	4. Review and recommend action on the draft action document/s.	None	2 working days	<i>Undersecretary BPE Group</i>
5. None	5. Review and act on the action document/s,	None	3 working days	<i>EA VI, Secretary OSEC</i>



	including signing of the budget release documents.			
6. None	6. Package and release budget release documents to the following agencies: <ul style="list-style-type: none"> <li>• SARO, ANCAI: Bureau of the Treasury</li> <li>• NCA: Government Servicing Bank</li> </ul>	None	4 hours	EA II OSEC-CPRU
7. None	7. Inform the LGU regarding the action taken on the request through an official communication.	None	2 working days	EA II and V, Concurrent Chief of Staff and Assistant Secretary, and Secretary OSEC-CPRU, OSEC-TRU  AA IV, ADAS I and VI, and AO I, III and V AS-CRD
<b>TOTAL</b>			<b>17 working days, 5 hours</b>	



**9. Release against the Local Government Support Fund– Support to Barangay Development Program (SBDP) of the National Task Force to End Local Communist Armed Conflict (NTF-ELCAC)**

The Regional Task Forces to End Local Communist Armed Conflict (RTF-ELCAC) submits endorsement to the DBM for fund release chargeable against the LGSF-SBDP of the NTF-ELCAC. Upon evaluation of the endorsement based on the existing laws, rules and regulations, the Office of the Secretary-Technical Review Unit (OSEC-TRU) shall recommend to the Secretary the release of funds or shall inform the DILG should a ground for denial be found.

<b>Office or Division:</b>	Administrative Service-Central Records Division (AS-CRD), Office of the Undersecretary for Budget Preparation and Execution Group (BPE), Office of the Secretary (OSEC), OSEC-technical Review Unit (TRU), OSEC-Central Processing Unit (CPRU)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government (Between RTF-ELCAC and DBM)			
<b>Who may avail:</b>	Local Government Units (NTF-ELCAC-cleared barangays from 2016 to 2019, as enumerated under the FY 2021 General Appropriations Act (GAA), Republic Act (RA) No. 11518)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Endorsement of RTF-ELCAC Chairperson regarding the release of funds for LGSF-SBDP of the NTF-ELCAC.		One (1) original copy		RTF-ELCAC
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RTF-ELCAC submits endorsement letter to the AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	1. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to OSEC.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2a. Receive and record the request 2b. Evaluate the request and prepare the draft action document/s.	None	9 working days	<i>Executive Assistant (EA) II, BMS I, EA III, EA V OSEC</i>
3. None	3. Review draft action documents and	None	1 working day	<i>Concurrent Chief of Staff and Assistant</i>



	endorse the same to the Secretary.			<i>Secretary OSEC-TRU</i>
4. None	4. Review and recommend action on the draft action document/s.	None	2 working days	<i>Undersecretary BPE Group</i>
5. None	5. Review and act on the action document/s, including signing of the budget release documents.	None	3 working days	<i>EA VI, Secretary OSEC</i>
6. None	6. Package and release budget release documents to the following agencies: <ul style="list-style-type: none"> <li>• SARO, ANCAI: Bureau of the Treasury</li> <li>• NCA: Government Servicing Bank</li> </ul>	None	4 hours	<i>EA II OSEC-CPRU</i>
7. None	7. Inform the LGU regarding the action taken on the request through an official communication.	None	2 working days	<i>BMS I, EA II, EA III, EA V Concurrent Chief of Staff and Assistant Secretary, and Secretary OSEC-CPRU, OSEC-TRU  AA IV, ADAS I and VI, and AO I, III and V AS-CRD</i>
<b>TOTAL</b>			<b>17 working days, 5 hours</b>	



## 10. Issuance of Unified Accounts Code Structure (UACS)

The BTB issues UACS to national government agencies (NGAs) to facilitate the reporting of all financial transactions including revenue reporting.

<b>Office or Division:</b>	Budget Technical Bureau (BTB), Office of the Undersecretary for Budget Preparation and Execution (BPE) Group, Budget and Management Bureaus (BMBs), DBM Regional Offices (ROs), Administrative Service (AS)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	NGAs			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter request 2. Budget and Management Bureaus/Regional Offices evaluation and recommendation 3. Legal basis 4. Recommendation from Legal Service (LS), Organization, Position Classification, and Compensation Bureau (OPCCB), and Systems and Productivity Improvement Bureau (SPIB) 5. UACS Request Form or Job Request Form		1. 1 original or photocopy 2. 1 original 3. 1 photocopy 4. 1 original or photocopy 5. 1 original		Prepared by requesting government agency unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and complete documentary requirements to AS-CRD/Budget and Management Bureaus (BMBs)/DBM Regional Offices (ROs).  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	1. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to AS-CRD/CPRU or Records Unit of DBM ROs.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>  <i>ADAS/ AO II/ AO III BMBs/</i>  <i>Central Processing and Releasing Unit (CPRU) /Records Unit/ Document Management System (DMS) Focal Person/ FAD DBM ROs</i>



2. None	2. Review the request and prepare the memorandum endorsing the recommendation of BMBs to BPE Functional Group Head (FGH) for the creation/ deactivation/ tagging of UACS codes and letter to agency for the issuance of UACS code.	None	2 working days	Senior Budget and Management Specialist, Chief Budget and Management Specialist BTB
3. None	3. Review and approve the memorandum endorsing the recommendation of BMBs to the BPE FGH for the creation/ deactivation/ tagging of UACS codes and letter to agency for the issuance of UACS code.	None	1 working day	Director BTB
			3 working days	Undersecretary BPE Group
4. Accept and/or acknowledge receipt of action from AS-CRD.	4. Release the letter to agency for the issuance of UACS code.	None	10 minutes*	Records Officer/ Administrative Officer (for DBM Central Office units and DBM RO NCR and DBM RO IV-A)  AA IV, ADAS I and VI, AO I, III and V AS-CRD (for agencies, and DBM ROs except DBM RO NCR and RO IV-A)
<b>TOTAL</b>			<b>6 working days, 1 hour, 10 minutes**</b>	
* If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.				
**The processing time applies for cases with no issues and no coordination needed with COA or other DBM units.				



# 11. Evaluation of "Minor Simple" Organization, Staffing, Position Classification, and Compensation Proposals, including the Issuance of Notice of Organization, Staffing and Compensation Action (NOSCA)

The OPCCB evaluates minor simple organizational and/or staffing-related proposals, i.e., those involving one (1) division, or 29 positions or less, including the issuance of NOSCA of national government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), and other government instrumentalities. The total processing time and specific processing time per step for the process varies depending on the type of request and the degree of complexity of the individual request of agency concerned.

<b>Office or Division:</b>	Organization, Position Classification and Compensation Bureau (OPCCB), Administrative Service-Central Records Division (AS-CRD), Office of the Secretary-Central Processing Unit (OSEC-CPRU)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	NGAs, LGUs, SUCs, GOCCs, and other government instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Legal basis 2. Rationale/background of the proposal 3. Existing and proposed organizational chart 4. Existing and proposed functional chart 5. Proposed staffing pattern (including the number of positions, position title, salary grade, general statements of functions of proposed positions, organizational deployment and Personnel Services computation 6. Linkage of the organization with internal and external stakeholders, among others 7. Funding source		1 of each document shall be in original copy, endorsed by the head, and signed by the authorized signatories thereof		Prepared by requesting government entity unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with complete documentary requirements to AS-CRD.  1.1 Receive the Document	1. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>

Management System (DMS)-generated acknowledgment receipt (AR).	AR; and transmit the hardcopy to OPCCB.			
2. None	2. Review the request and prepare the appropriate action document/s, i.e., Memorandum for the OSI FGH/ Secretary, Letter to the Agency, DBM-approved organizational structure and staffing pattern (as necessary), and NOSCA (as required).	None	16 working days, 6 hours, 30 minutes	<i>Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS, Supervising BMS, Chief BMS</i> OPCCB
				<i>Director/Assistant Director</i> OPCCB
3. None	3. Review and approve the action documents.	None	3 working days	<i>Organization and Systems Improvement (OSI) Functional Group Head**</i> OSI Group or
				DBM Secretary*** OSEC
4. Accept and/or acknowledge receipt of action from AS-CRD or OSEC-CPRU.	4. Release the Letter to the Agency, and the Attachments, as may be applicable.	None	30 minutes****	AA IV, ADAS I and VI, and AO I, III and V AS-CRD (if the approving authority is the OSI FGH)  EA II OSEC-CPRU (if the approving authority is the Secretary)
<b>TOTAL</b>			<b>20 working days</b>	





*\*This key process requires certain level of thorough evaluation to maintain the quality and accuracy of recommendation/s which serve as basis for the senior officials of the Department.*

*\*\*For **minor simple** organizational and staffing modifications involving positions below division chief level and following the scrap and build policy; creation of positions below division chief level based on established and published standards, e.g. immediate support staff of Secretaries, Undersecretaries, and Assistant Secretaries; and filling of positions below division chief level.*

**Note:** "Minor simple" organizational and/or staffing-related proposals are those involving one (1) division, or 15 positions or less.

*\*\*\*Other than those enumerated in \*\* which are delegated to the OSI-FGH.*

*\*\*\*\* If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.*

## 12. Evaluation of "Minor Complex" Organization, Staffing, Position Classification, and Compensation Proposals, including the Issuance of Notice of Organization, Staffing and Compensation Action (NOSCA)

The OPCCB evaluates minor complex organizational and/or staffing-related proposals, i.e., those involving two (2) to three (3) divisions, or 30 to 49 positions, including the issuance of NOSCA of national government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), and other government instrumentalities. The total processing time and specific processing time per step for the process varies depending on the type of request and the degree of complexity of the individual request of agency concerned.

<b>Office or Division:</b>	Organization, Position Classification and Compensation Bureau (OPCCB), Administrative Service-Central Records Division (AS-CRD), Office of the Secretary-Central Processing Unit (OSEC-CPRU)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	NGAs, LGUs, SUCs, GOCCs, and other government instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Legal basis; 2. Background/rationale of the proposal; 3. Existing and proposed organizational chart; 4. Existing and proposed functional chart; 5. Proposed staffing pattern (including the number of positions, position title, salary grade, general statements of functions of proposed positions, organizational deployment, and Personnel Services computation; 6. Linkage of the organization with internal and external stakeholders, among others; and 7. Funding source.		1 original		Prepared by requesting agency or individual unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with complete documentary requirements to AS-CRD.  1.1 Receive the Document Management	1. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR;	None	within 1 hour	Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD

System (DMS)-generated acknowledgment receipt (AR).	and transmit the hardcopy to OPCCB.			
2. None	2. Review the request and prepare the appropriate action document/s, i.e., Memorandum for the OSI FGH/Secretary, Letter to the Agency, DBM-approved organizational structure and staffing pattern (as necessary), and NOSCA (as required).	None	within 40 working days	<i>Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS, Supervising BMS, Chief BMS</i> OPCCB
		None		<i>Director/Assistant Director</i> OPCCB
3. None	3. Review and approve the action document/s.	None	10 working days	<i>Organization and Systems Improvement (OSI) Functional Group Head** or OSI Group</i>
		None		<i>DBM Secretary</i> OSEC***
4. Accept and/or acknowledge receipt of action from AS-CRD or OSEC-CPRU.	4. Release the Letter to the Agency, and the Attachments, as may be applicable.	None	30 minutes****	<i>AA IV, ADAS I and VI, and AO I, III and V AS-CRD (if the approving authority is the OSI FGH)  EA II OSEC-CPRU (if the approving authority is the Secretary)</i>
<b>TOTAL</b>			<b>50 working days, 1 hour, 30 minutes</b>	

\*This key process requires certain level of thorough evaluation to maintain the quality and accuracy of recommendation/s



*which serve as basis for the senior officials of the Department.*

*\*\* For **minor complex** organizational and staffing modifications involving positions below division chief level and following the scrap and build policy; creation of positions below division chief level based on established and published standards, e.g. immediate support staff of Secretaries, Undersecretaries, and Assistant Secretaries; and filling of positions below division chief level.*

**Note:** "Minor complex" organizational and/or staffing-related proposals are those involving two (2) to three (3) divisions, or 16 to 49 positions.

*\*\*\* Other than those enumerated in \*\* which are delegated to the OSI-FGH.*

*\*\*\*\* If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.*

### 13. Evaluation of "Major" Organization, Staffing, Position Classification, and Compensation Proposals, including the Issuance of Notice of Organization, Staffing and Compensation Action (NOSCA)

The OPCCB evaluates major organizational and/or staffing-related proposals, i.e., those involving four (4) or more divisions, or 50 or more positions, including the issuance of NOSCA of national government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), and other government instrumentalities. The total processing time and specific processing time per step for the process varies depending on the type of request and the degree of complexity of the individual request of agency concerned.

<b>Office or Division:</b>	Organization, Position Classification and Compensation Bureau, Office of the Secretary (OSEC), OSEC-Central Processing Unit (CPRU), Administrative Service-Central Records Division (AS-CRD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	NGAs, LGUs, SUCs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Legal basis 2. Rationale/background of the proposal 3. Existing and proposed organizational chart 4. Existing and proposed functional chart 5. Proposed staffing pattern (including the number of positions, position title, salary grade, general statements of functions of proposed positions, organizational deployment and Personnel Services computation; 6. Linkage of the organization with internal and external stakeholders, among others 7. Funding source		1 of each document shall be in original copy, endorsed by the head, and signed by the authorized signatories thereof		Prepared by requesting government entity unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with complete documentary requirements to AS-CRD.  1.1 Receive the Document Management	1. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR;	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>

System (DMS)-generated acknowledgment receipt (AR).	and transmit the hardcopy to OPCCB.			
2. None	2. Review the request and prepare the appropriate action document/s, i.e., Memorandum for the OSI FGH/Secretary, Letter to the Agency, DBM-approved organizational structure and staffing pattern (as necessary), and NOSCA (as required).	None	within 90 working days	<i>Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS, Supervising BMS, Chief BMS</i> OPCCB
		None		<i>Director/Assistant Director</i> OPCCB
3. None	3. Review and approve the action document/s.	None	10 working days	<i>Organization and Systems Improvement (OSI) Functional Group Head**</i> <i>OSI Group or</i>
		None		<i>DBM Secretary</i> OSEC***
4. Accept and/or acknowledge receipt of action from AS-CRD or CPRU.	4. Release the Letter to the Agency, and the Attachments, as may be applicable.	None	30 minutes****	<i>AA IV, ADAS I and VI, and</i> <i>AO I, III and V</i> <i>AS-CRD</i> (if the approving authority is the OSI FGH)  <i>EA II</i> <i>OSEC-CPRU</i> (if the approving authority is the Secretary)
<b>TOTAL</b>			<b>100 working days, 1 hour, 30 minutes</b>	



*\*This key process requires certain level of thorough evaluation to maintain the quality and accuracy of recommendation/s which serve as basis for the senior officials of the Department.*

*\*\*For **major** organizational and staffing modifications involving positions below division chief level and following the scrap and build policy; creation of positions below division chief level based on established and published standards, e.g. immediate support staff of Secretaries, Undersecretaries, and Assistant Secretaries; and filling of positions below division chief level.*

**Note:** "Major" organizational and/or staffing-related proposals are those involving four (4) or more divisions, or 50 or more positions.

*\*\*\*Other than those enumerated in \*\* which are delegated to the OSI-FGH.*

*\*\*\*\*If for pick-up by the agency concerned; Within 1 day for personal delivery; Within 3 days thru courier service.*



#### 14. Inquiry on Existing Organization, Position Classification, and Compensation Policies

The OPCCB responds to queries relating to existing Organization, Position Classification and Compensation Policies of national government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), Bureaus/Services/Offices (B/S/Os) of the DBM, and individuals, whether public or private entities. The Bureau highly considers the total processing time rather than the specific processing time per step considering the variety and degree of complexity of the request.

<b>Office or Division:</b>	Organization, Position Classification and Compensation Bureau, Office of the Secretary (OSEC), OSEC-Central Processing Unit (CPRU), Administrative Service-Central Records Division (AS-CRD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government-to-Government Government-to-Citizen Government-to-Business			
<b>Who may avail:</b>	NGAs, LGUs, SUCs, GOCCs, B/S/Os of the DBM, and individuals, whether public or private entities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Agency/Individual Party request or inquiry		1 original		Prepared by requesting agency or individual unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to AR-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	1. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to OPCCB.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>



2. None	2. Review the request and prepare the action document/s for the purpose, i.e., Memorandum for the OSI FGH/Secretary and/or Letter to the Agency/ Individual Party concerned.	None	within 16 working days, 6 hours, 30 minutes or within the target date in agreement with the FGH or DBM senior official concerned	<i>Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS, Supervising BMS, Chief BMS</i> OPCCB
				<i>Director/Assistant Director</i> OPCCB
3. None	3. Review and approve the action document/s.	None	3 working days	<i>Organization and Systems Improvement Functional Group Head</i> OSI Group or
		None		<i>DBM Secretary</i> OSEC
4. Accept and/or acknowledge receipt of action from AS-CRD or OSEC-CPRU.	4. Release the letter to the agency or the individual party concerned.	None	30 minutes**	<i>AA IV, ADAS I and VI, and AO I, III and V</i> AS-CRD (if the approving authority is the OSI FGH)  <i>EA II</i> OSEC-CPRU (if the approving authority is the Secretary)
<b>TOTAL</b>			<b>20 working days</b>	
*This key process requires certain level of thorough evaluation to maintain the quality and accuracy of recommendation/s which serve as basis for the senior officials of the Department.				
**If for pick-up by the agency concerned; Within 1 working day for personal delivery; Within 3 working days thru courier service.				

## 15. Minor Technical Evaluation of Systems and Productivity Improvement-Related Agency Requests/Proposals

The Systems and Productivity Improvement Bureau (SPIB) prepares action documents/reports to evaluate or respond to agency requests/proposals in relation to management systems improvement, public sector productivity enhancement, management of government assets, strengthening of internal control systems in government, and other related matters. The timeline for this process depends on the complexity of the technical evaluation needed to come up with the action document(s), as well as on the deadline set by or agreed upon with the party concerned.

The classification of the process is considered highly technical since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof. In particular, it requires a thorough technical evaluation to ensure the quality and consistency of recommendations that would be the basis for the final DBM action. Said evaluation may also necessitate the conduct of a more in-depth study or research on the matter, exhaustive review of relevant laws, issuances and standards, or coordination with other stakeholders which could provide relevant inputs.

<b>Office or Division:</b>	SPIB, Office of the Secretary (OSEC), Office of the Organization and Systems Improvement (OSI) Functional Group Head (FGH) or other DBM Senior Official Concerned, Administrative Service-Central Records Division (AS-CRD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen			
<b>Who may avail:</b>	National government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs), government-owned or -controlled corporations (GOCCs), government financial institutions (GFIs), and other government entities concerned; development partners; and other concerned parties (e.g., general public)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter request of the agency/party, which usually indicates the nature of the request, justification and other pertinent information		1 Original or Scanned (if sent via email)		Prepared by requesting party unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit hard copy of the request to AS-CRD or send scanned copy of the request via email.	1. For hard copy, receive the request, scan and upload the complete set of documents using the DMS; issue	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>

1.1 Receive the Document Management System (DMS)-generated acknowledgement receipt (AR).	the DMS-generated AR; and transmit the hardcopy to SPIB.			
	For requests received via SPIB official email, upload the complete set of documents using the DMS; and send via email the DMS-generated acknowledgement receipt.	None	within 1 hour	<i>Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS, Supervising BMS, Chief BMS SPIB</i>
2. None	2. For hard copy, receive and record the request.	None	10 minutes	<i>AO III (Records Officer II)/ ADAS III (Computer Operator II) SPIB</i>
3. None	3. Review the request and prepare action document/s (e.g. memorandum, letter to external stakeholders, minutes, presentations, and briefers).	None	within 15 working days or Deadline set by or agreed upon with DBM Senior Official concerned or party concerned	<i>BMAN, BMS I, BMS II, Senior BMS, Supervising BMS, Chief BMS SPIB  Director/Assistant Director SPIB</i>
4. None	4. Review and approve action document/s (as applicable, depending on the nature of transaction).	None	within 3 working days	<i>Supervising Senior Official of the SPIB OSI Group (as applicable)  Senior Official concerned Functional Group concerned (as applicable)  DBM Secretary OSEC (as applicable)</i>



5. Accept and/or acknowledge receipt of action from AS-CRD or SPIB, whichever is applicable.	5. Release the action document/s to AS-CRD or directly to the requesting party via email.	None	20 minutes	AO III/ADAS III, BMAN, BMS I, BMS II, Senior BMS, Supervising BMS, Chief BMS SPIB
			10 minutes*	AA IV, ADAS I and VI, and AO I, III and V AS-CRD
<b>TOTAL</b>			<b>18 working days, 1 hour, 40 minutes</b>	
*If for pick-up by the agency concerned; Within 1 working day for personal delivery; Within 3 working days thru courier service.				



## 16. Major Technical Evaluation of Systems and Productivity Improvement-Related Agency Requests/Proposals

The Systems and Productivity Improvement Bureau (SPIB) prepares action documents/reports to evaluate or respond to agency requests/proposals in relation to management systems improvement, public sector productivity enhancement, management of government assets, strengthening of internal control systems in government, and other related matters. The timeline for this process depends on the complexity of the technical evaluation needed to come up with the action document(s), as well as on the deadline set by or agreed upon with the party concerned.

Among the requests that can be considered under this classification are those which may entail the conduct of studies and the provision of systems and productivity improvement-related inputs to the development by other agencies of draft policies, standards or guidelines with budgetary and management implications (e.g., specific provisions on the issuances of other agencies), or similar undertakings with a degree of complexity.

