



Review and Recommending Approval of Project Procurement Management Plan (PPMP)

These documents are evaluated in order to ensure the consistency of the procurement with existing budgeting rules and to ensure that all items to be procured 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. Duly validated PPMP (4 copies)		Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach frontline personnel, hand-in the SIP & PPMP	1.1 Receive the validated PPMP, check completeness of the details such as format and signature of the Department Head/ Head of Office; encode in the database/ incoming control system ; Attach Monitoring Slip and indicate date and time of receive /release; forward to Reviewing Officer	None	60 Minutes	Administrative Assistant I
	1.2 , Reviewing Personnel check completeness of the required documents, details of the PPMP such as format; Check mathematical computation, account classification/ codes, assign reference number, record in the	None	120 Minutes	Budget Officer III/ Budget Officer II



	Daily Acted Document Control Logbook, sign and forward to Fund Controller/ Registry Holder			
	1.3 Fund Controller/ Registry Holder check existence of appropriation and PPA Title & Number; and encode in the RAO; sign / initials ; forward to Validation Personnel		120 minutes	Budgeting Assistant/ Administrative Assistant I/ Project Development Officer II
	1.4 Validation Personnel final review/validate the details of the PPMP; sign/ initials; and forward to the Approving Personnel.	None	60 Minutes	Budget Officer IV/ Budget Officer III/ City Government Assistant Department Head II
	1.5 sign/ Approve PPMP documents and forward to Releasing Personnel.	None	90 Minutes	City Government Department Head II
	1.6 Encode in the Database and Outgoing Control Logbook release the approved documents to the end user/client.	None	30 Minutes	Administrative Assistant I
END OF TRANSACTION			480 minutes	