



## CITIZEN'S CHARTER NO. RO-AF-04. PROCESSING AS TO AVAILABILITY OF FUNDS OF PURCHASE ORDER, JOB ORDER, CONTRACT OF SERVICE AND OTHER CONTRACTS

This service serves as a proof whether there is/are fund/s available for the purpose.

|  |   |                        |
|--|---|------------------------|
| <b>Office or Division:</b>   | Accounting Unit/Section and Budget Unit/Section, Finance Section/Division, DENR PENR and Regional Offices     |                        |
| <b>Classification:</b>   | Complex   |                        |
| <b>Type of Transaction:</b>  | G2B - Government to Business<br>G2C - Government to Citizen<br>G2G - Government to Government                 |                        |
| <b>Who may avail:</b>  | Internal: Permanent Personnel<br>External: Personnel under Contract of Service, Service Provider and Supplier |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                                   |   | <b>WHERE TO SECURE</b> |
| <b>If Initial Contract of Communication/Telephone and Gasoline</b> |   |                        |
| a. Contract (3 original)   | Service Provider or Requesting Party  |                        |
| b. Annual Procurement Plan (APP) (1 certified copy)                | Procurement Unit or Section   |                        |
| <b>If Supplier/Contractor/Service Provider</b>                     |   |                        |
| a. Purchase Order (P.O.)   |   |                        |
| • Purchase Order (3 original)                                      | Procurement Unit or Section   |                        |
| • Purchase Request (3 original)                                    | Requesting Party  |                        |
| • BAC Resolution (1 original, 2 photocopies)                       | Bids and Awards Committee (BAC) Secretariat   |                        |
| • Abstract of Quotations (2 original)                              | Requesting Party & BAC Secretariat  |                        |
| • Quotations (3 original per supplier)                             | Service Provider  |                        |
| • Special Order, if applicable (1 photocopy)                       | Requesting Party, Regional Office or Central Office   |                        |
| b. P.O. Through Direct Contracting                                 |   |                        |
| • Purchase Request (3 original)                                    | Requesting Party  |                        |
| • BAC Resolution (1 original, 2 photocopies)                       | BAC Secretariat   |                        |
| • Quotations (3 original per supplier)                             | Service Provider  |                        |



|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Distributor Certificate or Sworn Certificate of Guarantee Exclusive Distributorship Agreement (if applicable) (1 photocopy)</li> </ul> | Service Provider or BAC Secretariat                   |
| <b>If Job Order (J.O.)</b>  |   |
| a. Repair of Vehicle/Equipment/Facilities   |   |
| <ul style="list-style-type: none"> <li>Purchase Request (3 original)</li> </ul>   | Requesting Party                                      |
| <ul style="list-style-type: none"> <li>Request for Repair (3 original)</li> </ul>   | Requesting Party                                      |
| <ul style="list-style-type: none"> <li>Pre-Repair Inspection Report (1 original, 2 photocopies)</li> </ul>  | Inspection Committee                                  |
| <ul style="list-style-type: none"> <li>BAC Resolution (1 original, 2 photocopies)</li> </ul>  | BAC Secretariat                                       |
| <ul style="list-style-type: none"> <li>Abstract of Quotations (2 original)</li> </ul>   | Requesting Party & BAC Secretariat                    |
| <ul style="list-style-type: none"> <li>Quotations (3 original per supplier)</li> </ul>  | Service Provider                                      |
| b. Printing   |   |
| <ul style="list-style-type: none"> <li>Purchase Request (3 original)</li> </ul>   | Requesting Party                                      |
| <ul style="list-style-type: none"> <li>Layout or e-copy of document to be printed (1 original, digital copy)</li> </ul>   | Requesting Party                                      |
| <ul style="list-style-type: none"> <li>BAC Resolution (1 original, 2 photocopies)</li> </ul>  | BAC Secretariat                                       |
| <ul style="list-style-type: none"> <li>Abstract of Quotations (2 original)</li> </ul>   | Requesting Party & BAC Secretariat                    |
| <ul style="list-style-type: none"> <li>Quotations (3 original per supplier)</li> </ul>  | Service Provider                                      |
| <b>If Agency Procurement Request (APR)</b>  |   |
| a. Purchase Request (3 original)  | Requesting Party                                      |
| <b>If Contract</b>  |   |
| a. Notarized Contract (3 original)  | Requesting Party, BAC Secretariat or Service Provider |
| b. Purchase Request (3 original)  | Requesting Party                                      |
| c. TOR (3 original)   | Requesting Party                                      |
| d. Letter Intent/Proposal (3 original)  | Service Provider                                      |
| e. Curriculum Vitae (3 original)  | Service Provider                                      |
| f. MCLE Certification, if lawyer (1 original, 2 photocopies)  | Service Provider                                      |
| g. Written Concurrence from COA, if lawyer (1 original, 2 photocopies)  | Commission on Audit (COA)                             |
| h. Deputation of OSG, if lawyer (1 original, 2 photocopies)   | Office of the Solicitor General (OSG)                 |
| <b>If Salaries of Contract of Service</b>   |   |



| a. Notarized Contract (3 original)   |  |                 | Requesting Party, BAC Secretariat or Service Provider |   |
|--|--|-----------------|---|---|
| CLIENT STEPS   | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME                                       | PERSONS RESPONSIBLE   |
| 1. Submit PO, JO or contract with complete supporting documents to Budget Unit or Section. | 1. Receive, record in logbook and forward the PO, JO or Contract with supporting documents to concerned Budget Officer.              | None            | 20 min.   | <i>Receiving/Releasing Clerk</i><br>Budget Unit/Section     |
|  | 1.1. Receive and review the completeness of documents, initial on the PO, JO or contract, and forward to Accounting Unit or Section. | None            | 1 hour  | <i>Budget Officer</i><br>Budget Unit/Section                |
|  | 1.2. Receive, review and certify Certificate of Availability (CAF) for PO, JO or contract.   | None            | 1 hour  | <i>Chief Accountant</i><br>Accounting Unit/Section          |
|  | 1.3. Release, record and forward to concerned Division / Section / Unit.   | None            | 1 hour  | <i>Receiving/Releasing Clerk</i><br>Accounting Unit/Section |
| <b>TOTAL:</b>  |  | <b>None</b>     | <b>3 hours &amp; 20 min.</b>                          |   |