The classification of the process is considered as highly technical since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof. In particular, it requires a thorough technical evaluation to ensure the quality and consistency of recommendations that would be the basis for the final DBM action. Said evaluation may also necessitate the conduct of a more in-depth study or research on the matter, exhaustive review of relevant laws, issuances and standards, or coordination with other stakeholders which could provide relevant inputs.

<b>Office or Division:</b>	SPIB, Office of the Secretary (OSEC), Office of the Organization and Systems Improvement (OSI) Functional Group Head (FGH) or other DBM Senior Official Concerned, Administrative Service-Central Records Division (AS-CRD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen			
<b>Who may avail:</b>	National government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs), government-owned or -controlled corporations (GOCCs), government financial institutions (GFIs), and other government entities concerned; development partners; and other concerned parties (e.g., general public)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter request of the agency/party, which usually indicates the nature of the request, justification and other pertinent information		1 Original or Scanned (if sent via email)		Prepared by requesting party unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit hard copy of the request to AS-CRD or send scanned copy of the request via email.  1.1 Receive the Document Management System (DMS)-generated acknowledgement receipt (AR).	1. For hard copy, receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to SPIB.	None	within 1 hour	Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD
	For requests received via SPIB official email, upload the complete set of documents using the DMS; and send via email the DMS-generated acknowledgement receipt.	None	within 1 hour	Budget and Management Analyst (BMAN), Budget and Management Specialist (BMS) I, BMS II, Senior BMS, Supervising BMS, Chief BMS SPIB
2. None	2. For hard copy, receive and record the request.	None	10 minutes	AO III (Records Officer II)/ ADAS III (Computer Operator II) SPIB
3. None	3. Review the request and prepare action document/s (e.g. memorandum, letter to external stakeholders, minutes, presentations, and briefers).	None	within 25 working days or Deadline set by or agreed upon with the DBM Senior Official concerned or party concerned	BMAN, BMS I, BMS II, Senior BMS, Supervising BMS, Chief BMS SPIB  Director/Assistant Director SPIB

4. None	4. Review and approve action document/s (as applicable, depending on the nature of transaction).	None	within 5 working days	<i>Supervising Senior Official of the SPIB</i> <i>OSI Group</i> <i>(as applicable)</i>  <i>Senior Official concerned</i> <i>Functional Group concerned</i> <i>(as applicable)</i>  <i>DBM Secretary</i> <i>OSEC</i> <i>(as applicable)</i>
5. Accept and/or acknowledge receipt of action from AS-CRD or SPIB, whichever is applicable.	5. Release the action document/s to AS-CRD or directly to the requesting agency via email.	None	20 minutes	<i>AO III/ADAS III, BMAN, BMS I, BMS II, Senior BMS, Supervising BMS, Chief BMS</i> <i>SPIB</i>
			10 minutes*	<i>AA IV, ADAS I and VI, and</i> <i>AO I, III and V</i> <i>AS-CRD</i>
<b>TOTAL</b>			<b>30 working days, 1 hour, 40 minutes**</b>	
*If for pick-up by the agency concerned; Within 1 working day for personal delivery; Within 3 working days thru courier service.				
**The service requires a thorough technical evaluation to ensure the quality and consistency of recommendations that would be the basis for the final DBM action. Said evaluation may also necessitate the conduct of a more in-depth study or research on the matter, exhaustive review of relevant laws, issuances and standards, or coordination with other stakeholders which could provide relevant inputs.				



## 17. Preparation of Response to Simple Queries for Policy Decisions Relevant to LGU Budgeting Rules

The Local Government and Regional Coordination Bureau (LGRCB) evaluates minor or simple queries or issues raised by external and internal stakeholders regarding local governance, expenditure and public management, among others. Simple queries refer to queries which require information and policy directives espoused from the Bureau level, which were already approved within the Department. Inputs for such queries were already discussed in the previous meetings/seminars/webinars/discussions. However, the total processing time and specific processing time per step for the process varies depending on the type of request and the degree of complexity of the request.

<b>Office or Division:</b>	LGRCB, Administrative Service- Central Record Division (AS-CRD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	DBM Bureaus/Services/Offices (BSOs), national government agencies (NGAs), local government units (LGUs), government-owned and -controlled corporations (GOCCs), and other government instrumentalities, and others concerned, whether private or public entities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter of query		1 original or scanned copy		Requesting entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	1. Receive the request, scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to LGRCB.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2. Receive, record, and route the request to the Division concerned.	None	within 1 hour	<i>ADAS III/AO III LGRCB</i>





3. None	3. Evaluate request and prepare action document(s) i.e., Memorandum/Letter/Data/Matrix.	None	1 working day	<i>Budget and Management Analyst/Budget and Management Specialist (BMS) I, II/Senior BMS LGRCB</i>
4. None	4. Review action document(s).	None	within 5 hours	<i>Supervising BMS/ Chief BMS LGRCB</i>
5. None	5. Review and approve action document(s).	None	within 5 hours	<i>Director LGRCB</i>
6. Accept and/or acknowledge receipt of action from AS-CRD (for LGUs, NGOs, NGAs and citizens) or LGRCB (for DBM B/S/Os).	6. Release signed action document(s).	None	within 1 hour	<i>ADAS III/AO III LGRCB</i>
			within 10 minutes*	<i>AA IV, ADAS I and VI, and AO I, III and V AS-CRD</i>
<b>TOTAL</b>			<b>2 working days, 5 hours, 10 minutes*</b>	
*If for pick-up by the agency concerned; Within 1 working day for personal delivery; Within 3 working days thru courier service.				



## 18. Preparation of Response to Complex Queries for Policy Decisions Relevant to LGU Budgeting Rules

The Local Government and Regional Coordination Bureau (LGRCB) evaluates complex queries or issues raised by external and internal stakeholders regarding local governance, expenditure and public management. Complex queries refer to queries which require data analysis, information, and policy directives espoused from the LGRCB and other Bureaus/Services/Offices (BSOs) in the DBM. Such queries require inputs which were already tackled in the previous meetings/seminars/webinars/discussions but necessitate documented information from the Bureau and other BSOs. The total processing time and specific processing time per step for the process varies depending on the type of request and the degree of complexity of the request.

<b>Office or Division:</b>	LGRCB, Administrative Service-Central Record Division (AS-CRD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	DBM BSOs, NGAs, LGUs, GOCCs, and other government instrumentalities, and others concerned, whether private or public entities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter of query		1 original or scanned copy		Requesting entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	1. Receive the request; scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to LGRCB.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2. Receive, record, and route the request to the Division concerned.	None	within 1 hour	<i>ADAS III/AO III LGRCB</i>
3. None	3. Evaluate the request; coordinate with other B/S/Os regarding the request; prepare data/information	None	3 working days	<i>Budget and Management Analyst (BMAN)/ Budget and Management Specialist (BMS) I, II/Senior BMS</i>

	regarding the request; Prepare action document(s) i.e., Memorandum/ Letter/Data/ Matrix requesting for information from other B/S/Os'.			LGRCB
4. None	4. Review action document(s).	None	1 working day	<i>Supervising BMS and Chief BMS</i> LGRCB
5. None	5. Review and approve action document(s).	None	1 working day	<i>Director</i> LGRCB
6. None	6. Release signed action document(s).	None	within 1 hour	<i>ADAS III/AO III</i> LGRCB
7. None	7. Preparation of other B/S/Os' action document(s).	None	7 working days	DBM Office/s concerned
8. None	8. Receive, record, and route the request to the Division concerned.	None	within 1 hour	<i>ADAS III/AO III</i> LGRCB
9. None	9. Prepare action document(s) relative to the data/information gathered from other B/S/Os.	None	3 working days	<i>BMAN/ BMS I, II/ Senior BMS</i> LGRCB
10. None	10. Review action document(s).	None	2 workings days	<i>Supervising BMS/Chief BMS</i> LGRCB
11. None	11. Review and recommend action document(s).	None	1 working day	<i>Director</i> LGRCB
12. None	12. Review and approve action document(s).	None	1 working day	<i>Senior Official concerned</i> Office of the Functional Group Head concerned (as applicable)
13. Accept and/or acknowledge receipt of action	13. Release signed action document(s).	None	within 1 hour	<i>ADAS III/AO III</i> LGRCB



from AS-CRD.			within 10 minutes*	AA IV, ADAS I and VI, and AO I, III and V AS-CRD
<b>TOTAL</b>			<b>19 working days, 5 hours and 10 minutes**</b>	

*\*If for pick-up by the agency concerned; Within 1 working day for personal delivery; Within 3 working days thru courier service.*

*\*\*Such queries require inputs which were already tackled in the previous meetings/seminars/webinars/discussions but necessitate documented information from the Bureau and other BSOs. The total processing time and specific processing time per step for the process varies depending on the type of request and the degree of complexity of the request.*



## 19. Preparation of Response to Highly Technical Queries for Policy Decisions Relevant to Local Government Unit (LGU) Budgeting Rules

The Local Government and Regional Coordination Bureau (LGRCB) evaluates Highly Technical queries or issues raised by external and internal stakeholders regarding local governance, among others. Highly Technical queries refer to queries which require legal opinion, data analysis and computation, information, and policy directives espoused from the LGRCB, other DBM Bureaus/Services/Offices (BSOs), Legal Service, and Senior Officials of the DBM. The same include queries which may require further review and approval from the Secretary and other Senior Officials of the DBM. However, the total processing time and specific processing time per step for the process varies depending on the type of request and the degree of complexity of the request.

<b>Office or Division:</b>	LGRCB, Administrative Service-Central Record Division (AS-CRD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	DBM BSOs, NGAs, LGUs, GOCCs, and other government instrumentalities, and others concerned, whether private or public entities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter of query		1 original or scanned copy		Requesting entity unless indicated otherwise
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	1. Receive the request; scan and upload the complete set of documents using the DMS; issue the DMS-generated AR; and transmit the hardcopy to LGRCB.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, and Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2. Receive, record, and route the request to the Division concerned.	None	within 1 hour	<i>ADAS III/AO III LGRCB</i>
3. None	3. Evaluate the request; coordinate with other B/S/Os regarding the request; prepare	None	7 working days  or within the deadline set by the Senior Officials	<i>Budget and Management Analyst (BMAN)/ Budget and Management Specialist (BMS) I, II/ Senior BMS LGRCB</i>

	data/information regarding the request; Prepare action document(s) i.e., Memorandum/ Letter/Data/ Matrix, requesting for information from other stakeholders.			
4. None	4. Review action document(s).	None	2 working days	<i>Supervising BMS and Chief BMS</i> LGRCB
5. None	5. Review and approve action document(s).	None	1 working day	<i>Director</i> LGRCB
6. None	6. Release signed action document(s).	None	within 1 hour	<i>ADAS III/AO III</i> LGRCB
7. None	7. Prepare action document(s).	None	15 working days	DBM Senior Officials and other Office/s concerned
8. None	8. Receive, record, and route the request to the Division concerned.	None	within 1 hour	<i>ADAS III/AO III</i> LGRCB
9. None	9. Prepare action document(s).	None	7 working days	<i>BMAN/ BMS I, II/ Senior BMS</i> LGRCB
10. None	10. Review action document(s).	None	3 working days	<i>Supervising BMS/Chief BMS</i> LGRCB
11. None	11. Review and recommend action document(s).	None	2 working days	<i>Director</i> LGRCB
12. None	12. Review and approve action document(s).	None	3 working days	Senior Official concerned  Office of the Functional Group Head concerned (as applicable) DBM Secretary OSEC (as applicable)



13. Accept and/or acknowledge receipt of action from AS-CRD.	13. Release signed action document(s).	None	within 1 hour	ADAS III/AO III LGRCB
			within 10 minutes*	AA IV, ADAS I and VI, and AO I, III and V AS-CRD
<b>TOTAL</b>			<b>40 working days, 5 hours and 10 minutes**</b>	

*\*If for pick-up by the agency concerned; Within 1 working day for personal delivery; Within 3 working days thru courier service.*

*\*\*This service necessitates an in-depth research and review of the information gathered from other B/S/Os concerned to come up with a recommendation for final actions of DBM Officials.*



## 20. Receiving and Releasing Invitations for Technical Working Group Meetings/Public Hearingson Legislative Measures and Executive Orders

The Department Liaison Office (DLO) receives invitations for technical working group meetings/public hearings on legislative measures and executive issuances from the Senate/House of Representatives (HOR)/Presidential Legislative Liaison Office (PLLO)/Office of the President (OP), and cascades the same to the Department of Budget and Management (DBM)Bureaus/Services/Offices (B/S/Os) concerned.

<b>Office or Division:</b>	DLO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Senate, HOR, PLLO, and OP			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Invitation Letter 2. House/Senate Bill 3. House/Senate Resolution 4. Executive Order 5. Joint Resolution		1 Original or Photocopy/E-copy		Prepared by requesting government entity.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit invitation via personal delivery or through email to DLO/Office of the Secretary (OSEC).	1. Receive the invitation <sup>3</sup> , scan and upload the complete set of documents using the Document Management System (DMS); issue the DMS-generated acknowledgement receipt.	None	1 working day	<i>Administrative Assistant (ADAS) I and III</i> DLO-HOR  <i>ADAS III</i> DLO-Senate  <i>Executive Assistant (EA) IV<sup>4</sup></i> OSEC
2. None	2. Prepare referral memorandum (to be sent to B/S/Os concerned thru email).	None	(included in the 1 working day)	<i>Budget and Management Specialist (BMS) I and Senior BMS</i> DLO-HOR  <i>BMS I and Department Legislative Liaison Specialist (DLLS)</i> DLO-Senate

<sup>3</sup> Cut-off time of receiving requests for referral to B/S/Os is at 11:00 AM. Requests received after 11:00 AM will be forwarded to the B/S/Os concerned the following working day.

<sup>4</sup> Handling DBM-Osec emails ([osec@dbm.gov.ph](mailto:osec@dbm.gov.ph)/ [swea\\_appointments@dbm.gov.ph](mailto:swea_appointments@dbm.gov.ph)/ [weavisado@dbm.gov.ph](mailto:weavisado@dbm.gov.ph))



3. None	3. Review and approve referral memorandum to B/S/Os.			CBMS DLO (HOR, Senate)
4. None	4. Release referral memorandum to B/S/Os thru email, copy furnished OSEC, Functional Group Head (FGH) of Legal and Legislative Liaison Group (LLLG) and FGHs of B/S/Os concerned.	None		<i>BMS I and Senior BMS</i> DLO-HOR  <i>BMS I and DLLS</i> DLO-Senate
5. None	5. Upload referral memorandum to DMS for B/S/Os concerned.	None		<i>ADAS I and III</i> DLO-HOR  <i>ADAS III</i> DLO-Senate
6. None	6. Confirm attendance or non-attendance of B/S/Os to the meeting/hearing.	None	1 working day (1 or 2 days prior to scheduled meeting)	<i>ADAS I and III, BMS I and Senior BMS</i> DLO-HOR  <i>BMS I and DLLS</i> DLO-Senate
7. Accept and/or acknowledge receipt of information from DLO.	7. Report the attendance or non-attendance of B/S/Os to the meeting/hearing.	None		<i>ADAS I and III, BMS I and Senior BMS</i> DLO-HOR  <i>BMS I and DLLS</i> DLO-Senate
<b>TOTAL</b>			<b>2 working days</b>	



## 21. Referring Legislative Measures from the Senate/HOR Level to the DBM B/S/Os Concerned for Comments and Recommendations, and Preparing DBM Position Papers

The DLO receives requests for DBM position paper on legislative measures and executive orders from the Senate/HOR/PLLO/OP. The DLO refers said legislative measures and executive orders to B/S/Os concerned for comments and recommendations, and consolidates the same to come up with a DBM position paper.

<b>Office or Division:</b>	DLO			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Senate, HOR, PLLO, and OP			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter of Request 2. House/Senate Bill 3. House/Senate Resolution 4. Executive Order 5. Joint Resolution		1 Original or Photocopy/ E-copy		Prepared by requesting government entity.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for DBM position paper via personal delivery or through email to DLO/OSEC.	1. Receive the invitation <sup>5</sup> , scan and upload the complete set of documents using the DMS; issue the DMS-generated acknowledgement receipt.	None	1 working day	ADAS I and III DLO-HOR  ADAS III DLO-Senate  EA IV <sup>6</sup> OSEC
2. None	2. Prepare referral memorandum (to be sent to B/S/Os concerned thru email).	None	(included in the 1 working day)	BMS I and Senior BMS DLO-HOR  BMS I and DLLS DLO-Senate
3. None	3. Review and approve referral memorandum to B/S/Os.			CBMS DLO (HOR, Senate)
4. None	4. Release referral memorandum to B/S/Os thru email, copy furnished OSEC, FGH of LLLG and FGHs of B/S/Os concerned.	None		BMS I and Senior BMS DLO-HOR  BMS I and DLLS DLO-Senate

<sup>5</sup> Cut-off time of receiving requests for referral to B/S/Os is at 11:00 AM. Requests received after 11:00 AM will be forwarded to the B/S/Os concerned the following working day.

<sup>6</sup> Handling DBM-Osec emails ([osec@dbm.gov.ph](mailto:osec@dbm.gov.ph)/ [swea\\_appointments@dbm.gov.ph](mailto:swea_appointments@dbm.gov.ph)/ [weavisado@dbm.gov.ph](mailto:weavisado@dbm.gov.ph))



5. None	5. Upload referral memorandum to DMS for B/S/Os concerned.	None		<i>ADAS I and III DLO-HOR</i>  <i>ADAS III DLO-Senate</i>
6.	6. Prepare and submit comments to DLO.	None	15 working days <sup>7</sup>	<i>BMAN/ BMS I/ BMS II/ Senior BMS/ Supervising BMS and CBMS Assistant Director/ Director DBM B/S/Os concerned</i>
7. None	7. Receive and record comments from B/S/Os.	None	10 working days from receipt of comments and recommendations of all B/S/Os concerned	<i>ADAS I and III DLO-HOR</i>  <i>ADAS III DLO-Senate</i>
8. None	8. Prepare DBM position paper based on the inputs/comments of B/S/Os.	None		<i>BMS I and Senior BMS DLO-HOR</i>  <i>BMS I and DLLS DLO-Senate</i>
9. None	9. Review and endorse to the FGH-LLLG.	None		<i>CBMS DLO (HOR, Senate)</i>
10. None	10. Release draft DBM position paper to the Office of the FGH-LLLG; and upload to DMS.	None		<i>ADAS I and III DLO-HOR</i>  <i>ADAS III DLO-Senate</i>
11. None	11. Review and endorse to OSec the draft DBM position paper.	None	2 working days (if there is no correction/ clarification/ additional inputs requested)	<i>FGH-LLLG Office of the FGH-LLLG</i>
12. None	12. Review and approve/sign the DBM position paper	None	2 working days (if there is no clarification/ additional inputs)	<i>DBM Secretary/ Authorized Official OSec/Office of the Authorized Official</i>

<sup>7</sup> Per Item 3.2.1 of Department Order No. 18, s. 2020 (Amendment to Department Order [DO] No. 29, s. 2016 dated December 21, 2016, as Amended by DO Nos. 29A, 29B, and 29C, s. 2016 re Guidelines and Procedures in the Preparation of Position Papers on Legislative Measures and Participation in Congressional Hearings/Meetings)



			requested)	
13. Accept and/or acknowledge receipt of DBM position paper from DLO.	13. Release DBM position paper.	None	1 working day <sup>8</sup>	<i>ADAS I and III</i> DLO-HOR  <i>ADAS III</i> DLO-Senate
<b>TOTAL</b>			<b>31 working days</b>	

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<sup>8</sup> A scanned copy of the position paper will be sent thru email, as advance copy, to the requesting entity. The original copy will be delivered to the requesting party as soon as DLO receives the signed copy from the OSec. In case it was released from the OSec after 5:00 PM, the original copy will be sent the following working day.

## 22. Referring Enrolled Bills and Draft Executive Orders to the DBM Bureaus/Service/Offices (B/S/Os) Concerned for Comments and Recommendations and Preparing DBM Position Paper

The DLO receives enrolled bills from the Office of the President (OP), through the Administrative Service-Central Records Division (AS-CRD), for DBM Position Paper on enrolled bills and draft executive orders. The DLO refers said bills to B/S/Os concerned for comments and recommendations, and consolidate comments to come up with a DBM position paper.

