Earmarking of Project Proposals

This is a process that assigns/reserves the availability of allotment in advance as indicated in the General Appropriations Act for the given fiscal year. Earmarking is not tantamount to valid claims or obligation. Earmarking is just a preparatory step of government transactions. The completeness of documents, validity and necessity of transactions and availability of cash are not warranted after the step of earmarking.

Office or Division:	Financial Management Division – Budget Section
Classification:	Simple, Complex and Highly Technical Depending on the nature of transactions: **Simple:** • PS and MOOE less than Php 15k **Complex** • PS, MOOE and CO Php 15k up to Php 100k (except infrastructures) **Highly Technical**: • 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 Project Proposals ALL originally signed	RA 9184 Procurement Law Internal Memorandum
Work and Financial Plan with Annex; Project Procurement Management Plan	
Special Allotment Release Order / Sub-Allotment Advice	General Appropriations Act

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (single transaction)	PERSON RESPONSIBLE
1. Submit of fully prepared Project	1. Received the Project Proposal with basic	None	1-minute	*Admin Aide IV* FMD Budget

Proposal	supporting documents			
*Make sure to provide basic attachments of documents and details are properly provided	1.1 Track the Project Proposal with basic supporting documents from respective D/S/U/C/RCFs by the Incoming/Outgoing Clerk, providing sequence number		3-minutes	*Admin Aide IV* FMD Budget
	1.2 Forward the Project Proposal with basic supporting documents to concerned Budget Staff – processor			*Admin Aide IV* FMD Budget
	1.3 Review the completeness and validity of the Project Proposal with basic supporting documents		3-minutes	*Admin Aide IV /Admin Assistant* FMD Budget
	1.4 If incomplete and/or invalid, return the Project Proposal			*Admin Aide IV / Admin Assistant* FMD Budget

	with basic supporting documents to Incoming/Outgoing Clerk (with notes) then to concerned End User for Compliance		10-minutes for simple; 30-minutes for complex; Beyond for highly technical	
	1.5 If complete and valid, process and post to the ledger and monitoring records, to be signed by the processor		5-minutes for simple; 10-minutes for complex; Beyond for highly technical	*Admin Aide IV / Admin Assistant* FMD Budget
	1.6 Forward the processed Project Proposal with basic supporting documents to Budget Officer for initial on earmarked funds.			*Admin Aide IV* FMD Budget
	1.7 The Budget Officer will review and affix signature *If upon review found incomplete and/or*			*Admin Officer V* FMD Budget

	invalid, return the Project Proposal with basic supporting documents to Incoming/Outgoing Clerk (with notes) then to concerned End User for Compliance		5-minutes	
	1.8 Forward the processed Project Proposal with basic supporting documents to Incoming/Outgoing Clerk.		3-minutes	*Admin Aide IV* FMD Budget
	1.9 Forward back to Requesting D/S/U/C/RCFs		5-minutes for simple; 10-minutes for complex; Beyond for highly technical	*Admin Aide IV* FMD Budget

			3-minutes	

			3-minutes	
	TOTAL		**41 minutes for simple;** **1 hour & 11 minutes for complex;** **Beyond for highly technical** **SINGLE TRANSACTION ONLY**	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Feedbacks and comments can be sent thru electronic mail at www.budget.foncr@dswd.gov.ph www.finance_ncr@yahoo.com
How feedbacks are processed	We believe that feedback is the key for understanding the clientele needs and shaping product/service roadmaps. Electronic emails are regularly

	checked by the Finance body including the Budget Officer and Chief of Finance. Feedbacks are to be handled and validated carefully.
How to file a complaint	
How complaints are processed	
Contact Information of CCB, PCC, ARTA	