

Department of Social Welfare and Development
NATIONAL CAPITAL REGION
389 San Rafael Street corner Legarda, Sampaloc, Manila

TO : ALL CENTERS/RESIDENTIAL CARE FACILITITES
ALL UNITS/SECTIONS
ALL RPMOs (PANTAWID PAMILYA, SLP AND RCTSU)

FROM : THE REGIONAL DIRECTOR

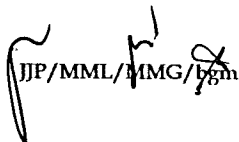
SUBJECT : Earmarking and Obligation Process Flow of Budget Section

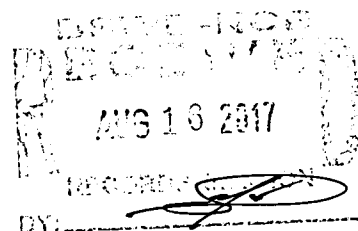
DATE : October 8, 2017

This is to share with you the revised process flow based on your comments on the above-mentioned procedures of Budget Section per result of the TA session with Finance Management Unit held on May 17, 2017 at RD's Conference Room facilitated by ARDO Jacel J. Paguio.

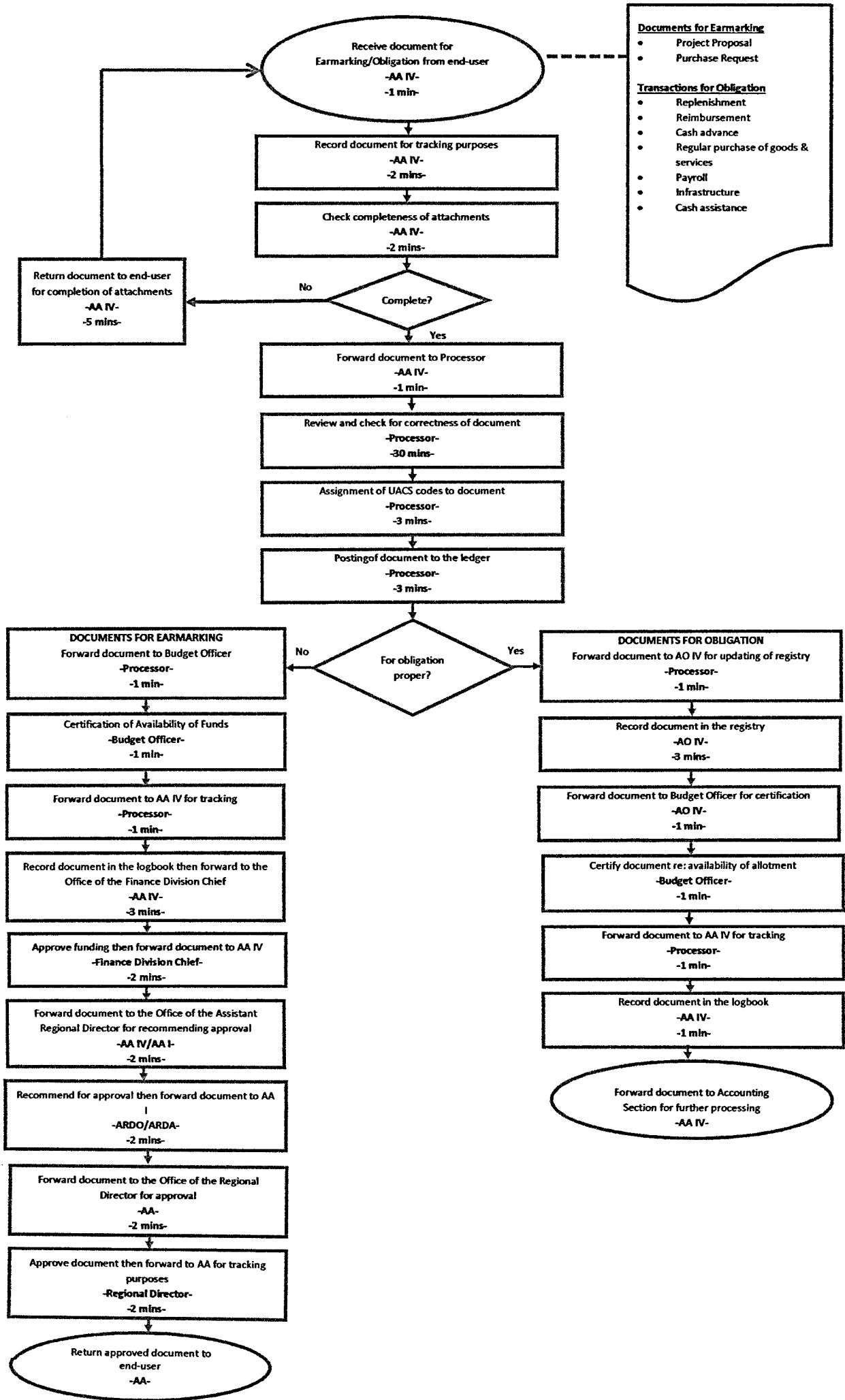
For your information and guidance.


VINCENT ANDREW T. LEYSON


JJP/MML/MMG/legm



EARMARKING AND OBLIGATION PROCESS FLOW
 (Earmarking - 58 mins; Obligation - 50 mins)



- Documents for Earmarking**
- Project Proposal
 - Purchase Request
- Transactions for Obligation**
- Replenishment
 - Reimbursement
 - Cash advance
 - Regular purchase of goods & services
 - Payroll
 - Infrastructure
 - Cash assistance