<b>Office or Division:</b>	Department Liaison Office (DLO)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	HOR/Senate Committees, Members of the HOR/Senate and its representative/s, PLLO, OP, and OCS			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter-Request 2. House/Senate Bill 3. House/Senate Resolution 4. Executive Order 5. Joint Resolution		1 Original or Photocopy/E-copy		Prepared by requesting government entity unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for DBM Position Paper to the AS-CRD via personal delivery or through email to Office of the Secretary (OSEC)/Office of Functional Group Head (FGH) of Legal and Legislative Liaison Group (LLLJ).	1. Routing of received request to DLO.	None	1 hour	<i>Administrative Aide (AA) IV, Administrative Assistant (ADAS) I, and Administrative Officer (AO) I and V AS-CRD</i>  <i>Executive Assistant (EA) IV<sup>9</sup> OSEC</i>  EA, Office of FGH-LLLJ
2. None	2. Prepare referral memo (to be sent to B/S/Os concerned thru email).	None	2 hours	<i>Budget and Management Specialist (BMS) I and Senior BMS DLO-HOR</i>

<sup>9</sup> Handling OSEC-DBM Emails ([osec@dbm.gov.ph](mailto:osec@dbm.gov.ph)/ [swea\\_appointments@dbm.gov.ph](mailto:swea_appointments@dbm.gov.ph)/ [weaavisado@dbm.gov.ph](mailto:weaavisado@dbm.gov.ph))

				<i>BMS I and Department Legislative Liaison Specialist (DLLS) DLO-Senate</i>
3. None	3. Review and approve referral memo to B/S/Os.	None	(included in the 2 hours)	<i>CBMS DLO (HOR, Senate)</i>
4. None	4. Release referral memo to B/S/Os thru email, copy furnished OSEC, Functional Group Head (FGH) of Legal and Legislative Liaison Group (LLLG) and FGHs of B/S/Os Concerned.	None		<i>BMS I and Senior BMS DLO-HOR</i>  <i>BMS I and DLLS DLO-Senate</i>
5. None	5. Upload referral memo to DMS for B/S/Os concerned.	None		<i>ADAS I and III DLO-HOR</i>  <i>ADAS III DLO-Senate</i>
6. None	6. Prepare and submit comments to DLO.	None	21 hours	<i>BMAN/ BMS I/ BMS II/ Senior BMS/ Supervising BMS and CBMS Assistant Director/ Director DBM B/S/Os concerned</i>
7. None	7. Receive and record comments from B/S/Os.	None	16 hours	<i>BMS I, Senior BMS, and CBMS DLO-HOR</i>  <i>BMS I, DLLS and CBMS DLO-Senate</i>
8. None	8. Prepare draft DBM position paper and review/endorse to the FGH-LLLG.	None		<i>BMS I, Senior BMS, and CBMS DLO-HOR</i>  <i>BMS I, DLLS and CBMS DLO-Senate</i>
9. None	9. Release draft DBM position	None	(included in 16	<i>ADAS I and III DLO-HOR</i>

	paper and upload to DMS.		hours)	<i>ADAS III</i> DLO-Senate
10. None	10. Review and endorse to OSEC the draft DBM position paper.	None	8 hours	<i>FGH-LLLG</i> Office of the FGH-LLLG
11. None	11. Review and approve/sign the DBM position paper.	None	6 hours	<i>DBM Secretary/</i> <i>Authorized Official/</i> OSEC / Office of the Authorized Official
12. Accept and/or acknowledge receipt of DBM position paper.	12. Release to AS-CRD and Office of the President (OP)/ Office of Executive Secretary.	None	2 hours	<i>ADAS I</i> OSEC  <i>AA IV, ADAS I and VI,</i> <i>and</i> <i>AO I, III and V</i> AS-CRD
<b>TOTAL</b>			<b>7 working days</b>	

## 23. Request for the Conduct of Local and Foreign Study Visits or Learning Sessions

The Department of Budget and Management strengthens its network and linkages through the conduct of study visits or learning sessions that are open to local and foreign stakeholders and learners. These study visits or learning sessions are of short duration, conducted over a minimum period of two (2) hours to a week at most. Subject Matter Experts are identified and invited to serve as Resource Speakers on specific topics, which are tackled in various formats, including lectures, fora, or table discussions. In particular, some study visits or learning session may include a trip to and/or tour of offices to observe regular daily activities and actual transactions.

Official delegations and special interest groups from countries, local agencies, or offices that wish to learn more about the Philippine Budget Process, as well as its relevance, role and responsibilities in the context of good governance and public service may be accommodated in brief lectures and discussions upon the approval of their request or invitation from by the Department. A formal request in writing, addressed to the head of the agency, is required for proper reference and documentation.

The request should be submitted and acknowledged received by the DBM at least two (2) weeks prior to the date of the intended study visit or learning session for local groups, and at least one (1) month before for foreign groups. This will facilitate the preparation of materials and other necessary logistics by the Budget Information and Training Service Capacity Development Division.

<b>Office or Division:</b>	Budget Information & Training Service (BITS)–Capacity Development Division (CDD)			
<b>Classification:</b>	Highly Technical – Twenty-one (21) working days			
<b>Type of Transaction:</b>	<ul style="list-style-type: none"> <li>• G2G – Government to Government; and</li> <li>• G2C - Government to Citizen</li> </ul>			
<b>Who may avail:</b>	Visiting party/ies, which may be one of the following: <ul style="list-style-type: none"> <li>• Other National Government Agencies and government offices;</li> <li>• Schools/universities and private institutions; and</li> <li>• Agencies and private institutions from foreign countries</li> </ul> <i>(Please see notes below<sup>10</sup>)</i>			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Request letter from visiting party;		1. One (1) original or e-copy/photocopy of the required document		1. Visiting party
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<sup>10</sup> Pursuant to Proclamation Nos. 922 and 929 and Republic Act 11332, brought about by the emergence of the Corona Virus Disease 2019 (COVID19), the Conduct of Local and Foreign Study Visits was temporarily suspended in 2020 as mass gatherings (such as seminars, trainings, fora, etc.) had been prohibited.



1. Submit request with complete documentary requirements <sup>11</sup> .	1. Receive the request or invitation and send initial response to the requesting party.	None	3 working days from the receipt of the request	<i>Administrative Officer/ Assistant (Records Officer), Training Specialist BITS-CDD</i>
2. Accept and/or acknowledge receipt of confirmation or regrets letter.	2. Evaluate the request for the study: - Determine type of study visit - Initial evaluation of the SMEs to be engaged for the request - Provide feedback <sup>12</sup> (confirmation or regrets <sup>13</sup> letter) to the requesting party based on the result of the evaluation of the request	None	7 working days from the sending of initial response	<i>Training Specialist BITS-CDD</i>  The BITS Director / Functional Group Head / The Department Secretary
3. None	3. Prepare the logistics and - Confirmation of the availability of the resource speakers - Preparation of venue - Preparation of materials - Evaluation of the program for the study visit or the learning session	None	8 working days from the confirmation of request	<i>Training Specialist BITS-CDD</i>

<sup>11</sup> Request letter can be submitted directly to the BITS-CDD or coursed thru the Administrative Service – Central Records Division (AS-CRD), and e-mail request can be sent to [bitscdd@dbm.gov.ph](mailto:bitscdd@dbm.gov.ph).

<sup>12</sup> Feedback sent through a formal letter or an email message to the requesting party. Moreover, the signatory of the feedback letter can either be the BITS Director, the Functional Group Head, or the Department Secretary, depending on the type of the requested study visit or learning and/or the requesting party.

<sup>13</sup> In cases where the request for a study visit was declined, the requesting party can send another request with which both parties (DBM-BITS and the requesting party) are both amenable on the new details of the request.

4. Attendance and participation in the study visit or learning session.	4. Conduct the study visit or learning session. - Technical run and actual conduct	None	3 working days	<i>Training Specialist</i> BITS-CDD
<b>TOTAL</b>			<b>21 working days</b>	



## 24. Processing Request for Certified True Copy/ies of Record/s – Current (Active) Files : Less than ten (10) records

The Administrative Service-Central Records Division (AS-CRD), as the custodian of current/active and non-current/inactive official records of the DBM, such as internal and external issuances, budget-related action documents, and other relevant documents, is in charge of acting upon requests for the issuance of copies/certified true copies of records in its custody, provided such records are non-restricted or non-classified, subject to existing laws, rules and regulations, such as the National Archives of the Philippines Act, Data Privacy Act, Executive Order No. 2, s. 2016, DBM Freedom of Information Manual, and the like. This process excludes requests covered by a Subpoena issued by the Office of Ombudsman and Sandiganbayan and request of the Commission on Audit for audit purposes.

<b>Office or Division:</b>	Administrative Service (AS) : Central Records Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All National Government Agencies (NGAs), LGUs, SUCs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
<i>Letter Request signed by the Agency Head or Local Chief Executives stating the purpose of the same</i>		1 original		Prepared by the requesting entity
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt (AR).	1. Receive the request.	None	within 1 hour	<i>Administrative Assistant (ADAS) I Administrative Officer (AO) I, III and V</i>
2. None	2. Evaluate the request, retrieval of records, review, certifies copies of records and approve release of the request for CTC.	None	within 1 working day	<i>ADAS I AO I, III and V, Supervising AO, Chief AO and Director IV</i>
3. None	3. Sort and package requested copies/ CTC of records.	None	within 7 hours	<i>ADAS I, AO I, III and V</i>



4. Accept or acknowledge receipt of requested records.	4. Release the copies/CTC of records (pick-up by client or thru courier delivery).	None	within 1 working day	<i>Administrative Aide IV, ADAS I, AO I, III and V</i>
<b>TOTAL</b>			<b>3 working days</b>	



## 25. Processing Request for Certified True Copy/ies of Record/s – Current (Active) Files: More than ten (10) records

The Administrative Service-Central Records Division (AS-CRD), as the custodian of current/active and non-current/inactive official records of the DBM, such as internal and external issuances, budget-related action documents, and other relevant documents, is in charge of acting upon requests for the issuance of copies/certified true copies of records in its custody, provided such records are non-restricted or non-classified, subject to existing laws, rules and regulations, such as the National Archives of the Philippines Act, Data Privacy Act, Executive Order No. 2, s. 2016, DBM Freedom of Information Manual, and the like. This process excludes requests covered by a Subpoena issued by the Office of Ombudsman and Sandiganbayan and request of the Commission on Audit for audit purposes.

<b>Office or Division:</b>	Administrative Service (AS) : Central Records Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All National Government Agencies (NGAs), LGUs, SUCs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Letter Request signed by the Agency Head or Local Chief Executives stating the purpose of the same		1 original		Prepared by the requesting entity
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt.	1. Receive the request.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, Administrative Officer (AO) I, III and V</i>
2. None	2. Evaluate the request, retrieval of records, review, certifies copies of records and approve release of the request for CTC.	None	within 3 working days and 7 hours	<i>ADAS I, AO I, III and V, Supervising AO, Chief AO and Director IV</i>
3. None	3. Sort and package requested copies/CTC of records.	None	within 1 working day	<i>ADAS I, III and VI, AO I, III and V</i>



4. Accept or acknowledge receipt of requested records.	4. Release the copies/CTC of records (pick-up by client or thru courier delivery).	None	within 1 working day	<i>Administrative Aide IV, ADAS I, AO I, III and V</i>
<b>TOTAL</b>			<b>6 working days</b>	



## 26. Processing Request for Certified True Copy/ies of Record/s – Non-Current (Inactive) Files: Less than ten (10) records

The Administrative Service-Central Records Division (AS-CRD), as the custodian of current/active and non-current/inactive official records of the DBM, such as internal and external issuances, budget-related action documents, and other relevant documents, is in charge of acting upon requests for the issuance of copies/certified true copies of records in its custody, provided such records are non-restricted or non-classified, subject to existing laws, rules and regulations, such as the National Archives of the Philippines Act, Data Privacy Act, Executive Order No. 2, s. 2016, DBM Freedom of Information Manual, and the like. This process excludes requests covered by a Subpoena issued by the Office of Ombudsman and Sandiganbayan and request of the Commission on Audit for audit purposes.

<b>Office or Division:</b>	Administrative Service (AS)- Central Records Division (CRD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Government			
<b>Who may avail:</b>	All National Government Agencies (NGAs), LGUs, SUCs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Letter Request signed by the Agency Head or Local Chief Executives stating the purpose of the same		1 original		Prepared by the requesting entity
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt.	1. Receive the request.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, Administrative Officer (AO) III and V</i>
2. None	2. Evaluate the request, retrieval of records, review, certifies copies of records and approve release of the request for CTC.	None	within 3 working days and 7 hours	<i>ADAS I, AO I, III and V, Supervising AO, Chief AO and Director IV</i>
3. None	3. Sort and package requested copies/ CTC of records.	None	within 1 working day	<i>ADAS I, AO III and V</i>



4. Accept or acknowledge receipt of requested records.	4. Release the copies/CTC of records (pick-up by client or thru courier delivery).	None	within 1 working day	<i>Administrative Aide IV, ADAS I, AO III and V</i>
<b>TOTAL</b>			<b>6 working days</b>	





**27. Processing Request for Certified True Copy/ies of Record/s – Non-Current (Inactive)**  
**Files: More than ten (10) records**

The Administrative Service-Central Records Division (AS-CRD), as the custodian of current/active and non-current/inactive official records of the DBM, such as internal and external issuances, budget-related action documents, and other relevant documents, is in charge of acting upon requests for the issuance of copies/certified true copies of records in its custody, provided such records are non-restricted or non-classified, subject to existing laws, rules and regulations, such as the National Archives of the Philippines Act, Data Privacy Act, Executive Order No. 2, s. 2016, DBM Freedom of Information Manual, and the like. This process excludes requests covered by a Subpoena issued by the Office of Ombudsman and Sandiganbayan and request of the Commission on Audit for audit purposes.

<b>Office or Division:</b>	Administrative Service (AS) : Central Records Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All National Government Agencies (NGAs), LGUs, SUCs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Letter Request signed by the Agency Head or Local Chief Executives stating the purpose of the same		1 original		Prepared by the requesting entity
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to AS-CRD.  1.1 Receive the Document Management System (DMS)-generated acknowledgment receipt.	1. Receive the request.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, Administrative Officer (AO) I, III and V</i>
2. None	2. Evaluate the request, retrieval of records, review, certifies copies of records and approve release of the request for CTC.	None	within 15 working days and 7 hours	<i>ADAS I AO I, III and V, Supervising AO, Chief AO and Director IV</i>
3. None	3. Sort and package requested copies/ CTC of records.	None	within 1 working days	<i>ADAS I, AO III and V</i>
4. Accept or acknowledge receipt of	4. Release the copies/CTC of records (pick-up by	None	within 1 working day	<i>Administrative Aide IV, ADAS I, AO III and V</i>



requested records.	client or thru courier delivery).			
<b>TOTAL</b>			<b>18 working days</b>	

## 28. Request for Information and Communications (ICT) Support – Type 1a, Applications System Related (High)

The ICTSS provides assistance and support to the Department of Budget and Management (DBM) stakeholders through helpdesk ticketing and in accordance with the Service Level Agreement (SLA) for resolving ICT concerns and issues.

<b>Office or Division:</b>	Information and Communication Technology System Service (ICTSS) – Application Development, Maintenance, and Support Division			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM B/S/Os (Central Office and Regional Offices) employees and officials and National Government Agencies (NGAs)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Any of these could be used by the client: 1. Messages in Google Hangout – the support team will advise the sender to send an e-mail to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a> for ticket creation 2. Phone calls – the support team will advise the caller to send an e-mail to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a> for ticket creation 3. Memorandums, Department Orders, Advisories from BMBs and ROs – the support team will create a ticket for the concern 4. Verbal Communication from Meetings, Instructions from Process Owners, Directives from Management – the support team will create a ticket for the concern		1. Online (soft) copy through a ticketing request (1 ticket per request)		Send an email to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a>
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit request to the ICTSS.	1. Receive the request.	None	1 hour	- Information Technology Officer II - Information Technology Officer I - Project Development Officer IV
2. None	2. Review the request and take appropriate action/s.	None	6 hours	

3. None	3. Resolve and update status of requests.	None		<ul style="list-style-type: none"> <li>- Project Development Officer II</li> <li>- Information Systems Analyst III</li> <li>- Information Systems Analyst II</li> <li>- Information Systems Analyst I</li> <li>- Computer Programmer II</li> <li>- Information Systems Researcher I</li> </ul>
4. Accept or acknowledge action taken.	4. Inform the requesting user on ticket resolved.	None	1 hour	
<b>TOTAL</b>			<b>1 working day</b>	

\*Categorization of requests are as follows:

Application Systems Related

- High
  - Users with impact on time-sensitive processing and no workaround, priority for top management requests and assistant director level upwards, and should be resolved within eight (8) working hours or one (1) working day
  - Especially due to the current even such as COVID or anything that needs an immediate action and implementation as a result of current decisions or happenings which will be due on the same day as the date of request or deadline of the stakeholders.

## 29. Request for Information and Communications (ICT) Support – Type 2a, Applications Systems Related (Medium)

The ICTSS provides assistance and support to the Department of Budget and Management (DBM) stakeholders through helpdesk ticketing and in accordance with the Service Level Agreement (SLA) for resolving ICT concerns and issues.

<b>Office or Division:</b>	Information and Communication Technology System Service (ICTSS) – Application Development, Maintenance, and Support Division			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM B/S/Os (Central Office and Regional Offices) employees and officials and National Government Agencies (NGAs)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Any of these could be used by the client: 1. Messages in Google Hangout – the support team will advise the sender to send an e-mail to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a> for ticket creation 2. Phone calls – the support team will advise the caller to send an e-mail to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a> for ticket creation 3. Memorandums, Department Orders, Advisories from BMBs and ROs – the support team will create a ticket for the concern 4. Verbal Communication from Meetings, Instructions from Process Owners, Directives from Management – the support team will create a ticket for the concern		1. Online (soft) copy through a ticketing request (1 ticket per request)		Send an email to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a>
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit request to ICTSS.	1. Receive the request.	None	1 hour	<ul style="list-style-type: none"> <li>- Information Technology Officer II</li> <li>- Information Technology Officer I</li> <li>- Project Development Officer IV</li> <li>- Project Development</li> </ul>
2. None	2. Review the request and take appropriate	None	2 working days, 6 hours	

	action/s.			Officer II - Information Systems Analyst III - Information Systems Analyst II - Information Systems Analyst I - Computer Programmer II - Information Systems Researcher I
3. None	3. Resolve and update status of requests.	None		
4. Accept or acknowledge action taken.	4. Inform the requesting user on ticket resolved.	None	1 hour	
<b>TOTAL</b>			<b>3 working days</b>	

\*Categorization of requests are as follows:

Application Systems-related

- Medium
  - Users with less impact on time-sensitive processing and no workaround and should be resolved within twenty-four (24) working hours or three (3) business days.
  - Especially due to the current even such as COVID or anything that needs an immediate action and implementation as a result of current decisions or happenings which will be due in five (5) days from the date of request or deadline of the stakeholders

\*Freshdesk – an application used by the ICT Support Team for encoding requests from clients to produce a transaction called a ticket.



### 30. Request for Information and Communications (ICT) Support – Type 3a, Application Systemsrelated (Low)

The ICTSS provides assistance and support to the Department of Budget and Management (DBM) stakeholders through helpdesk ticketing and in accordance with the Service Level Agreement (SLA) for resolving ICT concerns and issues.

<b>Office or Division:</b>	Information and Communication Technology System Service (ICTSS) – Application Development, Maintenance, and Support Division			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM B/S/Os (Central Office and Regional Offices) employees and officials and National Government Agencies (NGAs)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Any of these could be used by the client: 1. Messages in Google Hangout – the support team will advise the sender to send an e-mail to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a> for ticket creation 2. Phone calls – the support team will advise the caller to send an e-mail to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a> for ticket creation 3. Memorandums, Department Orders, Advisories from BMBs and ROs – the support team will create a ticket in Freshdesk 4. Verbal Communication from Meetings, Instructions from Process Owners, Directives from Management – the support team will create a ticket in Freshdesk		1. Online (soft) copy through a ticketing request (1 ticket per request)		Send an email to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a>
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit request to ICTSS.	1. Receive the request.	None	1 hour	<ul style="list-style-type: none"> <li>- Information Technology Officer II</li> <li>- Information Technology Officer I</li> <li>- Project Development Officer IV</li> <li>- Project Development</li> </ul>
2. None	2. Review the request and take appropriate action/s.	None	4 working days, 6 hours	

3. None	3. Resolve and update status of requests.	None		Officer II - Information Systems Analyst III - Information Systems Analyst II - Information Systems Analyst I - Computer Programmer II - Information Systems Researcher I
4. Accept or acknowledge action taken.	4. Inform the requesting user on ticket resolved.	None	1 hour	
<b>TOTAL</b>			<b>5 working days</b>	

\*Categorization of request are as follows:

Application Systems-related

- Low
  - Issues for which workaround is already available and should be resolved within forty (40) working hours or five (5) working days enhancements
  - Especially due to the current even such as COVID or anything that needs an immediate action and implementation as a result of current decisions or happenings which will be due in five (5) days or more from the date of request or deadline of the stakeholders.





# **Central Office**

## **Internal Services**

## 1. Processing of Claims of Suppliers and Employees (For Payment through Check)

The Finance Service (FS) validates, evaluates, processes and approves requests for payment of claims of suppliers for the delivered goods/supplies and reimbursement of expenses incurred by employees while on official business. The coordination with the Administrative Service (AS) – Cash Division starts from the receipt of Disbursement Voucher (DV), Obligation Request and Status (ORS) and supporting documents from the FS up to the preparation of check to be released to payees.

