



## 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 G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	Internal: Permanent Personnel 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> 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> 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> Accounting Unit/Section
	1.3. Release, record and forward to concerned Division / Section / Unit.	None	1 hour	<i>Receiving/Releasing Clerk</i> Accounting Unit/Section
<b>TOTAL:</b>		<b>None</b>	<b>3 hours &amp; 20 min.</b>	