



## Earmarking of Invitation to Submit a Proposal

This document is needed in the implementation of programs, projects and activities in partnership with NGOs/POs.

<b>Office or Division</b>	: City Budget Office-Budget Operation: BUDGET EXECUTION SECTION			
<b>Classification</b>	: Complex			
<b>Type of Transaction</b>	: G2G-Government to Government			
<b>Who may avail</b>	: All LGU Government Employees, NGA Employees, NGO/PO Personnel Liaison Officers			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
<p>1. Invitation to Submit a Proposal duly signed by Department-Partner for the Implementation of Programs, Projects and Activities in partnership with Non-Governmental Organizations/Peoples Organizations (NGOs/POs).</p> <p>2. PPA number or Distribution List per PPA, if applicable</p>		<p>Department-Partner in closed-coordination with the BAC Goods and Consulting Services;</p> <p>End-user Department/Office</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach Frontline Personnel, hand-in the Invitation to Submit a Proposal duly signed by Department-Partner for the Implementation of Programs, Projects and Activities in partnership with Non-Governmental Organizations/Peoples Organizations (NGOs/POs).	1.1 Receive the duly signed Invitation to Submit a Proposal; encode in the database/incoming control system; Attach Monitoring Slip and indicate the date and time receive/release; forward to Fund Controller.	None	60 Minutes	Administrative Assistant I
	1.2 Record the amount to be earmarked in the RAAO; fill-up the	None	120 Minutes	Budgeting Assistant / Project Development



	"EARMARKED" portion of the document with details such as office, account classification/ codes and earmarked amount; assign reference number and record in the Daily Document Control Logbook; sign and forward to Validation Personnel.			Officer II/ Administrative Assistant I
	1.3 Validate the details of the earmarked Invitation to Submit a Proposal, check details of the document, mathematical computation, and other review aspects 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 Invitation to a Proposal, affix signature and forward to Releasing Personnel.	None	120 Minutes	City Government Department Head II
2. Release the Approved Earmarked Invitation to Submit Proposal	2.1 Record earmarked Invitation to Submit a Proposal in the Outgoing Control Logbook, detach one (1) copy of approved earmarked Invitation to Submit a Proposal for CBO file and release to the client.	None	60 Minutes	Administrative Assistant I
<b>END OF TRANSACTION</b>			480 minutes	