<b>Office or Division:</b>	Finance Service (FS), Administrative Service (AS)-Cash Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G) Government to Business (G2B)			
<b>Who may avail:</b>	Various Suppliers and Employees of the DBM Central Office			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Disbursement Voucher (DV) 2. Obligation Request and Status (ORS) 3. LDDAP-ADA Check 4. Other supporting documents depending on the nature of transaction, based on COA Circular 2012-001 (Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions)		1. Original (1 copy) 2. Original (1 copy) 3. Original (3 copies) 4. Original and certified true copy of supporting documents, depending on the requirement per COA Circular 2012-001 (1 copy each)		FS  To be prepared by the requesting party  AS-Cash Division
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit claims with the supporting documents together with Obligation Request and Status (ORS).	1. Receive ORS and supporting documents.	None	30 minutes	Administrative Staff FS
2. None	2. Forward all the documents to the Budget Division.	None	1 hour	Administrative Staff FS
3. None	3. Review allotment availability and check completeness of documents.	None	2 hours	Administrative Officer (AO) FS
4. None	4. Record claim in the subsidiary ledger (SL) of the	None	2 hours	AO FS



	creditor/payee to monitor status of obligation.			
5. None	5. Obligate amount for the purpose indicated, posts ORS in the Registry of Allotment (RAO) and assign ORS number.	None	1 hour	AO FS
6. None	6. Certify availability of allotment, initial update on the SL and sign Box B of the ORS.	None	1 hour	Chief AO FS-Budget Division
7. None	7. Forward all the documents to the Accounting Division.	None	30 minutes	AO FS- Budget Division
8. None	8. Receive documents for processing.	None	30 minutes	Administrative Staff FS-Accounting Division
9. None	9. Evaluate validity of the claim, accuracy of amount and completeness of supporting documents.	None	2 hours	Accountant FS-Accounting Division
10. None	10. Prepare Disbursement Voucher (DV), Journal Entry and Tax Certificates.	None	2 hours	Accountant FS-Accounting Division
11. Sign Box A of the DV.	11. Return DV to end-user for signature of B/S/O Head in Box A.	None	1 hour	Administrative Staff FS-Accounting Division
12. None	12. Certify cash availability, completeness of supporting documents and determine if subject to ADA or	None	2 hours	Chief Accountant FS-Accounting Division



	Check. Sign Box C of DV.			
13. None	13. Forward DV and other supporting documents to the FS Office of the Director.	None	30 minutes	<i>Administrative Staff</i> FS-Accounting Division
14. None	14. Approve payment for the claim and sign Box D of DV.	None	1 hour	<i>Director</i> FS
15. None	15. Forward DV and other supporting documents to the AS-Cash Division.	None	30 minutes	<i>Administrative Staff</i> FS
16. None	16. Receive voucher from the FS.	None	30 minutes	<i>Administrative Staff</i> AS-Cash Division
17. None	17. Verify if DV is for payment of check or LDDAP-ADA.	None	1 hour	AO AS-Cash Division
18. None	18. Payment through Check  Prepare check and Advice of Checks Issued and Cancelled (ACIC).	None	2 hours	AO AS-Cash Division
19. None	19. Review and sign the check and ACIC.	None	1 hour	<i>Chief Administrative Officer and Director</i> AS-Cash Division/ AS
20. None	20. Submit to servicing bank duplicate copy of check with ACIC.	None	1 hour	<i>Administrative Staff</i> AS-Cash Division
21. None	21. Release check to payees after 24 hours of clearing time.	None	1 hour	AO AS-Cash Division
<b>TOTAL</b>			<b>3 working days</b>	



## 2. Processing of Claims of Suppliers and Employees (For Payment through LDDAP-ADA)

The Finance Service (FS) validates, evaluates, processes and approves requests for payment of claims of suppliers for the delivered goods/supplies and reimbursement of expenses incurred by employees while on official business. The coordination with the Administrative Service (AS) – Cash Division starts from the receipt of Disbursement Voucher (DV), Obligation Request and Status (ORS) and supporting documents from the FS up to the preparation of List of Due and Demandable Accounts Payable – Advice Debit to Account (LDDAP-ADA) for submission to the servicing bank.

<b>Office or Division:</b>	Finance Service (FS), Administrative Service (AS)-Cash Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G) Government to Business (G2B)			
<b>Who may avail:</b>	Various Suppliers and Employees of the DBM Central Office			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Disbursement Voucher (DV) 2. Obligation Request and Status (ORS) 3. LDDAP-ADA Check 4. Other supporting documents depending on the nature of transaction, based on COA Circular 2012-001 (Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions)		1. Original (1 copy) 2. Original (1 copy) 3. Original (3 copies) 4. Original and certified true copy of supporting documents, depending on the requirement per COA Circular 2012-001 (1 copy each)		FS  To be prepared by the requesting party  AS-Cash Division
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit claims with the supporting documents together with Obligation Request and Status (ORS).	1. Receive ORS and supporting documents.	None	30 minutes	Administrative Staff FS
2. None	2. Forward all the documents to the Budget Division.	None	1 hour	Administrative Staff FS
3. None	3. Review allotment availability and check completeness of documents.	None	2 hours	Administrative Officer (AO) FS
4. None	4. Record claim in the subsidiary ledger (SL) of	None	2 hours	AO FS

	the creditor/payee to monitor status of obligation.			
5. None	5. Obligate amount for the purpose indicated, posts ORS in the Registry of Allotment (RAO) and assign ORS number.	None	1 hour	AO FS
6. None	6. Certify availability of allotment, initial update on the SL and sign Box B of the ORS.	None	1 hour	Chief AO FS-Budget Division
7. None	7. Forward all the documents to the Accounting Division.	None	30 minutes	AO FS- Budget Division
8. None	8. Receive documents for processing.	None	30 minutes	Administrative Staff FS-Accounting Division
9. None	9. Evaluate validity of the claim, accuracy of amount and completeness of supporting documents.	None	2 hours	Accountant FS-Accounting Division
10. None	10. Prepare Disbursement Voucher (DV), Journal Entry and Tax Certificates.	None	2 hours	Accountant FS-Accounting Division
11. Sign Box A of the DV.	11. Return DV to end-user for signature of B/S/O Head in Box A.	None	1 hour	Administrative Staff FS-Accounting Division
12. None	12. Certify cash availability, completeness of supporting documents and determine if subject to ADA	None	2 hours	Chief Accountant FS-Accounting Division



	or Check. Sign Box C of DV.			
13. None	13. Forward DV and other supporting documents to the FS Office of the Director.	None	30 minutes	<i>Administrative Staff</i> FS-Accounting Division
14. None	14. Approve payment for the claim and sign Box D of DV.	None	1 hour	<i>Director</i> FS
15. None	15. Forward DV and other supporting documents to the AS-Cash Division.	None	30 minutes	<i>Administrative Staff</i> FS
16. None	16. Receive voucher from the FS.	None	30 minutes	<i>Administrative Staff</i> AS-Cash Division
17. None	17. Verify if DV is for payment of check or LDDAP-ADA.	None	1 hour	AO AS-Cash Division
18. None	18. Payment through LDDAP-ADA  Prepare LDDAP-ADA and SLIIE through the Index of Payment Computerized System (IPCS).	None	1 hour	AO AS-Cash Division
19. None	19. Forward documents to FS for recommendation of payment.	None	30 minutes	<i>Administrative Staff</i> AS-Cash Division
20. None	20. Certify correctness of the form.	None	30 minutes	<i>Chief Accountant</i> FS-Accounting Division
21. None	21. Approve and signs LDDAP-ADA	None	30 minutes	<i>Director</i> FS
22. None	22. Prepare Financial Data Entry System (Findes).	None	1 hour	AO AS-Cash Division
23. None	23. Sign the LDDAP-ADA	None	30 minutes	<i>Chief</i> <i>Administrative</i>



	with SLIIE, and FinDES.			<i>Officer and Director</i> AS-Cash Division/ AS
24. None	24. Submits to servicing bank LDDAP-ADA with SLIIE and FinDES printout and soft copies. Crediting of payment shall effect not earlier than 24 hours.	None	1 hour	AO AS-Cash Division
<b>TOTAL:</b>			<b>3 working days</b>	



### 3. Request for Legal Service (LS) Legal Opinions - Contract review queries

The LS processes the requests for legal opinion for DBM Bureaus/Services/Offices (B/S/Os). These refer to the (i) review of contracts, circulars and executive issuances; (ii) requests for legal comments and position papers of legislative bills; and (iii) other requests for legal comments. The Assistant Director would incorporate inputs for the final review of requests pertaining to review of Memorandum of Agreement, Memorandum of Understanding, guidelines and queries from Department Liaison Office (DLO) and the DBM Office of the Secretary (OSEC). LS processes involve rendering legal opinion on budgetary concerns, among others, which are transactions clearly requiring highly technical application.

<b>Office or Division:</b>	Legal Service (LS) – Divisions (Handling Teams)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM Bureaus/Services/Offices			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter or Memorandum of Requests for comments; 2. Supporting Documents such as, contracts, circulars, executive issuances, copy of the memorandum of understanding.		1. Original copy of the pleadings and/or 2. Photocopy of the supporting documents		1. One (1) copy each from LS
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with complete documentary requirements to LS.	1. Receive, record, and endorse the request to the LS Handling Team/ LS Division.	None	15 working days	<i>Administrative Officer (AO) or Administrative Assistant (ADAS) (Records Officer) LS</i>
2. None	2. Validate the due dates/ conduct verification of the completeness of the supporting documents.	None		<i>LS Technical Divisions (LS Handling Team) – Legal Assistant II &amp; III, Budget and Management Specialist (BMS) II, Senior BMS, Attorney III, and Attorney IV (Division Head); Assistant Director LS</i>
3. None	3. Discuss the action/s to be taken and conduct research on the matter.	None		
4. None	4. Review the draft legal opinion and submit to Assistant Director for final review and approval.	None		
5. None	5. Review and approval of the Director.	None		<i>Director LS</i>



6. Accept and/or acknowledge receipt of action (LS Opinion or LS Memorandum).	6. Release the action document/s to official recipient.	None		Administrative Officer/ Assistant (Records Officer) LS
<b>TOTAL</b>			<b>15 working days</b>	
<i>* subject to extension for the same number of days upon notice, pursuant to Section 3 (b), Rule VII of the IRR of Republic Act No. 11032.</i>				

#### 4. Request for Legal Service (LS) Legal Opinions - Review of guidelines

The LS processes the requests for legal opinion for DBM Bureaus/Services/Offices (B/S/Os). These refer to the (i) review of contracts, circulars and executive issuances; (ii) requests for legal comments and position papers of legislative bills; and (iii) other requests for legal comments. The Assistant Director would incorporate inputs for the final review of requests pertaining to review of Memorandum of Agreement, Memorandum of Understanding, guidelines and queries from Department Liaison Office (DLO) and the DBM Office of the Secretary (OSEC). LS processes involves rendering legal opinion on budgetary concerns, among others, which are transactions clearly requiring highly technical application.

<b>Office or Division:</b>	Legal Service (LS) – Divisions (Handling Teams)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM Bureaus/Services/Offices			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter or Memorandum of Requests for comments; and 2. Supporting Documents such as, contracts, circulars, executive issuances, copy of the memorandum of understanding.		1. Original copy of the pleadings and/or 2. Photocopy of the supporting documents		1. One (1) copy each from LS
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with complete documentary requirements to LS.	1. Receive, record, and endorse the request to the LS Handling Team/ LS Division.	None	20 working days*	<i>Administrative Officer/ Assistant (Records Officer) LS</i>
2. None	2. Validate the due dates/ conduct verification of the completeness of the supporting documents.	None		<i>LS Technical Divisions (LS Handling Team) – Legal Assistant II &amp; III, Budget and Management Specialist (BMS) II, Senior BMS, Attorney III, and Attorney IV (Division Head);</i>
3. None	3. Discuss the action/s to be taken and conduct research on the matter.	None		
4. None	4. Review the draft legal opinion and submit to Assistant Director for final review and approval.	None		
5. None	5. Review and approval of the Director.	None		<i>Assistant Director LS</i>
				<i>Director LS</i>



6. Accept and/or acknowledge receipt of action (LS Opinion or LS Memorandum).	6. Release the action document/s to official recipient.	None		Administrative Officer/ Assistant (Records Officer) LS
<b>TOTAL</b>			<b>20 working days</b>	
<i>* subject to extension for the same number of days upon notice, pursuant to Section 3 (b), Rule VII of the IRR of Republic Act No. 11032.</i>				

## 5. Request for Legal Service (LS) Legal Opinions - LGU matters and other entity-based queries

The LS processes the requests for legal opinion for DBM Bureaus/Services/Offices (B/S/Os). These refer to the (i) review of contracts, circulars and executive issuances; (ii) requests for legal comments and position papers of legislative bills; and (iii) other requests for legal comments. The Assistant Director would incorporate inputs for the final review of requests pertaining to review of Memorandum of Agreement, Memorandum of Understanding, guidelines and queries from Department Liaison Office (DLO) and the DBM Office of the Secretary (OSEC). LS processes involves rendering legal opinion on budgetary concerns, among others, which are transactions clearly requiring highly technical application.

<b>Office or Division:</b>	Legal Service (LS) – Divisions (Handling Teams)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM Bureaus/Services/Offices			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter or Memorandum of Requests for comments; and 2. Supporting Documents such as, contracts, circulars, executive issuances, copy of the memorandum of understanding.		1. Original copy of the pleadings and/or 2. Photocopy of the supporting documents		1. One (1) copy each from LS
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with complete documentary requirements to LS.	1. Receive, record, and endorse the request to the LS Handling Team/ LS Division.	None	20 working days*	<i>Administrative Officer/ Assistant (Records Officer) LS</i>
2. None	2. Validate the due dates/ conduct verification of the completeness of the supporting documents.	None		<i>LS Technical Divisions (LS Handling Team) – Legal Assistant II &amp; III, Budget and Management Specialist (BMS) II, Senior BMS, Attorney III, and Attorney IV (Division Head);</i>
3. None	3. Discuss the action/s to be taken and conduct research on the matter.	None		
4. None	4. Review the draft legal opinion and submit to Assistant Director for final review and approval.	None		<i>Assistant Director LS</i>



5. None	5. Review and approval of the Director.	None		Director LS
6. Accept and/or acknowledge receipt of action (LS Opinion or LS Memorandum).	6. Release the action document/s to official recipient.	None		Administrative Officer/ Assistant (Records Officer) LS
<b>TOTAL</b>			<b>20 working days**</b>	
* subject to extension for the same number of days upon notice, pursuant to Section 3 (b), Rule VII of the IRR of Republic Act No. 11032.				
**This necessitates the conduct of a more in-depth study or research on the matter, exhaustive review of relevant laws, issuances and standards.				

## 6. Request for Legal Service (LS) Legal Opinions - All other queries

The LS processes the requests for legal opinion for DBM Bureaus/Services/Offices (B/S/Os). These refer to the (i) review of contracts, circulars and executive issuances; (ii) requests for legal comments and position papers of legislative bills; and (iii) other requests for legal comments. The Assistant Director would incorporate inputs for the final review of requests pertaining to review of Memorandum of Agreement, Memorandum of Understanding, guidelines and queries from Department Liaison Office (DLO) and the DBM Office of the Secretary (OSEC). LS processes involves rendering legal opinion on budgetary concerns, among others, which are transactions clearly requiring highly technical application.

<b>Office or Division:</b>	Legal Service (LS) – Divisions (Handling Teams)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM Bureaus/Services/Offices			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Letter or Memorandum of Requests for comments; and 2. Supporting Documents such as, contracts, circulars, executive issuances, copy of the memorandum of understanding.		1. Original copy of the pleadings and/or 2. Photocopy of the supporting documents		1. One (1) copy each from LS
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with complete documentary requirements to LS.	1. Receive, record, and endorse the request to the LS Handling Team/ LS Division.	None	20 working days*	<i>Administrative Officer/ Assistant (Records Officer) LS</i>
2. None	2. Validate the due dates/ conduct verification of the completeness of the supporting documents.	None		<i>LS Technical Divisions (LS Handling Team) – Legal Assistant II &amp; III, Budget and Management Specialist (BMS) II, Senior BMS, Attorney III, and Attorney IV (Division Head);</i>
3. None	3. Discuss the action/s to be taken and conduct research on the matter.	None		
4. None	4. Review the draft legal opinion and submit to Assistant Director for final review and approval.	None		
5. None	5. Review and approval of the Director.	None		<i>Assistant Director LS</i>
				<i>Director LS</i>



6. Accept and/or acknowledge receipt of action (LS Opinion or LS Memorandum).	6. Release the action document/s to official recipient.			Administrative Officer/ Assistant (Records Officer) LS
<b>TOTAL</b>			<b>20 working days**</b>	
* subject to extension for the same number of days upon notice, pursuant to Section 3 (b), Rule VII of the IRR of Republic Act No. 11032.				
** This necessitates the conduct of a more in-depth study or research on the matter, exhaustive review of relevant laws, issuances and standards, subject to extension for the same number of days upon notice, pursuant to Section 3 (b), Rule VII of the IRR of RA No. 11032.				



## 7. Request for Legal Service (LS) Legal Cases

The LS processes the requests for legal cases related documents for DBM Bureaus/Services/Offices (B/S/Os). These refer to pleadings, motion, and court orders and endorsed by the Record Officer to the LS Handling Team. The LS Divisions as Handling Teams ensure: (i) a preliminary discussion scheduled with LS Assistant Director or Director concerning the action to be taken; (ii) a case review involving Complete Staff Work (CSW) done within 2-3 working days from receipt of case docket number. CSW shall consist of, but not limited to, drafting a Memorandum for the DBM Secretary describing the nature of the case, letter to the Office of Solicitor General requesting for representation of deputation and Office Order authorizing the LS lawyers to represent DBM.

<b>Office or Division:</b>	Legal Service (LS) – Divisions (Handling Teams)			
<b>Classification:</b>	Highly Technical (8 to 40 working days)			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM Bureaus/Services/Offices			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Case related documents such as pleadings, motions, court orders, among others		1. Original copy of the pleadings and/or 2. Photocopy of the supporting documents		1. One (1) copy
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit case related documents to LS.	1. Receive, record, and endorse the request to the LS Handling Team/ LS Division.	None	8 to 40 working days	<i>Administrative Officer/ Assistant (Records Officer) LS</i>
2. None	2. Verify the completeness of the attachments or supporting documents.	None		<i>LS Technical Divisions (LS Handling Team) – Legal Assistant II &amp; III, Budget and Management Specialist (BMS) II, Senior BMS, Attorney III, and Attorney IV (Division Head);</i>
3. None	3. Conduct preliminary discussion on the action to be taken, and conduct research.	None		
4. None	4. Review the draft and submit to Assistant Director for final review and approval.	None		
5. None	5. Review and approval of the Director.	None		<i>Assistant Director LS</i>
				<i>Director LS</i>



6. Accept and/or acknowledge receipt of action (Case-pleadings).	6. Release the action document/s to official recipient.	None		Administrative Officer/ Assistant (Records Officer) LS
<b>TOTAL</b>			<b>8-40 working days***</b>	
***Process is highly technical given there is no definite or particular number of working days that needs to be complied considering that the same may vary depending on the nature/ necessity of each case, as specified.				



## 8. Processing Request for Certified True Copy/ies of Record/s – Current (Active) Files: Less than ten (10) records

The Administrative Service-Central Records Division (AS-CRD), as the custodian of current/active and non-current/inactive official records of the DBM, such as internal and external issuances, budget-related action documents, and other relevant documents, is in charge of acting upon requests for the issuance of copies/certified true copies of records in its custody, provided such records are non-restricted or non-classified, subject to existing laws, rules and regulations, such as the National Archives of the Philippines Act, Data Privacy Act, Executive Order No. 2, s. 2016, DBM Freedom of Information Manual, and the like. This process excludes requests covered by a Subpoena issued by the Office of Ombudsman and Sandiganbayan and request of the Commission on Audit for audit purposes.

<b>Office or Division:</b>	Administrative Service (AS) : Central Records Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	DBM Bureaus/Services/Offices (B/S/Os) and Regional Offices (ROs)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
CRD-AS Documents/Records Request Form (AS-CRD-BP-02-Form 01 Rev.2)		1 original		Central Records Division
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the AS-CRD request form.	1. Receive the request.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2. Evaluate the request, retrieval of records, review, certifies copies of records and approve release of the request for CTC.	None	within 1 working day	<i>ADAS I, AO I, III and V, Supervising AO, Chief AO of AS-CRD and AS Director IV</i>
3. None	3. Sort and package requested copies/CTC of records.	None	within 7 hours	<i>ADAS I, AO I, III and V AS-CRD</i>
4. Accept or acknowledge receipt of requested records.	4. Release the copies/CTC of records (pick-up by client or thru courier delivery).	None	within 1 working day	<i>ADAS I, AO I, III and V AS-CRD</i>
<b>TOTAL</b>			<b>3 working days</b>	



## 9. Processing Request for Certified True Copy/ies of Record/s – Current (Active) Files: More than ten (10) records

The Administrative Service-Central Records Division (AS-CRD), as the custodian of current/active and non-current/inactive official records of the DBM, such as internal and external issuances, budget-related action documents, and other relevant documents, is in charge of acting upon requests for the issuance of copies/certified true copies of records in its custody, provided such records are non-restricted or non-classified, subject to existing laws, rules and regulations, such as the National Archives of the Philippines Act, Data Privacy Act, Executive Order No. 2, s. 2016, DBM Freedom of Information Manual, and the like. This process excludes requests covered by a Subpoena issued by the Office of Ombudsman and Sandiganbayan and request of the Commission on Audit for audit purposes.

<b>Office or Division:</b>	Administrative Service (AS) : Central Records Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	DBM Bureaus/Services/Offices (B/S/Os) and Regional Offices (ROs)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
CRD-AS Documents/Records Request Form (AS-CRD-BP-02-Form 01 Rev.2)		1 original		Central Records Division
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill-up the AS-CRD request form.	1. Receive the request.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2. Evaluate the request, retrieval of records, review, certifies copies of records and approve release of the request for CTC.	None	within 3 working days and 7 hours	<i>ADAS I AO I, III and V, Supervising AO, Chief AO of AS-CRD and AS Director IV</i>
3.None	3. Sort and package requested copies/ CTC of records.	None	within 1 working day	<i>ADAS I, AO I, III and V AS-CRD</i>
4.Accept or acknowledge receipt of requested records.	4. Release the copies/CTC of records (pick-up by client or thru courier service for DBM ROs).	None	within 1 working day	<i>ADAS I, AO I, III and V AS-CRD</i>
<b>TOTAL</b>			<b>6 working days</b>	



# 10. Processing Request for Certified True Copy/ies of Record/s – Non-Current (Inactive) Files: Less than 10 records

The Administrative Service-Central Records Division (AS-CRD), as the custodian of current/active and non-current/inactive official records of the DBM, such as internal and external issuances, budget-related action documents, and other relevant documents, is in charge of acting upon requests for the issuance of copies/certified true copies of records in its custody, provided such records are non-restricted or non-classified, subject to existing laws, rules and regulations, such as the National Archives of the Philippines Act, Data Privacy Act, Executive Order No. 2, s. 2016, DBM Freedom of Information Manual, and the like. This process excludes requests covered by a Subpoena issued by the Office of Ombudsman and Sandiganbayan and request of the Commission on Audit for audit purposes.

