



Approval of Adjustment of Obligation/Earmarked Document

To ensure that all financial documents to be processed are covered by an approved appropriation

Office or Division	: City Budget Office-Budget Operation: BUDGET EXECUTION SECTION			
Classification	: Complex			
Type of Transaction:	G2G-Government to Government			
Who may avail	: All LGU Government Employees, NGA Employees, NGO/PO Personnel Liaison Officers			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1.Filled-up Adjustment Form 2.Encoded/adjusted in the OFDATS 3.Document to support the adjustment, such as approved ObR, earmarked document, BAC resolution/Certification for cancelled PR, etc.		CBO by End-user Department/Office End-user Department/Office BAC Secretariat Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Frontline/Review Personnel, hand-in the Request for Adjustment of Obligation/ Earmarked Documents	1.1 Receive Request for Adjustment, check completeness of details of the request; encode document in the database/incoming control system; attach Monitoring Slip, and indicate the time received and released	None	25 Minutes	Administrative Assistant I
	1.2 forward to Fund Controller.	None	5 Minutes	
	1.3 Record the amount of adjustment/ cancellation in the respective registries; assign reference number and record in the Daily Acted Document Control Logbook; sign and forward to Database Personnel.	None	120 Minutes	Budgeting Assistant <i>Project Development Officer II</i> <i>Administrative Assistant I</i>
	1.4 Database Personnel encode/ adjust the data previously encoded in the system; sign/initials the		25 minutes	Administrative Assistant I



	Adjustment Form; and forward to Validation Officer			
	1.5 Validation Personnel validate the details of the Request for Adjustment, and other review aspects; sign/initials the Adjustment Form; forward to the Approving Personnel.	None	30 Minutes	Budget Officer IV/ Budget Officer III/ Budget Officer II City Government Assistant Department Head II
	1.6 Approve the Request for Adjustment and forward to Releasing Personnel.	None	30 Minutes	Budget Officer IV/ Budget Officer III/ Budget Officer II City Government Assistant Department Head II City Government Department Head II
2. receive the approved Request for Adjustment of Obligation/ Earmarked document	2.1 Record the approved Request for Adjustment in the Outgoing Control Logbook, detach one (1) copy of approved Request for Adjustment for CBO file and release to the client.	None	5 Minutes	Administrative Aide II/ Administrative Assistant I
END OF TRANSACTION			240 minutes	