



Issuance of Certification as to Existence of Appropriation

To ensure that all financial documents to be processed are covered by an approved appropriation and comply with existing budget rules.

Office or Division	: City Budget Office-Budget Operation: BUDGET EXECUTION SECTION			
Classification	: Complex			
Type of Transaction:	G2G-Government to Government			
Who may avail	: LGU Government Employees, NGA Employees, NGO/PO Personnel Liaison Officers			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Letter Request for existence of appropriation with specific purpose, or		Respective offices		
2. Prepared 'Pro-forma document' to be certified with appropriation, or		Concerned departments		
3. Request Form duly filled-up by end-user/department/office		City Budget Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Frontline, hand-in the Letter Request/Prepared document/Request Form for the certification of existence of appropriation.	1.1 Receive Letter Request/ Prepared document/ Request Form; encode document in the database /incoming control system; Attach Monitoring Slip and indicate the time received /released; forward to Fund Controller	None	30 Minutes	Administrative Assistant I
	1.2 Check details of the request against the respective registries/prepare corresponding certification; assign reference number and record in the Daily Acted Document Control Logbook; sign and forward to Validation Personnel.	None	120 Minutes	Budgeting Assistant Administrative Assistant I/ Project Development Officer



	1.3 Validate the details of the certification/document, sign, and forward to the Approving Personnel.	None	240 Minutes	Budget Officer IV/ Budget Officer III/ Budget Officer II City Government Assistant Department Head II
	1.4 Approve the Certification and forward to Releasing Personnel.	None	60 Minutes	City Government Department Head II
	1.5 Record the Certification in the Outgoing Control Logbook, detach one (1) copy of approved Request for Certification for CBO file and release to the client.	None	30 Minutes	Administrative Assistant I
END OF TRANSACTION			480 minutes	