<b>Office or Division:</b>		Administrative Service (AS) : Central Records Division		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2C - Government to Citizen		
<b>Who may avail:</b>		DBM Bureaus/Services/Offices (B/S/Os) and Regional Offices (ROs)		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
CRD-AS Documents/Records Request Form (AS-CRD-BP-02-Form 01 Rev.2)		1 original		Central Records Division
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the AS-CRD request form.	1. Receive the request.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, Administrative Officer (AO) I, III and V AS-CRD</i>
2. None	2. Evaluate the request, retrieval of records, review, certifies copies of records and approve release of the request for CTC.	None	within 3 working days and 7 hours	<i>ADAS I AO I, III and V, Supervising AO, Chief AO of AS-CRD and AS Director IV</i>
3. None	3. Sort and package requested copies/CTC of records.	None	within 1 working day	<i>ADAS I, AO III and V AS-CRD</i>
4. Accept or acknowledge receipt of requested records.	4. Release the copies/certified true copies of records (pick-up by client or thru courier service for DBM ROs).	None	within 1 working day	<i>Administrative Aide IV, ADAS I, AO III and V AS-CRD</i>
<b>TOTAL</b>			<b>6 working days</b>	

# 11. Processing Request for Certified True Copy/ies of Record/s – Non-Current (Inactive) Files: More than ten 10 records

The Administrative Service-Central Records Division (AS-CRD), as the custodian of current/active and non-current/inactive official records of the DBM, such as internal and external issuances, budget-related action documents, and other relevant documents, is in charge of acting upon requests for the issuance of copies/certified true copies of records in its custody, provided such records are non-restricted or non-classified, subject to existing laws, rules and regulations, such as the National Archives of the Philippines Act, Data Privacy Act, Executive Order No. 2, s. 2016, DBM Freedom of Information Manual, and the like. This process excludes requests covered by a Subpoena issued by the Office of Ombudsman and Sandiganbayan and request of the Commission on Audit for audit purposes.

<b>Office or Division:</b>		Administrative Service (AS) : Central Records Division		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C - Government to Citizen		
<b>Who may avail:</b>		DBM Bureaus/Services/Offices (B/S/Os) and Regional Offices (ROs)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>TYPE AND NUMBER OF COPY</b>		<b>WHERE TO SECURE</b>
<i>CRD-AS Documents/Records Request Form (AS-CRD-BP-02-Form 01 Rev.2)</i>		1 original		AS-Central Records Division
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up the AS-CRD request form.	1. Receive the request.	None	within 1 hour	<i>Administrative Assistant (ADAS) I, Administrative Officer (AO) III and V</i>
2. None	2. Evaluate the request, retrieval of records, review, certifies copies of records and approve release of the request for CTC.	None	within 15 working days and 7 hours	<i>ADAS I AO I, III and V, Supervising AO, Chief AO of AS-CRD and AS Director IV</i>
3. None	3. Sort and package requested copies/CTC of records	None	within 1 working days	<i>ADAS I AO III and V AS-CRD</i>
4. Accept or acknowledge receipt of requested records	4. Release the copies/CTC of records. (pick-up by client or thru courier service for DBM ROs)	None	within 1 working day	<i>Administrative Aide IV, ADAS I, AO III and V</i>
<b>TOTAL</b>			<b>18 working days</b>	



## 12. Processing Request for Employee Certification/s and Service Record

Issuance of service record and employment certification/s that includes: (1) certificate of employment; (2) certificate of employment with detailed compensation; certificate of no pending administrative case; and certificate of good moral, as needed by DBM employees.

<b>Office or Division:</b>	Administrative Service (AS) : Human Resource Management Division (HRMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM officials and employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
AS-HRMD Request Form		1 original		AS-HRMD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to the AS-HRMD the properly filled-up Request Form.	1. Receive the request.	None	within 1 hour	<i>Administrative Officer (AO) I, II or IV</i> AS-HRMD
2. None	2. Prepare requested type of certification and/or service record.	None	within 1 working day	<i>AO II or IV</i> AS-HRMD
3. None	3. Review of requested certification/ service record.	None	within 3 hours	<i>AO V</i> AS-HRMD
4. None	4. Final review and signing of requested certification/ service record.	None	within 3 hours	<i>Supervising AO or Chief AO</i> AS-HRMD
5. Receipt of requested document from HRMD.	5. Release the action document.	None	within 1 hour	<i>AO I</i> AS-HRMD
<b>TOTAL</b>			<b>2 working days</b>	



### 13. Processing Request of Applications for Travel Authority (Official Local Travels)

The purpose of this procedure is to guide the AS-HRDD in the processing of applications for Travel Authority.

<b>Office or Division:</b>	Administrative Service (AS) : Human Resource Development Division (HRDD)			
<b>Classification:</b>	Simple (if all documentary requirements are complete)			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM officials and employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Memorandum endorsing attendees/ travelling personnel including designation of Officer/s-in-Charge (if applicable) 2. Application for Travel Authority 3. Letter-invitation from the inviting agency 4. Programme of activities (if available)		1. 1 original copy 2. 1 original copy 3. 1 original copy 4. 1 original copy		1. DBM Bureau/Service/Office (B/S/O) 2. DBM B/S/O or individual 3. Inviting agency 4. Inviting agency
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to the AS-HRMD properly filled-up Request Form.	1. Receive the request (Update in the Document Management System and logbook).	None	20 minutes	<i>Administrative Officer (AO) II and AO IV AS-HRDD</i>
2. None	2. Check the completion of the required document/s.	None	20 minutes	<i>AO II and AO IV AS-HRDD</i>
3. None	3. Prepare/Draft the memorandum and Office Order for the approval of their respective Functional Group Head (FGH).	None	45 minutes	<i>AO II/ AO IV/AO V AS-HRDD</i>
4. None	4. Review the memorandum and draft Office Order.	None	20 minutes	<i>Supervising AO/ Chief AO AS-HRDD</i>
5. Receipt of requested document from AS-HRDD.	5. Forward the action document/s to the Director, AS.	None	5 minutes	<i>AO II to V AS-HRDD</i>
<b>TOTAL</b>			<b>1 hour, 50 minutes (within 1 working day)</b>	





#### 14. Processing Request of Provision of Shuttle Service (within NCR and out-of-town trips)

This outlines the procedure for requests by employees in the DBM Central Office for the provision of transportation service in line with official business. Under special circumstances, the officials and employees of the DBM Regional Offices may likewise be provided with transportation service for official business in Metro Manila.

<b>Office or Division:</b>	Administrative Service (AS) : General Services Division (GSD)			
<b>Classification:</b>	Simple (if all documentary requirements are complete)			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Officials and employees in the DBM Central Office Officials and employees in the Regional Offices (under special circumstances)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		LEGAL BASIS
1. Trip Ticket Request		1 original copy		COA Circular Nos. 75-6 and 75-6A; Administrative Order No. 293, s. 2008
2. Other documentary requirements (from other offices, e.g., AS-HRDD)		1 original copy		Existing relevant issuances (such as DBM Department Order No. 14, s. 2019)
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Trip Ticket form to the AS-GSD, together with the necessary attachments (i.e., Office Order and Travel Authority)	1. Receive the request.	None	2 minutes	<i>Administrative Aide IV/ Administrative Assistant (ADAS) V, AS-GSD</i>
2. None	2. Check if all requirements are complete, as well as the availability of driver and shuttle service. (If there is no available shuttle service, inform the requesting party)	None	5 minutes	
3. None	3. Input to Online Motorpool Dispatching.	None	5 minutes	



4. None	4. Approve and sign the Trip Ticket including the attached supporting documents.	None	2 minutes	Chief Administrative Officer, AS-GSD
5. Receipt of information as to approval of requested service, and/or schedule of actual dispatch of official vehicle	5. Post at the Online Motorpool Dispatching, or call the requesting party	None	1 minute	Administrative Aide IV/ Administrative Assistant (ADAS) V, AS-GSD
<b>TOTAL</b>			<b>15 minutes (within 1 working day)*</b>	

\* Actual dispatch of official vehicle shall depend on the approved schedule of trip, or availability of vehicle and driver, as the case may be.

# 15. Request for Information and Communications (ICT) Support – Type 1b, ICT Infrastructure Related (High)

The ICTSS provides assistance and support to the Department of Budget and Management (DBM) stakeholders through helpdesk ticketing and in accordance with the Service Level Agreement (SLA) for resolving ICT concerns and issues.

<b>Office or Division:</b>	Information and Communication Technology System Service (ICTSS) – ICT Infrastructure Management Division			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM B/S/Os (Central Office and Regional Offices) employees and officials			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Any of these could be used by the client: 1. Messages in Google Hangout – the support team will advise the sender to send an e-mail to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a> for ticket creation 2. Phone calls – the support team will advise the caller to send an e-mail to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a> for ticket creation 3. Memorandums, Department Orders, Advisories from BMBs and ROs – the support team will create a ticket for the concern 4. Verbal Communication from Meetings, Instructions from Process Owners, Directives from Management – the support team will create a ticket for the concern		1. Online (soft) copy through a ticketing request (1 ticket per request)		Send an email to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a>
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit request to ICTSS.	1. Receive the request.	None	1 hour	<ul style="list-style-type: none"> <li>- Information Technology Officer III</li> <li>- Information Technology Officer II</li> <li>- Information Technology Officer I</li> <li>- Computer Maintenance Technologist III</li> </ul>
2. None	2. Review the request and take appropriate action/s.	None	2 working days, 6hours	

3. None	3. Resolve and update status of requests.	None		<ul style="list-style-type: none"> <li>- Computer Maintenance Technologist I</li> <li>- Information Systems Analyst I</li> <li>- Project Development Officer IV</li> <li>- Administrative Assistant III</li> <li>- Administrative Aide VI</li> </ul>
4. Accept or acknowledge action taken.	4. Inform the requesting user on ticket resolved.	None	1 hour	
<b>TOTAL</b>			<b>3 working days</b>	

\*Categorization of requests are as follows:

ICT Infrastructure Related

- High
  - Desktop/laptop not functioning due to corrupted system files, hardware failure, virus attack(s) and should be resolved within defined schedule within twenty-four (24) working hours or three (3) working days
  - Especially due to the current even such as COVID or anything that needs an immediate action and implementation as a result of current decisions or happenings which will be due on the same day as the date of request or deadline of the stakeholders.

## 16. Request for Information and Communications (ICT) Support – Type 2b, ICT Infrastructure Related (Medium)

The ICTSS provides assistance and support to the Department of Budget and Management (DBM) stakeholders through helpdesk ticketing and in accordance with the Service Level Agreement (SLA) for resolving ICT concerns and issues.

<b>Office or Division:</b>	Information and Communication Technology System Service (ICTSS) – ICT Infrastructure Management Division			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM B/S/Os (Central Office and Regional Offices) employees and officials			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Any of these could be used by the client: 1. Messages in Google Hangout – the support team will advise the sender to send an e-mail to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a> for ticket creation 2. Phone calls – the support team will advise the caller to send an e-mail to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a> for ticket creation 3. Memorandums, Department Orders, Advisories from BMBs and ROs – the support team will create a ticket for the concern 4. Verbal Communication from Meetings, Instructions from Process Owners, Directives from Management – the support team will create a ticket for the concern		1. Online (soft) copy through a ticketing request (1 ticket per request)		Send an email to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a>
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit request to ICTSS.	1. Receive the request.	None	1 hour	<ul style="list-style-type: none"> <li>- Information Technology Officer III</li> <li>- Information Technology Officer II</li> <li>- Information Technology Officer I</li> <li>- Computer Maintenance</li> </ul>
2. None	2. Review the request and take appropriate action/s.	None	1 working day, 6 hours	

3. None	3. Resolve and update status of requests.	None		Technologist III - Computer Maintenance Technologist I
4. Accept or acknowledge action taken.	4. Inform the requesting user on ticket resolved.	None	1 hour	- Information Systems Analyst I - Project Development Officer IV - Administrative Assistant III - Administrative Aide VI
<b>TOTAL</b>			<b>2 working days</b>	

\*Categorization of requests are as follows:

ICT Infrastructure Related

- Medium
  - Slow down of hardware performance and should be resolved within the defined schedule within sixteen (16) working hours or two (2) working days

\*Freshdesk – an application used by the ICT Support Team for encoding requests from clients to produce a transaction called a ticket.

## 17. Request for Information and Communications (ICT) Support – Type 3b, ICT Infrastructure related (Low)

The ICTSS provides assistance and support to the Department of Budget and Management (DBM) stakeholders through helpdesk ticketing and in accordance with the Service Level Agreement (SLA) for resolving ICT concerns and issues.

<b>Office or Division:</b>	Information and Communication Technology System Service (ICTSS) – ICT Infrastructure Management Division			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM B/S/Os (Central Office and Regional Offices) employees and officials			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
Any of these could be used by the client: 1. Messages in Google Hangout – the support team will advise the sender to send an e-mail to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a> for ticket creation 2. Phone calls – the support team will advise the caller to send an e-mail to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a> for ticket creation 3. Memorandums, Department Orders, Advisories from BMBs and ROs – the support team will create a ticket for the concern 4. Verbal Communication from Meetings, Instructions from Process Owners, Directives from Management – the support team will create a ticket for the concern		1. Online (soft) copy through a ticketing request (1 ticket per request)		Send an email to <a href="mailto:ictsshelpdesk@dbm.gov.ph">ictsshelpdesk@dbm.gov.ph</a>
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit request to ICTSS.	1. Receive the request.	None	1 hour	<ul style="list-style-type: none"> <li>- Information Technology Officer III</li> <li>- Information Technology Officer II</li> <li>- Information Technology Officer I</li> <li>- Computer</li> </ul>
2. None	2. Review the request and take appropriate	None	6 hours	

	action/s.			Maintenance Technologist III - Computer Maintenance Technologist I - Information Systems Analyst I - Project Development Officer IV - Administrative Assistant III - Administrative Aide VI
3. None	3. Resolve and update status of requests.	None		
4. Accept or acknowledge action taken.	4. Inform the requesting user on ticket resolved.	None	1 hour	
<b>TOTAL</b>			<b>1 working day</b>	

\*Categorization of requests are as follows:

#### ICT Infrastructure Related

- Low
  - Direct assistance to users query (i.e. password reset, system navigation) - Installation of printer/scanner and DBM application(s) and should be resolved within eight (8) working hours or one (1) working day





**Regional Offices**

**External Services**

## 1. Release of Fund

Release of fund is appropriated to national government agencies, local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), local water districts (LWDs) and other government instrumentalities. The applicable set of documentary requirements may vary according to the nature of each transaction.

<b>Office or Division:</b>	DBM Regional Offices (ROs) NCR, CAR, I-XIII			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Government Agencies, LGUs, SUCs, GOCCs, LWDs and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table B1 for the applicable requirements based on the nature of the request.		1 of each original copy		Requesting government entity unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to RO - Central Processing and Releasing Unit (RO-CPRU)/Records Unit  1.1. Receive the Document Management System (DMS)-generated acknowledgment receipt, as applicable.	1. Receive the request, scan and upload the complete set of documents using the Document Management System, issue the DMS-generated acknowledgment receipt and transmit the hardcopy to the Technical Division's concerned.	None	10 minutes	RO-CPRU /Records Control Coordinator/ Document Management System (DMS) Focal Person DBM ROs
2. None	2. Evaluate the request and prepare the following action documents: ➤ Special Allotment Release order (SARO)/ Notice	None	19 working days, 7 hours, 40 minutes	Budget Management Analyst, Budget and Management Specialist (BMS) I and II, and Senior BMS DBM ROs

	of Cash Allocation (NCA)/ Advice of NCA Issued (ANCAI)/ Annexes.			
3. None	3. Review and recommend approval of the action documents.	None		<i>Supervising BMS / Chief BMS DBM ROs</i>
4. None	4. Recommend/Review and approve the action documents.	None		<i>Assistant Regional Director/ Regional Director DBM ROs</i>
5. Receipt of action documents from RO-CPRU/Records Unit.  5.1 Authorized agency liaison officer to sign on the receiving copy of the released documents, as applicable.	5. Release the action documents.	None	10 minutes	<i>RO-CPRU/Records Unit/ DMS Focal Person DBM ROs</i>
<b>TOTAL</b>			<b>20 working days</b>	

**Table B1- Documentary Requirements for the Release of Funds**

<b>DBM Service</b>	<b>Documentary Requirements</b>
1. For Later Release (FLR) portion including New Budgetary Provisions not included in the NEP/GAA	<u>For National Government Agencies (NGAs):</u> <ol style="list-style-type: none"> <li>1. Special Budget Request</li> <li>2. BED No. 1</li> <li>3. BED No. 2</li> <li>4. BED No. 3</li> <li>5. Office of the President (OP) Approval for budgetary items included in the GAA but not reflected in the President's Budget (NEP)</li> <li>6. Other authorization documents as required in the applicable Budget Circular / Other documentary requirements under existing guidelines*</li> </ol> <u>For Government-Owned and Controlled Corporations (GOCCs) and State Universities and Colleges (SUCs):</u>

DBM Service	Documentary Requirements
	<ol style="list-style-type: none"> <li>1. Special Budget Request</li> <li>2. BED No. 1</li> <li>3. BED No. 2</li> <li>4. BED No. 3</li> <li>5. BTr Certification for Use of Income / OP Approval for Contingent Fund-</li> <li>6. Board Resolution</li> <li>7. Other documentary requirements under existing guidelines, as applicable:</li> </ol> <p><u>Infrastructure Projects of DPWH</u></p> <ol style="list-style-type: none"> <li>a) Project profile, based on the format of Budget Preparation (BP) Forms 202 (LFPs)/203 (FAPs)</li> <li>b) Approved loan agreement for new FAPs</li> <li>c) List of validated claims for ROW and contractual obligations</li> <li>d) DPWH clearance for building structural integrity/resiliency, signed picture of geo-tagged actual location of project/activity</li> <li>e) DENR – for environmental clearance</li> <li>f) Medium-Term Information and Communications Technology Harmonization Initiative (MITHI) clearance for ICT-related items</li> <li>g) Inventory/list and description for equipment, furniture and fixtures</li> </ol> <p><u>Centrally-Managed Items</u></p> <ol style="list-style-type: none"> <li>a) List of specific implementing units (IUs) and amount allotted to each IU</li> </ol>
2. Miscellaneous Personnel Benefits Fund (MPBF)	<ol style="list-style-type: none"> <li>1. Special Budget Request</li> <li>2. BED No. 3</li> <li>3. FAR No. 1 / FAR 1-A, as applicable</li> <li>4. Duly Signed Matrix containing detailed computation of actual Personnel Services (PS) Requirements and date of appointment and assumption of duty of employees</li> </ol>
2a. PS Deficiency	<ol style="list-style-type: none"> <li>1. Special Budget Request</li> <li>2. BED No. 3</li> <li>3. FAR No. 1 / FAR No. 1-A, as applicable</li> <li>4. Detailed computation of Actual PS Requirement showing list of personnel and corresponding back salaries and other benefits</li> <li>5. HR-issued Certified True Copy of Decision on the case by competent/proper authority, as applicable</li> <li>6. Updated Service Record certified by the Human Resource Management Officer (HRMO)</li> </ol>
3. Monetization of Leave Credits of NGA/SUCs Employees	<ol style="list-style-type: none"> <li>1. Special Budget Request</li> <li>2. List of Personnel Availing Monetization of Leave Credits (LPAMLC)</li> </ol>
4.a. Special Allotment Release Order (SARO) – for FAPs under FLR <sup>14</sup>	<ol style="list-style-type: none"> <li>1. Special Budget Request</li> <li>2. Copy of Signed Foreign Loan Agreement including copy of the Appraisal Report</li> </ol>

<sup>14</sup> Process accomplished by RO National Capital Region only

DBM Service	Documentary Requirements
	3. Updated Project Profile 4. Updated BED No. 1/Financial Plan, if there are revisions 5. BED No. 2/Physical Plan, if there are revisions 6. ICC Approval/ICC-Secretariat/NEDA Board Action Letter to the NGA/IA for additional work and change orders, if applicable
4.b Notice of Cash Allocation (NCA) for Foreign Assisted Projects <sup>15</sup>	1. Agency Letter of Request for the release of NCA 2. Certification from the BTr on Loan Proceeds Remitted/Deposited 3. Certified True Copy of notice of sub-allotment issued by the NGA, if applicable
5. Modification in the Allotments Issued	1. Special Budget Request 2. Latest FAR No. 1 3. BED No. 1, as revised 4. BED No. 2, as revised 5. Justification for the proposed modification 6. Certification of Actual Deficiency and Sources of Funds signed by the Budget Officer, identifying the affected P/A/Ps and objects of Expenditure ("From" and "To") – (Attachment 3)
6. Use of Savings for Augmentation of Deficient P/A/Ps	<b>For OP Approval:</b> 1. Special Budget Request 2. FAR No. 1 3. FAR No. 1A- 4. BED No. 1 5. BED No. 2 6. Certification of how Savings were generated pursuant to existing guidelines 7. Justification 8. Details of Savings and Augmentation of Deficient P/A/Ps  <b>For Release of Funds:</b> 1. OP Approval
7. Additional NCA/s	1. Special Budget Request 2. FAR No. 1 3. FAR No. 3, as applicable 4. Latest FAR No. 4 5. BED No. 3 6. Computation of deficiency, as applicable 7. LDDAP-ADA, as applicable 8. Other documentary requirements, as applicable:  <u>Sub-Allotment:</u> a) Certified True Copy of Sub-ARO <u>Lapsed NCA:</u> a) Justification b) Certification by the government servicing back that the NCA has lapsed
8. Trust Receipts	1. Special Budget Request 2. Certified true copy of Bureau of Treasury Central Office/Regional Office Certification of the trust deposit

<sup>15</sup> Process accomplished by RO National Capital Region only



DBM Service	Documentary Requirements
	<p>3. Certified True Copy of Deposit Slip validated by bank and Proof of receipt of trust or Official Receipt</p> <p>4. List of deposited collections</p> <p>5. <sup>16</sup>Additional Supporting Documents, as applicable:</p> <p><u>Release of 10% Retention Money</u></p> <p>a) Certificate of Final Acceptance / Surety Bond, if applicable</p> <p>b) Trust Utilization Report i.e., Summary of Trust Fund Receipts Against Disbursement</p> <p><u>For BAC Honoraria:</u></p> <p>a) Payroll for payment of BAC Honoraria</p> <p>b) Certified List of Awarded Contracts/Projects with date of award</p> <p><u>For refund of guarantee deposits to Utility Providers:</u></p> <p>a) Demand Letter from the utility provider/s</p> <p>b) Certificate of Completion and/or Acceptance</p> <p><u>For refund of bidding documents to contractors due to cancellation of project/s or failure of bidding (sec. 41 of RA 9184):</u></p> <p>a) Certified True Copy of the declaration of failure of bidding by the Head of Procuring Entity (HOPE)</p> <p>b) Demand letter from the Contractors</p> <p><u>For Inter-agency Transferred Funds</u></p> <p>a) Memorandum of Agreement, if applicable</p> <p>b) Approved extension of implementation period, if applicable</p> <p><u>For Bidders/Performance Bonds; Bid/Performance Security</u></p> <p>a) Agency certification that the undertaking or obligation has been faithfully performed or terminated, as the case may be</p>
9. Tobacco Excise Tax	<p>1. Special Budget Request supported by the following:</p> <p>a) List of programs, projects, and activities (PPAs) including details on mechanism, period of implementation and estimated beneficiaries</p> <p>b) Approved Sanggunian Ordinance or Resolution endorsing the list of PPAs to be implemented</p> <p>2. Certification Under Oath attesting that the Local Development Council (LDC) resolution is endorsing the Annual Investment Program (AIP) containing the programs and projects to be implemented was passed in the regular course of business, in accordance with applicable laws and policies, and a formal invitation to the proceedings for the deliberation and formulation of the pertinent AIP was sent to and received by all the members of the LDC</p> <p>3. Other applicable documents as may be required by Circular issued</p>

<sup>16</sup> In accordance with Section 1, Rule XIII of Joint Memorandum Circular No. 2019-001, The Implementing Rules and Regulation of RA 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018"



## 2. Release against the Local Government Support Fund– Financial Assistance to Local Government Units (LGSF-FA to LGUs)

The Release and utilization of LGSF-FA is appropriated to Local Government Units (LGUs), except for LGUs under the Bangsamoro Autonomous Region in Muslim Mindanao, to support priority programs and projects consistent with the existing/latest Local Budget Circular (LBC).

