



Earmarking of Job Order (JO) Contracts

To ensure that all JO Contracts 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. Job Order Contracts 2. PPA number or Distribution List per PPA, if applicable		City Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach frontline personnel, hand in the Job Order Contracts	1.1 Receive Job Order Contract; encode in the database/incoming control system; attach Monitoring Slip and indicate date of receive and release; and forward to Fund Controller/Registry Holder	None	60 Minutes	Administrative Assistant I
	1.2 Compute the financial requirement of the Job Order Contract, check appropriateness of account classification, function and expense codes indicate the computed amount in the Job Order Contract and record the amount to be earmarked in the RAAO; assign reference number and record in the Daily Job Order Contract Control Logbook; sign and forward to Validation Personnel.	None	120 Minutes	Budgeting Assistant / Administrative Assistant I/ Project Development Officer



	1.3 Validation Personnel validate the details of the earmarked Job Order Contract; sign, indicate date and forward to the Approving Personnel.	None	120 Minutes	Budget Officer IV/ Budget Officer III/ Budget Officer II/ City Government Assistant Department Head II
	1.4 Approve the earmarked Job Order Contract and forward to Releasing Personnel.	None	120 Minutes	City Government Department Head II
	1.5 Record earmarked Job Order Contract in the Outgoing Control Logbook; detach one (1) copy of approved earmarked Job Order Contract for CBO file and release to the next processing Unit/ or if there is waiting client.	None	60 Minutes	Administrative Assistant I
END OF TRANSACTION			480 Minutes	