

Certifying Availability of Allotment

This is a process that confirms the availability of allotment as indicated in the General Appropriations Act for the given fiscal year. The completeness of documents, validity and necessity of transactions and availability of cash are not warranted after the step of certification of allotment.

Office or Division:	Financial Management Division – Budget Section	
Classification:	<p>Simple, Complex and Highly Technical Depending on the nature of transactions:</p> <p><u>Simple:</u></p> <ul style="list-style-type: none"> • PS and MOOE less than Php 15k <p><u>Complex:</u></p> <ul style="list-style-type: none"> • PS, MOOE and CO Php 15k up to Php 100k (except infrastructures) <p><u>Highly Technical:</u></p> <ul style="list-style-type: none"> • PS and MOOE more than Php 100k • CO – more than Php 100k ; All Infrastructures • All Transactions with new/unpolished guidelines • All New/ Unusual/ Unfamiliar Transactions • All Transactions with disputes/arguments (Can be longer than 20 days processing time) 	
Type of Transaction:	Government to Government	
Who may avail:	All Divisions/Units/Sections/Centers/RCFs	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	At least 3 copies of ORS/BURS ALL originally signed	Government Accounting Manual Downloadable in https://www.coa.gov.ph/
	Work and Financial Plan with Annex; Project Procurement Management Plan	RA 9184 Procurement Law
	Various based on COA circulars / memorandums	COA Circular No. 2012-01 https://www.coa.gov.ph/phocadownloadpap/userupload/Issuances/Circulars/Circ2012/COA_C2012-001.pdf Other COA released circulars/memorandums

Special Allotment Release Order / Sub-Allotment Advice		General Appropriations Act		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (single transaction)	PERSON RESPONSIBLE
<p>1. Submit of fully accomplished Obligation Request and Status / Budget Utilization Request or Status (ORS/BURS); duly signed by the approving authority on Box A.</p> <p>*Make sure to provide complete attachments of documents and details are properly filled up</p>	1. Received the ORS/BURS with complete supporting documents	None	1-minute	<i>Admin Aide IV</i> FMD Budget
	1.1 Track the ORS/BURS and supporting documents from respective D/S/U/C/RC Fs by the Incoming/Outgoing Clerk		3-minutes	<i>Admin Aide IV</i> FMD Budget
	1.2 Forward the ORS/BURS and supporting documents to concerned Budget Staff – processor		3-minutes	<i>Admin Aide IV</i> FMD Budget
	1.3 Review the completeness and validity of the ORS/BURS and supporting documents		3-minutes	<i>Admin Aide IV/ Admin Assistant</i> FMD Budget
	1.4 If incomplete			<i>Admin Aide IV/ Admin Assistant</i> FMD Budget

	<p>and/or invalid, return the ORS/BURS and supporting documents to Incoming/Outgoing Clerk (with notes) then to concerned End User for Compliance</p>		<p>10-minutes for simple; 30-minutes for complex; Beyond for highly technical</p>	<p><i>Admin Aide IV OR Admin Assistant FMD Budget</i></p>
	<p>1.5 If complete and valid, process and post to the ledger and monitoring records, to be signed by the processor</p>		<p>5-minutes for simple; 10-minutes for complex; Beyond for highly technical</p>	<p><i>Admin Aide IV FMD Budget</i></p>
	<p>1.6 Forward the processed ORS/BURS and supporting documents to Budget Officer for signature/certification</p>			<p><i>Admin Aide IV FMD Budget</i></p>
	<p>1.7 The Budget Officer will review and affix signature</p> <p><i>*If upon review found</i></p>			<p><i>Admin Officer V FMD Budget</i></p>

	<p><i>incomplete and/or invalid, return the ORS/BURS and supporting documents to Incoming/Outgoing Clerk (with notes) then to concerned End User for Compliance</i></p> <p>1.8 Forward the processed ORS/BURS and supporting documents to Incoming/Outgoing Clerk.</p> <p>1.9 Forward back to Requesting D/S/U/C/RC Fs</p>		<p>5-minutes</p> <p>3-minutes</p> <p>5-minutes for simple; 10-minutes for complex; Beyond for highly technical</p>	<p><i>Admin Aide IV- FMD Budget</i></p> <p><i>Admin Aide IV- FMD Budget</i></p>
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TOTAL			41 minutes for simple; 1 hour, 11 minutes for complex; Beyond for highly technical SINGLE TRANSACTION ONLY	