<b>Office or Division:</b>	DBM Regional Offices (ROs) NCR, CAR, I-XIII		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2G - Government to Government		
<b>Who may avail:</b>	Local Government Units (LGUs)		
CHECKLIST OF REQUIREMENTS	TYPE AND NUMBER OF COPY	WHERE TO SECURE	
<ol style="list-style-type: none"> <li>Signed request letter by the LCE stating the program/project title, location (i.e., list of barangays covered by the street lighting or electrification)<sup>17</sup> and amount. In case the request covers two (2) or more projects, a list of programs and/or projects in order of the priorities of the LGU shall be provided in the request letter;</li> <li>Duly notarized, respective omnibus sworn statement (OSS) following the template provided in LBC No. 131, i.e. Annex B1 for Infrastructure projects, Annex B3 for Motor Vehicle, COVID-related projects/program and others not otherwise specifically identified, and Annex B6 for Streetlighting or Barangay Electrification Projects</li> <li>Signed LGU Contact Details by the LCE following the template provided in Annex B2 of LBC No. 131;</li> </ol> <p>If LGU is a recipient FYs 2016-2020 LGSF-FA to LGUs:</p> <ol style="list-style-type: none"> <li>Report of Fund Utilization and Status of Program/Project Implementation following the template provided in Annex C of LBC No. 131;</li> </ol> <p>If LGU has unobligated balances from FYs 2016-2019 LGSF-FA to LGUs:</p>	1 of each original copy unless stated otherwise	Requesting government entity unless indicated otherwise.	

<sup>17</sup> in case of requests for street lighting or barangay electrification

<p>a) Certification attesting that the balances from FYs 2016-2019 LGSF-FA to LGUs have already been returned to the National Treasury, together with the corresponding proof of reversion of unobligated balances (e.g., disbursement voucher/check, deposit slip, or official receipt from the BTr.)</p> <p>A. Additional Requirement (in case of requests for the purchase of motor vehicles):</p> <p>a) Project Profile for vehicles following the template provided in Annex B4 of LBC No. 131;</p> <p>b) Inventory of Motor Vehicles following the template in Annex B5 of LBC No. 131;</p> <p>B. Additional Requirement (in case of requests for other eligible programs and projects):</p> <p>a) Project Profile/Proposal following the template provided in Annex B7 of LBC No. 131;</p> <p>Note: It is understood that only requests prepared, signed, and submitted by the LCE or his/her duly authorized representative who is an employee of concerned LGU with valid LGU issued ID shall be evaluated by the DBM. Requests that are shown to have been prepared and/or submitted by third parties, e.g., fixers, middlemen, and facilitators, shall be immediately denied.</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit request to RO - Central Processing and Releasing Unit (RO-CPRU)/Records Unit</p> <p>1.1. Receive the Document Management System (DMS)-generated</p>	<p>1. Receive the request, scan and upload the complete set of documents using the Document Management System, issue the DMS-generated acknowledgment receipt and transmit the hardcopy to the Technical Division's concerned.</p>	None	10 minutes	<p>RO-CPRU /Records Control Coordinator/ Document Management System (DMS) Focal Person DBM ROs</p>





acknowledge ment receipt, as applicable.				
2. None	2. Evaluate the request, and prepare result of the preliminary evaluation, and Letter/Memorandum to client.	None	19 working days, 7 hours, 40 minutes	<i>Budget Management Analyst, Budget and Management Specialist (BMS) I and II, and Senior BMS DBM ROs</i>
3. None	3. Review and recommend approval of the result of the preliminary evaluation, and Letter/Memorandum to client.	None		<i>Supervising BMS / Chief BMS DBM ROs</i>
4. None	4. Recommend/Review and approve Letter/Memorandum .	None		<i>Assistant Regional Director/ Regional Director DBM ROs</i>
5. None	5. Release of request and result of preliminary evaluation to the Office of the Secretary.	None	10 minutes	<i>RO-CPRU/ Records Unit/ DMS Focal Person DBM ROs</i>
6. Receipt of Letter/Memorandum from RO-CPRU / Records Unit.  6.1 Authorized agency liaison officer to sign on the receiving copy of the released documents, as applicable.	6. Release of Letter/Memorandum to client.	None		
<b>TOTAL</b>			<b>20 working days</b>	

### 3. Retirement Gratuity Benefit

Retirement Gratuity Benefit is appropriated to resigned, retired, and separated employees from the service of national government agencies, local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), local water districts (LWDs) and other government instrumentalities consistent with the Republic Act No. 10154<sup>18</sup>.

<b>Office or Division:</b>	Regional Offices (ROs) NCR, CAR, I-XIII			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Government Agencies, LGUs, SUCs, GOCCs, LWDs and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table B2 for the applicable requirements based on the nature of the request		1 of each original copy		Requesting government entity unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to RO - Central Processing and Releasing Unit (CPRU)/Records Unit  1.1. Receive the Document Management System (DMS)-generated acknowledgment receipt, as applicable.	1. Receive the request, scan and upload the complete set of documents using the Document Management System, issue the DMS-generated acknowledgment receipt and transmit the hardcopy to the Technical Division's concerned.	None	10 minutes	RO - CPRU /Records Control Coordinator/ Document Management System (DMS) Focal Person  DBM ROs
2. None	2. Evaluate the request and prepare the following action documents: ➤ SARO/NCA/ANCAI/	None	9 calendar days, 7 hours, 40 minutes	Budget Management Analyst, Budget and Management

<sup>18</sup> "An Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and other Benefits of Retiring Government Employees" and its Implementing Rules and Regulation per CSC Resolution No. 1300237, as amended



	Annexes/ List of Actual Retirees to Be Paid (LARP).			Specialist (BMS) I and II, and Senior BMS  DBM ROs
3. None	3. Review action documents.	None		Supervising BMS / Chief BMS  DBM ROs
4. None	4. Recommend/Review and approve action documents.	None		Assistant Regional Director/ Regional Director  DBM ROs
5. Receipt of action documents from RO-CPRU/Records Unit  5.1 Authorized agency liaison officer to sign on the receiving copy of the released documents, as applicable.	5. Release the action documents.	None	10 minutes	RO-CPRU/Records Unit/ DMS Focal Person  DBM ROs
<b>TOTAL</b>			<b>10 calendar days*</b>	

\* Retirement Gratuity Benefit is covered under Rule V, Section 10(e) of the Implementing Rules and Regulations of Republic Act No. 10154, Otherwise Known as An Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits and Other Benefits of Retiring Government Employees

**Table B2- Documentary Requirements for Retirement Gratuity Benefit**

<b>DBM Service</b>	<b>Documentary Requirements</b>
1. Retirement Gratuity Benefit – For GSIS and Non-GSIS Members	1. Special Budget Request 2. List of Retirees to be paid (LARP) 3. Certified True copy of the Updated Service Record, including dates of Leave Without Pay (LWOP), if any 4. GSIS Clearance/Approval (for GSIS Members) <sup>19</sup>
2. Terminal Leave Benefit	1. Special Budget Request 2. List of Retirees to be paid (LARP) 3. Certified True copy of the Updated Service Record, including dates of Leave Without Pay (LWOP), if any 4. Statement of Leave Credits Earned with summary of computation of leave balance and amount requested (certified by the HRMO) 5. Justification or reason for late filing of claim (pursuant to Sec. 38 of

<sup>19</sup> To be secured in the Government Service Insurance System (GSIS)

	<p>CSC MC 41, s.1998, that may include copy of court decision in case where delay is due to an administrative case and/or certification by the HRMO that the personnel performed his/her duties during the period his/her case is being deliberated in the court, among others.)</p> <p>6. Other supporting documents pursuant to Budget Circular (BC) Nos. 13-1, 13-1A, 14-1 and 16-2</p>
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#### 4. Monetization of Transferred Leave Credits of Devolved Personnel

Monetization of Transferred Leave Credits is appropriated to existing national government personnel devolved to LGUs consistent with the Republic Act No. 7160<sup>20</sup>, National Budget Circular 429<sup>21</sup> and 429-A<sup>22</sup>.

<b>Office or Division:</b>	Regional Offices (ROs) NCR, CAR, I-XIII, Local Government and Regional Coordination Bureau (LGRCB), Office of the Secretary (OSEC)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	National Government employees devolved to LGUs			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. LCE's indorsement/Letter request for the release of funds 2. List of Devolved Personnel Requesting Monetization of Transferred Leave Credits 3. Updated Service Record signed by the HRMO and approved by the LCE, with Certification for inclusive dates of Leave of Absence Without Pay, if any 4. Certification of Transferred and Earned Leave Credits from NGA, Utilization and Balances (prescribed Template per Annex C) 5. Latest Notice of Salary Adjustment (NOSA) /Notice of Step Increment (NOSI) 6. Approved Application for Leave (CSC Form No. 6)		1. One (1) original copy 2. One (1) original copy 3. One (1) original or certified true copy 4. One (1) original copy 5. One (1) original or certified true copy 6. One (1) original copy		Requesting government entity unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to RO -Central Processing and Releasing Unit (RO-CPRU)/Records Unit  1.1. Receive the Document Management System (DMS)-generated acknowledgment receipt, as applicable.	1. Receive the request, scan and upload the complete set of documents using the Document Management System, issue the DMS-generated acknowledgment receipt and transmit the hardcopy to the Technical Division's concerned.	None	10 minutes	RO-CPRU /Records Control Coordinator/ Document Management System (DMS) Focal Person DBM ROs

2. None	2. Evaluate the request, and prepare the following action documents: ➤ Evaluation Sheet ➤ Certification <sup>20</sup> ➤ Memorandum for the LGRCB recommending release of funds ➤ Letter to client	None	17 working days, 2 hours	<i>Budget Management Analyst, Budget and Management Specialist (BMS) I and II, and Senior BMS, DBM ROs</i>
3. None	3. Review the action documents.	None		<i>Supervising BMS/ Chief BMS</i>  DBM ROs
4. None	4. Recommend/Review and approve the Certification, preliminary evaluation, recommendation to LGRCB, and Letter to client.	None		<i>Assistant Regional Director/ Regional Director</i> DBM ROs
5. Receipt of Letter/Memorandum from RO-CPRU / Records Unit	5. Transmit/Forward the Certification and Memorandum for the LGRCB. Release of Letter to client.	None	10 minutes	<i>RO-CPRU/Records Unit/ DMS Focal Person</i> DBM ROs
6. None	6. Receive the request, scan and upload the complete set of supporting documents using the Document Management System; issue the DMS-generated acknowledgment receipt; and transmit the hardcopy to the LGRCB.	None	Within 1 hour	<i>Administrative Assistant I, III, and VI, Administrative Officer I, III, and V</i> AS-CRD
7. None	7. Receive, record and transmit the favorable recommendation/re	None	1 hour	<i>Administrative Assistant/Officer</i> LGRCB

<sup>20</sup> Annex A or B of LGRCB Memorandum dated June 9, 2017

	quest to the Division concerned.			
8. None	8. Evaluate the request and prepare the following action documents: ➤ SARO/NCA/ MRS/ANCAI.	None	5 hours, 30 minutes (plus 30 minutes for each additional request)	<i>Budget Management Analyst, Budget and Management Specialist (BMS) I and II</i> LGRCB
9. None	9. Review and recommend approval of action documents.	None	3 hours	<i>Chief BMS</i> LGRCB
10. None	10. Review and approve action documents.	None	1 hour, 30 minutes	<i>Director</i> LGRCB
11. None	11. Release of approved action documents to OSEC-CPRU	None	1 hour, 25 minutes	<i>Administrative Assistant/Officer</i> LGRCB
12. None	12. Receive, record and print the SARO and/or NCA on security paper.	None	1 hour, 30 minutes	<i>Executive Assistant III</i> OSEC-CPRU
13. None	13. Release of printed SARO and/or NCA to LGRCB for signature	None	10 minutes	
14. None	14. Receive, record and transmit the SARO/NCA printed in Security Paper.	None	10 minutes	<i>Administrative Assistant/Officer</i> LGRCB
15. None	15. Prepare Daily Allotment Releases and Corresponding NCAs Report to the Budget and Technical Bureau (BTB)	None	1 hour	<i>Budget Management Analyst, Budget and Management Specialist (BMS) I and II</i> LGRCB
16. None	16. Review and recommend approval of the printed SARO/NCA, and Daily Allotment Releases and Corresponding NCAs Report	None	30 minutes	<i>Chief BMS</i> LGRCB

17. None	17. Review and approve SARO/NCA and Daily Allotment Releases and Corresponding NCAs Report	None	30 minutes	<i>Director LGRCB</i>
18. None	18. Release of NCA, SARO, MRS and ANCAI to OSEC-CPRU, and Daily Allotment Releases and Corresponding NCAs Report to the BTB	None	1 hour and 25 minutes	<i>Administrative Assistant/Officer LGRCB</i>
19. None	19. Receive, package and release obligational and disbursement authorities to the following agencies: ➤ SARO, ANCAI, and MRS to the Bureau of the Treasury; ➤ NCA with MRS to the Government Servicing Banks	None	3 hours	<i>Executive Assistant II OSEC-CPRU</i>
<b>TOTAL</b>			<b>20 working days</b>	



#### 4. Terminal Leave Benefit of Devolved Personnel

This process is appropriated to devolved employees who were resigned, retired, and separated from the government service consistent with the Republic Act (RA) No. 7160<sup>21</sup>, RA No. 10154<sup>22</sup> and its Implementing Rules and Regulations, and National Budget Circular 429<sup>23</sup> and 429-A<sup>24</sup>.

<b>Office or Division:</b>	Regional Offices (ROs) NCR, CAR, I-XIII, Local Government and Regional Coordination Bureau (LGRCB), Office of the Secretary (OSEC)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	National Government employees devolved to LGUs			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. LCE endorsement/Letter request for the release of funds 2. Certification of Transferred and Earned Leave Credits from NGA to LGU, Utilization and Balances (prescribed template per ANNEX C) 3. Updated Service Record duly signed by the HRMO and approved by the LCE (with Certification of inclusive dates of Leave Without Pay (LWOP), if any) 4. List of Actual Retirees to be Paid (LARP)		1. One (1) original copy 2. One (1) original copy 3. One (1) original or certified true copy 4. One (1) original or certified true copy		Requesting government entity unless indicated otherwise.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to RO - Central Processing and Releasing Unit (RO-CPRU)/Records Unit  1.1. Receive the Document Management System (DMS)-generated acknowledgment	1. Receive the request, scan and upload the complete set of documents using the Document Management System, issue the DMS-generated acknowledgment receipt and transmit the hardcopy to the Technical Division's concerned.	None	10 minutes	RO-CPRU /Records Control Coordinator/ Document Management System (DMS) Focal Person DBM ROs

<sup>21</sup>Local Government Code of 1991

<sup>22</sup> "An Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and other Benefits of Retiring Government Employees" and its Implementing Rules and Regulation per CSC Resolution No. 1300237, as amended

<sup>23</sup> Separation and Retirement Benefits of National Government Agency Personnel devolved to the Local Government Units

<sup>24</sup> Amendment to Section 5 of NBC No. 429 dated 30 September 1993

gement receipt, as applicable.				
2. None	2. Evaluate the request, and prepare the following action documents: <ul style="list-style-type: none"> <li>➤ Evaluation Sheet</li> <li>➤ Certification<sup>25</sup></li> <li>➤ Memorandum for the LGRCB recommending release of funds</li> <li>➤ Letter to client</li> </ul>	None	7 calendar days, 2 hours	<i>Budget Management Analyst, Budget and Management Specialist (BMS) I and II, and Senior BMS DBM ROs</i>
3. None	3. Review the action documents.	None		<i>Supervising BMS/ Chief BMS DBM ROs</i>
4. None	4. Recommend/ Review and approve the Certification, preliminary evaluation, recommendation to LGRCB, and Letter to client.	None		<i>Assistant Regional Director/ Regional Director DBM ROs</i>
5. Receipt of Letter/ Memorandum from RO-CPRU / Records Unit	5. Transmit/Forward the Certification, and Memorandum for the LGRCB. Release of Letter to client.	None	10 minutes	<i>RO-CPRU/Records Unit/ DMS Focal Person DBM ROs</i>
6. None	6. Receive the request, scan and upload the complete set of supporting documents using the Document Management System; issue the DMS-generated acknowledgment receipt; and transmit the hardcopy to the LGRCB.	None	Within 1 hour	<i>Administrative Assistant I, III, and VI, Administrative Officer I, III, and V AS-CRD</i>

<sup>25</sup> Annex A or B of LGRCB Memorandum dated June 9, 2017



7. None	7. Receive, record and transmit the favorable recommendation/request to the Division concerned.	None	1 hour	<i>Administrative Assistant/Officer</i> LGRCB
8. None	8. Evaluate the request and prepare the following action documents: ➤ SARO/NCA/MRS/ANCAI.	None	5 hours, 30 minutes	<i>Budget Management Analyst, Budget and Management Specialist (BMS) I and II</i> LGRCB
9. None	9. Review and recommend approval of action documents.	None	3 hours	<i>Chief BMS</i> LGRCB
10. None	10. Review and approve action documents.	None	1 hour, 30 minutes	<i>Director</i> LGRCB
11. None	11. Release of approved action documents to OSEC-CPRU.	None	1 hour, 25 minutes	<i>Administrative Assistant/Officer</i> LGRCB
12. None	12. Receive, record and print the SARO and/or NCA on security paper.	None	1 hour, 30 minutes	<i>Executive Assistant III</i> OSEC-CPRU
13. None	13. Release of printed SARO and/or NCA to LGRCB for signature	None	10 minutes	
14. None	14. Receive, record and transmit the SARO/NCA printed in Security Paper.	None	10 minutes	<i>Administrative Assistant/Officer</i> LGRCB
15. None	15. Prepare Daily Allotment Releases and Corresponding NCAs Report to the Budget and Technical Bureau (BTB)	None	1 hour	<i>Budget Management Analyst, Budget and Management Specialist (BMS) I and II</i> LGRCB
16. None	16. Review and recommend approval of the printed SARO/NCA, and Daily Allotment Releases and Corresponding	None	30 minutes	<i>Chief BMS</i> LGRCB



	NCA's Report			
17. None	17. Review and approve SARO/NCA and Daily Allotment Releases and Corresponding NCA's Report	None	30 minutes	<i>Director LGRCB</i>
18. None	18. Release of NCA, SARO, MRS and ANCAI to OSEC-CPRU, and Daily Allotment Releases and Corresponding NCA's Report to the BTB	None	1 hour and 25 minutes	<i>Administrative Assistant/Officer LGRCB</i>
19. None	19. Receive, package and release obligational and disbursement authorities to the following agencies: <ul style="list-style-type: none"> <li>• SARO, ANCAI, MRS to the Bureau of the Treasury;</li> <li>• NCA with MRS to the Government Servicing Bank</li> </ul>	None	3 hours	<i>Executive Assistant II OSEC-CPRU</i>
<b>TOTAL</b>			<b>10 calendar days*</b>	

\* Terminal Leave Benefit of Devolved Personnel is covered under Rule V, Article 24 of the IRR of Republic Act (RA) No. 7160, Otherwise Known as the Local Government Code of 1991; Rule V, Section 10(e) of the IRR of RA No. 10154, Otherwise Known as An Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits and Other Benefits of Retiring Government Employees; and Section 5 of the National Budget Circular 429



## 6. Review of LGU Budget

Review of LGU budget pertains to transactions or requests by the Local Government Units on review of Annual and Supplemental Budget, consistent with the provisions of the Republic Act 7160 or the Local Government Code. The applicable set of documentary requirements may vary according to the nature of each transaction.

