



9. Receiving & Recording of Request for Realignment/ Advice of Allotment / Releases/ Inter-Office Memo/Letter.

This task is mainly focused on the availability of funds which is verified beforehand in the record of the eBudget System.

Office or Division	Office of the Municipal Accountant			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who May Avail	Employee's			
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Approve Executive Order (1 Original & 1 Duplicate Copy)		by Office/ Department		
Advice of allotment with release of allotment		by Office/ Department		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Forward Request to the accounting information desk	1. Receive and record for transaction	None	2 Minutes	<i>Staff In Charge</i> Office of the Municipal Accounting
	1.1. Update allotment in the registries	None	5 Minutes	<i>Administrative Officer VI</i> <i>Administrative Officer II</i> Office of the Municipal Accounting
	1.2. Forward Inter Office Memo/ Letter and other documents to the Municipal Accountant for action	None	5 Minutes	<i>Staff In Charge</i> Office of the Municipal Accounting
	1.3. Release of Demand letter & other outgoing communication	None	3 Minutes	<i>Staff In Charge</i> Office of the Municipal Accounting
TOTAL:		None	15 Minutes	