



2. Certify As To The Availability of Appropriation

This certifies the existence and availability of appropriation that the Local Budget Officer tracks the appropriation released through allotments and subsequently obligated and disbursed by the various departments and offices. This ensures that the funds are used exclusively for the specific purposes pursuant to Sections 336 and 305 (a) of RA No. 7160.

Office or Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	LGU of Midsayap Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request for Additional Release (1 Original Copy & 1 Photocopy)		From Departments/Offices		
Obligation Request and Complete Supporting Documents (Program of Works, Purchase Request, Sealed Canvass, Abstract of Canvass, Purchase Order, Inspection and Acceptance Report, Supplies Availability Inquiry, Disbursement Voucher) (1 original copy, 2 photocopies)		From Departments/Offices		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit Letter Request for Additional Release at the receiving area.	1. Receive Letter Request from requesting office	None	1 Minute	<i>Administrative Aide IV</i> Office of the Municipal Budget Officer
	1.1 Prepare and encode the additional release requested.	None	3 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Municipal Budget Officer
	1.2 Signed by the Municipal Budget Officer	None	2 Minutes	<i>Administrative Officer IV</i> Office of the Municipal Budget Officer



	1.3 Approve by the Local Chief Executive	None		<i>Municipal Mayor</i> Office of the Mayor
	1.4 Distribute file copies to Municipal Accounting Office, Municipal Treasurer Office and Mayor's Office.	None	5 Minutes	<i>Administrative Aide I</i> Office of the Municipal Budget Officer
2. Submit Obligation Request with complete supporting documents at the receiving area.	2. Receive Obligation Request with complete supporting documents.	None	2 Minutes	<i>Administrative Aide I</i> Office of the Municipal Budget Officer
	2.1 Recording the Obligation Request received to its respective ledger.	None	3 Minutes	<i>Administrative Assistant II</i> Office of the Municipal Budget Officer
	2.2 Approve and sign by the Municipal Budget Officer.	None	2 Minutes	<i>Administrative Officer IV</i> Office of the Municipal Budget Officer
	2.3 Affix the control number of the Obligation Request and recording of outgoing documents.	None	2 Minutes	<i>Administrative Aide IV</i> Office of the Municipal Budget Officer
	TOTAL:	None	20 Minutes	