Office or Division:	Regional Offices (ROs) NCR, CAR, I-XIII		
Classification:	Multistage Process		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Local Government Units		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
<u>Review of Annual Budget:</u> 1. Transmittal letter by the Secretary of the Sanggunian of the Local Government Unit 2. Budget Message 3. Appropriation Ordinance, and veto message and corresponding Sanggunian action, if any 4. Sanggunian Resolution approving the Annual Investment Program (AIP) 5. Approved AIP adopted by the Local Sanggunian with supporting documents pursuant to applicable Local Budget Memorandum issued for the current fiscal year. 6. Annual Operating Budget for each Local Economic Enterprise, if any		1 of each original copy	Requesting Local Government Unit.
<u>Review of Supplemental Budget:</u> 1. Transmittal Letter by the Secretary of the Sanggunian of the LGU 2. Appropriation Ordinance, and veto message and corresponding Sanggunian action, if any 3. Statement of Funding Sources (Certification of Availability of Funds) 3.1 In case of realignment of appropriations in times of public calamity, Statement of Funding Sources as certified under oath by the local treasurer and local accountant and to be attested by the LCE 4. Statement of Supplemental Appropriation 5. Supplemental AIP with approving Sanggunian Resolutions, as applicable.			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to RO-Central Processing and Releasing Unit (RO-CPRU)/Records Unit  1.1. Receive the Document Management System (DMS)-generated acknowledgment receipt, as applicable.	1. Receive the request, scan and upload the complete set of documents using the Document Management System, issue the DMS-generated acknowledgment receipt and transmit the hardcopy to the Technical Division's concerned.	None	10 minutes	RO-CPRU /Records Control Coordinator/ Document Management System (DMS) Focal Person  DBM ROs
2. None	2. Evaluate the request and prepare action document, i.e., Review Letter.	None	89 calendar days, 7 hours, 40 minutes	Budget Management Analyst, Budget and Management Specialist (BMS) I and II, and Senior BMS  DBM ROs
3. None	3. Review the action document.	None		Supervising BMS / Chief BMS  DBM ROs
4. None	4. Recommend/Review and approve action document.	None		Assistant Regional Director/ Regional Director  DBM ROs
5. Receipt of the action document from RO-CPRU/ Records Unit  5.1 Authorized agency liaison officer to sign on the receiving copy of the released documents, as applicable.	5. Release the action document.	None	10 minutes	RO-CPRU/Records Unit/ DMS Focal Person  DBM ROs
<b>TOTAL</b>			<b>90 calendar days*</b>	

\*Review of LGU Budget is covered under RA No. 7160 or the Local Government Code of 1991

## 7. Other Key Services

Non-budgetary requests pertain to transactions or requests relating to, among others, organization and compensation matters, and requests on the acquisition of motor vehicles of national government agencies, local government units (LGUs), state universities and colleges (SUCs), government owned and controlled corporations (GOCCs), local water districts (LWDs), and other government instrumentalities. The applicable set of documentary requirements may vary according to the nature of each transaction.

<b>Office or Division:</b>	Regional Offices (ROs) NCR, CAR, I-XIII			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Government Agencies, LGUs, SUCs, GOCCs, LWDs and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table B3 for the applicable requirements based on the nature of the request.		1 of each original copy		Requesting government entity unless otherwise indicated.
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to RO-Central Processing and Releasing Unit (CPRU)/Records Unit  1.1. Receive the Document Management System (DMS)-generated acknowledgment receipt, as applicable.	1. Receive the request, scan and upload the complete set of documents using the Document Management System, issue the DMS-generated acknowledgment receipt and transmit the hardcopy to the Technical Division's concerned.	None	10 minutes	<i>RO-CPRU /Records Control Coordinator/ Document Management System (DMS) Focal Person</i>  DBM ROs
2. None	2. Evaluate the request and prepare the following action documents: ➤ Memorandum/ ➤ Transmittal/ Approval Letter	None	19 working days, 7 hours, 40 minutes	<i>Budget Management Analyst, Budget and Management Specialist (BMS) I and II, and Senior BMS</i>  DBM ROs



	<ul style="list-style-type: none"> <li>➤ NOSCA/</li> <li>➤ Approved PSIPOP or Plantilla of Personnel (POP)</li> </ul>			
3. None	3. Review the action documents.	None		Supervising BMS / Chief BMS DBM ROs
4. None	4. Recommend/Review and approve the action documents.	None		Assistant Regional Director/ Regional Director DBM ROs
5. Receipt of action documents from RO-CPRU/Records Unit.  5.1. Authorized agency liaison officer to sign on the receiving copy of the released documents, as applicable.	5. Release the action documents.	None	10 minutes	RO-CPRU/Records Unit/ DMS Focal Person DBM ROs
<b>TOTAL</b>			<b>20 working days</b>	

**Table B3 - Documentary Requirements for Regional Office (RO) Other Key Services**

DBM Service	Documentary Requirements
1. Authority to Purchase Motor Vehicles (excluded in the Confirmation Letter issued during the FY Budget Preparation or with changes in the details and number as originally specified in the said letter) <sup>26</sup>	1. Agency Request for Authority to Purchase MV with justification indicating the number, type, specification, cost of vehicle, user-official, deployment by organizational unit, and/or activity/purpose for which the vehicle will be used 2. Approved Annual Procurement Plan 3. Inventory and Inspection Report of Unserviceable Equipment covering the vehicle intended to be replaced 4. Duly accomplished Motor Vehicle Inventory and Inspection Form 5. Motor Vehicle Disposal Plan, if applicable 6. Certification of Availability of Funds and its Fund Source 7. Additional requirements, as applicable:

<sup>26</sup> Per item 5.3 of BC No. 2019-3 re Guidelines to Implement the Centralized Procurement of Government Motor Vehicles pursuant to Administrative Order No. 14, s. 2018, dated May 16, 2019, agencies shall submit their request directly to OP, appending the DBM-issued confirmation letter. The confirmation letter will serve as the DBM's recommendation



	<p><u>For SUCs:</u></p> <ul style="list-style-type: none"> <li>a) Board Resolution approving the motor vehicle acquisition, if charged against income<sup>27</sup></li> <li>b) Approved operating budget (regular/ supplemental)</li> </ul> <p><u>For LWDs:</u></p> <ul style="list-style-type: none"> <li>a) Board Resolution<sup>28</sup></li> <li>b) Corporate Operating Budget</li> <li>c) DPWH Endorsement</li> </ul> <p><u>For LGUs:</u></p> <ul style="list-style-type: none"> <li>a) Sanggunian Resolution approving the motor vehicle acquisition, if applicable</li> </ul> <p><u>For DPWH-chargeable against Engineering and Administrative Overhead (EAO):</u></p> <ul style="list-style-type: none"> <li>a) Duly approved Special Budget for Utilization for EAO</li> <li>b) Indorsement by the Secretary of DPWH</li> </ul>
2a. Creation/ Reclassification/ Conversion/ Upgrading of Positions and Other Staffing Modification Actions	<ul style="list-style-type: none"> <li>1. Agency Request</li> <li>2. Additional requirements, as applicable:</li> </ul> <p><u>For reclassification of positions of DepEd due to approved ERFs</u></p> <ul style="list-style-type: none"> <li>a) List of positions requested for reclassification (Position Allocation List (PAL)) / Revised PAL for Reclassification of Teaching Positions due to Approved Equivalent Record Forms (ERFs)</li> </ul> <p><u>For conversion to Master Teacher positions of DepEd</u></p> <ul style="list-style-type: none"> <li>a) List of positions requested for conversion (Position Allocation List (PAL)) / Revised PAL for Reclassification of Master Teachers</li> </ul> <p><u>For reclassification of School Head positions of DepEd:</u></p> <ul style="list-style-type: none"> <li>a) List of positions requested for reclassification (Position Allocation List (PAL)) / Revised PAL for Reclassification of School Heads</li> </ul> <p><u>For reclassification/upgrading/conversion of positions due to National Budget Circular (NBC) No. 461:</u></p> <ul style="list-style-type: none"> <li>a) Endorsement Letter from the CHED Regional Office</li> <li>b) Approved NBC No. 461 Zonal Print-out</li> <li>c) Plantilla of Personnel and Salary Adjustments</li> <li>d) Endorsement of the proposal by the TESDA Director-General (for TESDA only)</li> <li>e) Governing Board Resolution favorably endorsing the submissions, if SUCs</li> <li>f) Certification of Accreditation for Professor Positions, if</li> </ul>

<sup>27</sup> To be secured from the SUCs Board of Regents (BOR)

<sup>28</sup> To be secured from the LWDs Board of Directors

	<p>entering the rank for the first time</p> <p><u>For abolition and creation/ reclassification/ conversion/ upgrading of positions:</u></p> <ol style="list-style-type: none"> <li>Justification for abolition and creation/ reclassification/ conversion/ upgrading of positions</li> <li>Prioritized list of positions for creation/ reclassification/ conversion/ upgrading of positions</li> <li>Detailed computation of PS requirement</li> <li>Organizational Chart, if applicable (proposal for items with generic positions but different designations/functions)</li> <li>Deployment Report</li> <li>Board Resolution approving the proposed staffing modification, if SUCs</li> <li>Enrolment Data and its Full-time Equivalent for the immediate two (2) years</li> <li>Certification that the incumbent fully meets the qualification standards set by the CSC (reclassification only)</li> <li>Duly accomplished Position Description Form (PDF)</li> </ol>
2b. Transfer of Positions	<ol style="list-style-type: none"> <li>Agency Request</li> <li>Endorsement Letter from originating Agency and Region requesting for the transfer/swapping of positions to the recipient Agency, as applicable</li> <li>CHED Endorsement Letter (in case of SUCs)</li> <li>Memorandum of Agreement between the Agency Heads concerned</li> </ol>
3. Staffing modification due to approved categorization/ re-categorization of LWDs	<ol style="list-style-type: none"> <li>Agency Request</li> <li>Board Approval/Resolution</li> <li>Certificate of Categorization/ Re-categorization signed by the Administrator, Local Water Utilities Administration (LWUA)</li> <li>Proposed and existing Organizational Chart</li> <li>Additional supporting documents, as applicable: <ol style="list-style-type: none"> <li>Existing and Proposed Organizational Structure and Staffing Pattern (OSSP) including Plantilla of Personnel</li> <li>Position Description Form for proposed creation/ reclassification/retitle/conversion of positions)</li> <li>Latest Monthly Data Sheet audited/verified by LWUA</li> <li>COA Certification that the LWD did not incur deficit for the last 3 consecutive years or Audited Financial Statement for three immediately preceding years<sup>29</sup></li> <li>Justification of Creation/ Reclassification/ Retitle/ Conversion of Positions</li> <li>Projected income and cash flow for the next five years duly signed by the Accountant and Agency Head-</li> <li>Certification of Availability of Funds, signed by the Accountant and Agency Head, including computation of PS Requirements for creation and reclassification</li> </ol> </li> </ol>

<sup>29</sup> To be secured from the respective Resident Commission on Audit (COA)

<p>4. Review/Post-Audit of Personnel Services Itemization and Plantilla of Personnel (PSIPOP) or Plantilla of Personnel (POP) of LWDs</p>	<ol style="list-style-type: none"> <li>1. Agency Request</li> <li>2. Personnel Services Itemization and Plantilla of Personnel (for distribution to LWD, CSC, COA and DBM file)</li> <li>3. Board Resolution approving PSIPOP/POP for adoption of new Salary Schedule for implementation of latest issuance pertaining to Salary Standardization Law, or if applicable</li> </ol>
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## **Regional Offices**

### **Internal Services**

## 1. Request for Processing of Certificate of Employment and Other Related Personnel Actions

This service pertains to the issuance of employment certification/s and service record/s, among others, as needed by the DBM officials and employees.

<b>Office or Division:</b>	Regional Offices (ROs) NCR, CAR, I-XIII, Finance and Administrative Division (FAD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	DBM Officials and Employees (existing/separated)			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Human Resource (HR) Request Form		1 original copy		FAD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out HR Request Form from the FAD and submit request to RO- Central Processing and Releasing Unit (CPRU)/Records Unit/FAD.	1. Receive the request.	None	10 minutes	RO-CPRU/Records Control Coordinator/ Document Management System (DMS) Focal Person  DBM ROs
2. None	2. Evaluate the request, and prepare action document/s.	None	2 working days, 7 hours, 40 minutes	Accountant, Administrative Officer III  DBM ROs
3. None	3. Review and recommend approval of the request, and action document/s.	None		Chief Administrative Officer  DBM ROs
4. None	4. Recommend/ Review and approve action document/s	None		Assistant Regional Director/ Regional Director  DBM ROs



5. Receipt of certification from RO-CPRU/ Records Unit/ FAD.	5. Release the action document/s.	None	10 minutes	<i>RO-CPRU/Records Unit/ DMS Focal Person/FAD</i>  DBM ROs
<b>TOTAL</b>			<b>3 working days</b>	

## 2. Processing of claims of suppliers and employees

This service pertains to financial transactions or requests by suppliers and employees relative to, among others, claims for delivered goods/supplies/services, or grants/liquidations/reimbursements of expenditures incurred in the course of official business. The applicable set of documentary requirements may vary according to the nature of each transaction.

<b>Office or Division:</b>	Regional Offices (ROs) NCR, CAR, I-XIII, Finance and Administrative Division (FAD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM Suppliers, Officials and Employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
See Table C1 for the applicable requirements based on the nature of the request.		1 of each copy		See Table A5 for the information on where to secure the applicable requirements based on the nature of the request*
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to RO - Central Processing and Releasing Unit (CPRU)/Records Unit/ Finance and Administrative Division (FAD).	1. Receive the request.	None	10 minutes	RO - CPRU /Records Unit/ Document Management System (DMS) Focal Person/ FAD  DBM ROs
2. None	2. Evaluate the request and prepare financial document/s.	None	2 working days, 7 hours, 40 minutes	Accountant, Administrative Officer III  DBM ROs
3. None	3. Review and recommend approval of the request and financial document/s.	None		Chief Administrative Officer  DBM ROs
4. None	4. Recommend/ Review and approve financial	None		Assistant Regional Director/ Regional Director

	document/s.			DBM ROs
5. Receipt of financial document/s for payment of claims from RO-CPRU/ Records Unit/FAD.	5. Release of financial document/s for payment of claims.	None	10 minutes	RO-CPRU/Records Unit/ DMS Focal Person/FAD  DBM ROs
<b>TOTAL</b>			<b>3 working days</b>	
* Prepared by the requesting entity unless indicated otherwise.				

**Table C1 - Documentary Requirements for the Processing of Claims of Suppliers and Employees for Regional Offices (ROs)**

DBM Service	Documentary Requirements	Where to Secure <sup>30</sup>
1. Grant of Cash Advance for local travels	1. Office Order/Travel Order 2. Duly Approved Itinerary of Travel 3. Certification from the accountant that the previous cash advance has been liquidation and accounted for in books	Finance and Administrative Division (FAD)
2. Grant of Cash Advance for foreign travels	1. Office Order/Travel Order 2. Duly approved Itinerary of Travel 3. Letter of invitation of host/sponsoring country/agency/organization 4. For plane fare, quotation of three travel agencies or its equivalent 5. Flight itinerary issued by the airline/ticketing office/travel agency 6. Copy of the United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed 7. Document to show the dollar to peso exchange rate at the date of grant of cash advance 8. Where applicable, authority from the Office of President (OP) to claim representation expense 9. In case of seminars/trainings: invitation addressed to the agency inviting participants (issued by the foreign country), acceptance of the nominees as participants (issued by the foreign country), and programme Agenda and Logistics Information	1. Administrative Service-Central Records Division (CRD) 2. FAD 3. Inviting Agency 4. Travel Agency or its equivalent 5. Airline/ Ticketing Office/ Travel Agency 6. International Civil Service Commission website 7. BSP Website 8. Office of the President 9. Inviting Agency 10. FAD

<sup>30</sup> for additional information



	10. Certification from the accountant that the previous cash advance has been liquidated and accounted for in books	
3. Liquidation of travel expense for Local Travel	<ol style="list-style-type: none"> <li>1. Duly accomplished/approved Liquidation Report</li> <li>2. Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee</li> <li>3. Certificate of appearance/attendance</li> <li>4. Photocopy of previously approved itinerary of travel (if the LR is submitted on the month following the date of travel)</li> <li>5. Revised or supplemental Office Order or any proof supporting the change of schedule</li> <li>6. Certification by the Head of Agency as to the absolute necessity of the expenses together with corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bill and receipts)</li> <li>7. Reimbursement Expenses Receipt (RER)</li> <li>8. Certification of Expenses not requiring Receipts if applicable</li> <li>9. Official Receipt in case of refund of excess cash advance</li> <li>10. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius, if the travel allowances being claimed include the hotel room/lodging rate</li> <li>11. Certificate of Travel Completed</li> </ol>	<ol style="list-style-type: none"> <li>1. Finance and Administrative Division (FAD)</li> <li>2. Travel Agency or its equivalent</li> <li>3. Host/Agency/ Organization</li> <li>4. FAD</li> <li>5. FAD</li> <li>6. FAD</li> <li>7. FAD</li> <li>8. FAD</li> <li>9. Requesting entity</li> <li>10. Hotel/ Lodging</li> <li>11. FAD</li> </ol>
4. Liquidation of travel expense for Foreign Travels	<ol style="list-style-type: none"> <li>1. Paper/electronic plane tickets, boarding pass, boat or bus ticket</li> <li>2. Certificate of appearance/attendance for trainings/seminar/participation</li> <li>3. Bills/receipts for non-commutable representation expenses</li> <li>4. For reimbursement of actual travel expenses of the prescribed rate Certification signed by the Approving Official as to the absolute necessity of the expenses, together with the corresponding bills and receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)</li> <li>5. Revised Itinerary of Travel, if applicable</li> <li>6. Narrative report on trip undertaken/Report on Participation</li> <li>7. Official Receipt in case of refund of excess cash advance</li> </ol>	<ol style="list-style-type: none"> <li>1. Travel Agency or its equivalent</li> <li>2. Host/Agency/ Organization</li> <li>3. Requesting entity</li> <li>4. Finance and Administrative Division (FAD)</li> <li>5. FAD</li> <li>6. Requesting entity</li> <li>7. Requesting entity</li> <li>8. FAD</li> <li>9. FAD</li> </ol>

	8. Certificate of Travel Completed 9. Liquidation Report	
5. Reimbursement of Travel expense	1. Approved Office Order/Travel order 2. Approved Itinerary of Travel 3. Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee 4. Certificate of appearance/attendance 5. Revised or supplemental Office Order or any proof supporting the change of schedule 6. Certification by the Head of Agency as to the absolute necessity of the expenses together with corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bill and receipts) 7. Reimbursement Expenses Receipt (RER), if applicable 8. Certification of Expenses not requiring Receipts, if applicable 9. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius, if the travel allowances being claimed include the hotel room/lodging rate 10. Post-trip/Post-training Report 11. Certificate of Travel Completed	1. Finance and Administrative Division (FAD) 2. FAD 3. Travel Agency or its equivalent 4. Host/Agency/ Organization 5. FAD 6. FAD 7. FAD 8. FAD 9. Hotel/Lodging 10. Requesting entity 11. FAD
6. Payment of claims through LDDAP-ADA	<p><b>A. Goods/Services:</b></p> 1. Purchase Order 2. Approved Consolidated Abstract of Bids, Post Qualification, Evaluation Report and Bids and Awards Committee (BAC) Resolution 3. Request for Quotation (RFQ) duly acknowledged receipt by suppliers 4. Approved Purchase Request 5. Delivery receipt (for Goods) or Statement of Account/Billing Statement (Service) 6. Signed Inspection and Acceptance Report 7. Property Acknowledgment Receipt or Inventory Custodian Slip, if applicable 8. Report of Waste Materials, if applicable 9. Post-Inspection Report, if applicable	<p><b>A.</b></p> 1. Finance and Administrative Division (FAD) 2. FAD 3. BAC Secretariat/FAD 4. FAD 5. Requesting entity (Supplier) 6. FAD 7. FAD 8. FAD 9. FAD
	<p><b>B. Communication/Telephone Expenses/Cable Charges/Electricity and Water Expenses/Other Utility and General Services:</b></p> 1. Billing Statement 2. Certification by Agency Head or his authorized representatives that all National Direct Dial (NDD), National Operator Assisted	<p><b>B:</b></p> 1. Requesting Entity (Supplier) 2. FAD

	<p>Calls and International Operator Assisted Calls are official calls.</p> <p><b>C. For Extraordinary and Miscellaneous Expenses:</b></p> <ol style="list-style-type: none"> <li>1. Receipts and/or other documents evidencing disbursements, if there are available, or in lieu thereof, certification executed by the official concerned that the expense sought to be reimbursed have been incurred for any of the purposes contemplated under the provisions of the General Appropriations Act (GAA) in relation to or by reasons of his position.</li> <li>2. Other supporting documents as are necessary depending on the nature of expense charged.</li> </ol> <p><b>D. For Janitorial and Security Services:</b></p> <ol style="list-style-type: none"> <li>1. Proof of payment of SSS Contributions of Employees</li> <li>2. Proof of payment of Pag-IBIG Contributions of Employees</li> <li>3. Proof of payment of PhilHealth Contributions of Employees</li> <li>4. Proof of payment of Salaries/Wages of Employees</li> <li>5. Daily Time Record (DTR) or Certification by the Chief Administrative Officer that security/janitorial services were duly rendered</li> <li>6. Statement of Account</li> </ol> <p><b>E. For Cultural and Athletic Activities:</b></p> <ol style="list-style-type: none"> <li>1. Budget estimates approved by the Head of Agency</li> <li>2. Same requirements for the purchase of goods/services depending on the nature of expense</li> </ol>	<p><b>C:</b> Requesting entity</p> <p><b>D:</b> Requesting entity (Agency)</p> <p><b>E.</b> Finance and Administrative Division</p>
7. Payment of claims chargeable against Petty Cash Fund (PCF)	<ol style="list-style-type: none"> <li>1. Accomplished and approved Petty Cash Voucher</li> <li>2. Official Receipt/s / Reimbursement Expense Receipt/ Sales Invoice/ Certification of Expenses not requiring receipt / Bills</li> <li>3. Approved Purchase Request</li> <li>4. Inspection and Acceptance Report</li> <li>5. Approved Mailing Lists (for postage and courier services)/ Certificate of Mailing</li> <li>6. Waste Material Report, in case of replacement</li> <li>7. Toll Receipt and Trip Ticket, for toll expenses</li> <li>8. PCF Replenishment Report</li> <li>9. Additional Requirements, as applicable: <ol style="list-style-type: none"> <li>a) For purchases amounting to P1,000.00</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Finance and Administrative Division (FAD)</li> <li>2. Requesting entity</li> <li>3. FAD</li> <li>4. FAD</li> <li>5. FAD</li> <li>6. FAD</li> <li>7. Requesting entity/ FAD</li> <li>8. FAD</li> </ol>

	<p>and above:</p> <ul style="list-style-type: none"> <li>- Canvass papers from at least 3 suppliers for the purchase</li> <li>- Abstract of canvass</li> <li>b) For meals during meetings: <ul style="list-style-type: none"> <li>- Minutes of Meetings/Notice of Meetings (in case of verbal meeting)</li> </ul> </li> <li>- Attendance Sheet</li> </ul>	
8. Monetization of Leave Credits of Personnel	<ol style="list-style-type: none"> <li>1. Approved Application for Leave (Monetization of Leave Credits)</li> <li>2. Approved Justification Letter (if more than 30 days or 50% or more of total leave credits)</li> </ol>	<ol style="list-style-type: none"> <li>1. Finance and Administrative Division</li> <li>2. Requesting entity</li> </ol>

### 3. Processing of claims through Funding Checks

This service pertains to financial transactions or requests by suppliers and employees relative to claims through funding checks for delivered goods/supplies/services of expenditures incurred in the course of official business. The applicable set of documentary requirements may vary according to the nature of each transaction.

<b>Office or Division:</b>	Regional Offices (ROs) NCR, CAR, I-XIII, Finance and Administrative Division (FAD)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2G - Government to Government		
<b>Who may avail:</b>	DBM Suppliers, Officials and Employees		
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY	WHERE TO SECURE
<b>A. Goods/Services:</b> 1. Purchase Order 2. Approved Consolidated Abstract of Bids, Post Qualification, Evaluation Report and Bids and Awards Committee (BAC) Resolution 3. Certificate of Exclusive Distributorship, if applicable 4. Request for Quotation reviewed and signed by the BAC members 5. Approved Purchase Request 6. Delivery receipt (for Goods) or Statement of Account/Billing Statement (Service) 7. Signed Inspection and Acceptance Report 8. Approved Annual Procurement Plan (APP) / Supplemental APP 9. Property Acknowledgment Receipt or Inventory Custodian Slip, if applicable 10. Report of Waste Materials, if applicable 11. Post-Inspection Report, if applicable  <b>B. Communication/Telephone Expenses/ Cable Charges/ Electricity and Water Expenses/ Other Utility and General Services:</b> 1. Billing Statement 2. Certification by Agency Head of his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls.  <b>C. For Extraordinary and Miscellaneous Expenses:</b> 1. Receipts and/or other documents		1 of each copy	<b>A.</b> 1. Financial and Administrative Division (FAD) 2. FAD 3. Requesting entity (Supplier) 4. BAC Secretariat / FAD 5. FAD 6. Requesting entity (Supplier) 7. FAD 8. FAD 9. FAD 10. FAD 11. FAD  <b>B:</b> 1. Requesting Entity (Supplier) 2. FAD  <b>C:</b> Requesting entity

<p>evidencing disbursements, if there are available, or in lieu thereof, certification executed by the official concerned that the expense sought to be reimbursed have been incurred for any of the purposes contemplated under the provisions of the General Appropriations Act (GAA) in relation to or by reasons of his position.</p> <p>2. Other supporting documents as are necessary depending on the nature of expense charged.</p> <p><b>D. For Janitorial and Security Services:</b></p> <ol style="list-style-type: none"> <li>1. Proof of payment of SSS Contributions of Employees</li> <li>2. Proof of payment of Pag-IBIG Contributions of Employees</li> <li>3. Proof of payment of PhilHealth Contributions of Employees</li> <li>4. Proof of payment of Salaries/Wages of Employees</li> <li>5. Daily Time Record (DTR) or Certification by the Chief Administrative Officer that security/janitorial services were duly rendered</li> <li>6. Statement of Account</li> </ol> <p><b>E. For Cultural and Athletic Activities:</b></p> <ol style="list-style-type: none"> <li>1. Budget estimates approved by the Head of Agency</li> <li>2. Same requirements for the purchase of goods/services depending on the nature of expense</li> </ol>				<p><b>D:</b></p> <p>Requesting entity (Agency)</p> <p><b>E.</b></p> <p>Finance and Administrative Division</p>
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to RO-Central Processing and Releasing Unit (CPRU)/Records Unit/ Finance and Administrative Division (FAD).	1. Receive the request.	None	10 minutes	<p>RO-CPRU /Records Unit/ Document Management System (DMS) Focal Person/ FAD</p> <p>DBM ROs</p>
2. None	2. Evaluate the request and prepare financial document/s.	None	2 working days, 7 hours, 40 minutes	<p>Accountant, Administrative Officer III</p> <p>DBM ROs</p>

3. None	3. Review and recommend approval of the request and financial document/s.	None		Chief Administrative Officer DBM ROs
4. None	4. Recommend/ Review and approve financial document/s.	None		Assistant Regional Director/ Regional Director DBM ROs
5. None	5. Preparation of Checks.	None		Administrative Officer III DBM ROs
6. Receipt of financial document/s for payment of claims from RO-CPRU/Records Unit/FAD.	6. Release of financial document/s for payment of claims.	None	10 minutes	RO-CPRU/Records Unit/ DMS Focal Person/FAD DBM ROs
<b>TOTAL</b>			<b>3 working days</b>	

\* Prepared by the requesting entity unless indicated otherwise.

#### 4. Application for Travel Authority

This service pertains to transactions/requests relative to the application for travel authority of official local travels.

<b>Office or Division:</b>	Regional Offices (ROs) NCR, CAR, I-XIII, Finance and Administrative Division (FAD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM Officials and Employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Application for Travel Authority / HR Request Form 2. Invitation/Directive to attend or Letter of Applicant		1 of each original copy		1. FAD 2. Inviting Agency
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished Application for Travel Authority with the Invitation/ Directive to attend to the FAD.	1. Receive the request.	None	10 minutes	<i>Administrative Officer (AO) III</i> DBM ROs
2. None	2. Evaluate the request and prepare Office Order for the recommendation / approval of designated authority.	None	2 working days, 7 hours, 40 minutes	<i>AO III</i> DBM ROs
3. None	3. Review and recommend approval of the request and draft Office Order.	None		<i>Chief Administrative Officer</i> DBM ROs
4. None	4. Recommend/ Review and approve draft Office Order	None		<i>Assistant Regional Director/ Regional Director</i> DBM ROs





5. Receipt of Office Order from the FAD.	5. Release the approved Office Order.	None	10 minutes	<i>FAD</i> DBM ROs
<b>TOTAL</b>			<b>3 working days</b>	

## 5. Request for Copy of Documents/Records

This service pertains to transactions or requests for copies/certified true copies of documents/records (e.g., DBM internal issuances, released documents, and other budget-related action documents) within the custody of the DBM Regional Offices.

<b>Office or Division:</b>	Regional Offices (ROs) NCR, CAR, I-XIII, Finance and Administrative Division (FAD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM Officials and Employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Records Request Form		1 original copy		FAD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Records Request Form and submit request to Records Unit/ FAD.	1. Receive the request.	None	10 minutes	<i>Records Control Coordinator/ Document Management System (DMS) Focal Person</i> DBM ROs
2. None	2. Evaluate the request, and retrieve /certifies copies of documents/records.	None	2 working days, 7 hours, 40 minutes	<i>Administrative Officer III</i> DBM ROs
3. None	3. Review and recommend approval of the request and copies of documents/records.	None		<i>Chief Administrative Officer</i> DBM ROs
4. None	4. Recommend/Review and approve release of copies/certified true copies of documents/records.	None		<i>Assistant Regional Director/ Regional Director</i> DBM ROs
5. Receipt of copies/certified true copies of documents/records from Records Unit/ FAD.	5. Release the copies/certified true copies of documents/records.	None	10 minutes	<i>Records Unit/FAD</i> DBM ROs
<b>TOTAL</b>			<b>3 working days</b>	



## 6. Request for Use of Vehicle or Shuttle Services

This service pertains to transactions or requests relative to use of vehicle or shuttle services for official business or travels of DBM officials and employees.

<b>Office or Division:</b>	Regional Offices (ROs) NCR, CAR, I-XIII, Finance and Administrative Division (FAD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DBM Officials and Employees			
CHECKLIST OF REQUIREMENTS		TYPE AND NUMBER OF COPY		WHERE TO SECURE
1. Regional Office Order (if outside functional area) or Job Request Form 2. Driver's Trip Ticket		1 original copy		FAD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to Finance and Administrative Division (FAD).	1. Receive the request.	None	10 minutes	<i>Administrative Officer (AO) III</i> DBM ROs
2. None	2. Evaluate the request/Trip Ticket.	None	2 working days, 7 hours, 40 minutes	<i>AO III</i> DBM ROs
3. None	3. Recommend/Review and approve Driver's Trip Ticket.	None		<i>Chief Administrative Officer/ Assistant Regional Director/ Regional Director</i> DBM ROs
4. Receipt of action documents from FAD.	4. Release the action document/s.	None	10 minutes	<i>FAD</i> DBM ROs
<b>TOTAL</b>			<b>3 working days</b>	

## Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Answer the Client Feedback Form and drop it at the designated drop box located at the lobby of the Boncodin Hall or in the receiving area of each Central Office units and the respective drop box of Regional Offices located at their lobby.</p> <p>You may also send your feedback at <a href="mailto:feedbackcomplaints@dbm.gov.ph">feedbackcomplaints@dbm.gov.ph</a> or mail us at:</p> <p><b>Corporate Planning and Management Service</b>            Department of Budget and Management            Building III, Gen. Solano St., San Miguel,            Malacañang, Manila 1005</p>
How feedbacks are processed	<p>Every Friday, the Administrative Officer V or designated personnel of each Central Office units and Chief Administrative Officer or designated personnel of Regional Offices opens the drop box, compiles and records all feedbacks.</p> <p>Feedbacks requiring answers are forwarded to the relevant offices or personnel concerned to answer the within three (3) working days upon receipt of the feedback. The feedback shall be communicated to the agency or citizen concerned.</p>
How to file a complaint	<p>Send your complaints at <a href="mailto:feedbackcomplaints@dbm.gov.ph">feedbackcomplaints@dbm.gov.ph</a> or mail us at:</p> <p><b>Corporate Planning and Management Service</b>            Department of Budget and Management            Building III, Gen. Solano St., San Miguel,            Malacañang, Manila 1005</p>
How complaints are processed	<p>Every Friday, the Chief Administrative Officer or designated personnel of Regional Offices opens the drop box, compiles, records, and evaluates the complaint.</p> <p>Upon evaluation, the complaint shall be forwarded to the relevant offices or personnel concerned to answer the within three (3) working days upon receipt of the complaint. The feedback/explanation shall be communicated to the agency or citizen concerned.</p>
Contact Information of CCB, PCC, ARTA	<p>ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a>            : (02) 8478-5093            PCC: 8888            CCB: 0908-881-6565 (SMS)</p>



REPUBLIC OF THE PHILIPPINES  
Department of Budget and Management  
BONCODIN HALL, GEN. SOLANO ST., SAN MIGUEL, MANILA

**CLIENT FEEDBACK FORM**

**TYPE OF FEEDBACK**

☐ Compliment ☐ Complaint ☐ Suggestion

*(attach additional sheets, if necessary):*

**COMPLIMENT**

Please indicate the name of the person you want to commend: \_\_\_\_\_

Comments:

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**COMPLAINT**

If you think we fell short in meeting your service expectations, please describe the situation, indicate the name of the personnel involved and the date the incident occurred:

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**SUGGESTION**

As a result of your experience with us, what service-related improvements can you recommend?

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**CONTACT INFORMATION (optional):**

NAME	
ADDRESS	
CONTACT NUMBERS	
E-MAIL ADDRESS	
DEPARTMENT/OFFICE	

*Thank you for helping us improve our service!*



## List of Offices

No	Office/Agency/ Bureau/ Field Office	Office Address	Contact Information
1	Office of the Secretary	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8735-4936 F +63 (02) 8657-3300 local 2601; 3310
2	Office of the Undersecretary for Legal and Legislative Liaison Group  Supervision of Legal Service and the Department of Liaison Office	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8736-7331; 8735-4948 TF  +63 (02) 8657-3300 local 2607; 3313
3	Office of the Undersecretary for Local Government and Regional Operations Group  Supervision of the Local Government and Regional Coordination Bureau and DBM Regional Offices	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2303
4	Office of the Undersecretary for Budget Policy and Strategy Group  Supervision of the Fiscal Planning and Reforms and Budget Information and Training Service	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8735-1955; 8735-4980 TF 8735-1955;  +63 (02) 8657-3300 loc. 2304; 2604
5	Office of the Undersecretary for Budget Preparation and Execution Group  Supervision of the Budget and Management Bureaus A-F and Budget Technical Bureau	3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8735-1987 TF  +63 (02) 8657-3300 loc. 2647; 3316
6	Office of the Undersecretary supervising the Internal Audit Service  Supervision of Internal Audit Service	3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8735-4827 TF  +63 (02) 8657-3300 loc. 2361



No	Office/Agency/ Bureau/ Field Office	Office Address	Contact Information
7	Office of the Undersecretary Supervision of the Procurement Service, DBM	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 873-2772  +63 (02) 8657-3300 loc. 2705
8	Office of the Assistant Secretary and Chief of Staff, Office of the Secretary  Functional Group Head of the Organization and System Improvement Group  Supervision of the Central Processing and Releasing Unit and the Technical Review Unit of the Office of the Secretary  DBM Focal Person for Presidential Directives	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 873-32993  +63 (02) 8657-3300 loc. 2301
8	Office of the Assistant Secretary Budget Policy and Strategy Group  Supervision of the Fiscal Planning and Reforms Bureau and Budget Information and Training Service  DBM Focal Person to the Cabinet Assistance System	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8735-4822 TF  +63 (02) 8657-3300 loc. 2306; 2606
9	Office of the Assistant Secretary for Information and Communication Technology Group  Supervision of the Information and Communication Technology and Systems Service and the Project Management Offices for the Budget Treasury Management System and	2/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8735-4874 +63 (02) 8657-3300 loc. 2305



No	Office/Agency/ Bureau/ Field Office	Office Address	Contact Information
	Project DIME		
10	Office of the Assistant Secretary for Office of the Secretary Group  Supervision of the Organization, Position Classification and Compensation Bureau	3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8735-4926 TF +63 (02) 8657-3300 loc. 2319
11	Office of the Assistant Secretary  Supervision of the Internal Management Group	3/F, Bldg. II, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2319
12	Budget and Management Bureau-A	G/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2313; 2314; 2063 8735-4888 TF
13	Budget and Management Bureau-B	3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2645; 2307; 2320
14	Budget and Management Bureau-C	3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2325; 2326; 2691 8735-1778 TF
15	Budget and Management Bureau-D	3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2331; 2332; 2622 8735-1740 TF
16	Budget and Management Bureau-E	4/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2337; 2338; 2625 8735-1879
17	Budget and Management Bureau-F	4/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2349; 2633; 2350 8736-7815 F





No	Office/Agency/ Bureau/ Field Office	Office Address	Contact Information
18	Local Government and Regional Coordination Bureau	4/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2344; 2347; 1120 8735-4842
19	Budget Technical Bureau	G/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2309; 2610; 2312 8735-1935 TF
20	Administrative Service	G/F, Bldg. III, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 1234; 3111
21	Budget Information and Training Service	G/F, Bldg. I, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 1104; 1105 8736-2773 TF
22	Corporate Planning and Management Service	2/F, Bldg. III, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 3210; 3214 8735-4806; 8735-4916 TF
23	Finance Service	2/F, Bldg. III, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 3201; 3209 8735-4935
24	Fiscal Planning and Reforms Bureau	2/F, Bldg. I, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 1201-1202 8735-1956 TF
25	Internal Audit Service	2/F, Bldg. III, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 3220 8735-4920; 8735-1649 F
26	Information and Communications Technology Systems Service	3/F, Boncodin Hall, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 2356; 2360 8735-4887; 8735-4837 TF
27	Legal Service	G/F, Bldg. I, Gen. Solano St.,	+63 (02) 8657-3300



No	Office/Agency/ Bureau/ Field Office	Office Address	Contact Information
		San Miguel, Manila	loc. 1112; 1113; 1119 8734-8599 TF
28	Organization, Position Classification and Compensation Bureau	2/F, Bldg. I, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 1210; 1211; 1218 8736-7572; 8735-4959 F
29	Systems and Productivity Improvement Bureau	2/F, Bldg. I, Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 1220; 1221; 1223 8735-1978; 8735-1976
30	National Capital Region	PLJ Bldg., Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 8001; 8002; 8802 8735-9827; 8735-9225; 8734-8035 F
31	Cordillera Administrative Region	No. 8 Gen. F. Segundo St., Legarda-Burnham, Baguio City	+63 (02) 8657-3300 loc. 8803; 8804 (074) 620-5096; 443-4702 TF
32	Region I (Ilocos Region)	Government Center, Sevilla, San Fernando, La Union	+63 (02) 8657-3300 loc. 8806 +63 (072) 888-3038; 8888- 3352 F
33	Region II (Cagayan Valley)	Regional Government Center, Carigsur, Tuguegarao City, Cagayan	+63 (02) 8657-3300 loc. 8131, 8132, 8807 +63 (078) 304-1338; 377- 6137 F
34	Region III (Central Luzon)	Regional Government Center, Maimpis, San Fernando City, Pampanga	+63 (02) 8657-3300 loc. 8201; 8203 +63 (045) 455-2487; 455- 2486 TF
35	Region IV-A (CALABARZON)	PLJ Bldg., Gen. Solano St., San Miguel, Manila	+63 (02) 8657-3300 loc. 8012; 8811 +63 (02) 8736-1284; 8736-



No	Office/Agency/ Bureau/ Field Office	Office Address	Contact Information
			1234 TF
36	Region IV-B (MIMAROPA Region)	2/F, CSP Bldg., Brgy. Sta Cruz 815 Quezon Avenue, Quezon City	+63 (02) 8657-3300 loc. 8814 +63 (02) 374-7270; 374-7269 TF
37	Region V (Bicol Region)	Regional Center Site, Rawis, Legazpi City	+63 (02) 8657-3300 loc. 8815; 8816 +63 (052) 482-0175
38	Region VI (Western Visayas)	251-A General Hughes St., Iloilo City	+63 (02) 8657-3300 loc. 8301; 8302 +63 (033) 337-2589; 338-0864; 335-1235 TF
39	Region VII (Central Visayas)	Sudlon (near Eco-Tech Center), Lahug, Cebu City	+63 (02) 8657-3300 loc. 8819; 8820 +63 (032) 263-4643; 253-9523 F
40	Region VIII (Eastern Visayas)	Brgy. 77, Villaruiz Subd., Marasbaras, Tacloban City	+63 (02) 8657-3300 loc. 8821; 8822 +63 (053) 888-0548
41	Region IX (Zamboanga Peninsula)	N.S. Valderosa St. Petit Barracks, Zamboanga City	+63 (02) 8657-3300 loc. 8431; 8432 +63 (062) 991-5682; 992-2505
42	Region X (Northern Mindanao)	Zone 1, Bulua National Highway, Cagayan de Oro City	+63 (02) 8657-3300 loc. 8501; 8504 +63 (088) 856-3719
43	Region XI (Davao Region)	KM. 3, McArthur Highway, Matina, Davao City	+63 (02) 8657-3300 loc. 8531; 8532 +63 (082) 297-4321; 299-2344 F
44	Region XII (SOCCSKSARGEN)	DBM Compound, Brgy. Morales, Koronadal City	+63 (02) 8657-3300 loc. 8601; 8602



No	Office/Agency/ Bureau/ Field Office	Office Address	Contact Information
			+63 (083) 228-9788; 228-5546 F
45	Region XIII (Caraga)	J. Rosales Avenue, City Hall Drive, Butuan City	+63 (02) 8657-3300 loc. 8631; 8632 +63 (085) 342-1258; 341-4427 TF
46	Government Procurement Policy Board-Technical Support Office	2506 Raffles Corporate Tower, F. Ortigas Jr. Road, Ortigas, Pasig City	900-6745; 900-6741 to 44 F
47	Procurement Service	RR. Road, Cristobal St., Paco, Manila	8829-0600/0400 loc. 4028
48	Philippine Government Electronic Procurement System	Unit 608 Raffles Corporate Center, F. Ortigas Jr. Rd. Ortigas Center, Pasig City	8640-6906 to 09; 8640-6920; 8640-2921; 8653-9403