



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





MUNICIPAL BUDGET OFFICE

ADMINISTRATIVE SERVICES



6. CERTIFY AS TO EXISTENCE OF APPROPRIATIONS FOR JOB ORDERS, TRAVEL REQUEST, AND PURCHASE/JOB REQUEST



Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Travel Request 2. Purchase Request/Job Request – 3 copies 3. Job Orders and Contract of Services		1. Requesting Department/Office 2. Requesting Department/Office 3. HRMO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Job Orders/Contract of Services, Travel Request, and Purchase/Job Request		None	1 min.	HRDO, Requesting Office/Dept.
	2. Receive the Job Orders/Contract of Services, Travel Request, and Purchase/Job Request	None	1 min.	Budget Staff
	3. Certify as to availability of appropriations	None	3 mins.	Municipal Budget Officer
	4. Release to the client the Job Orders/Contract of Services, Travel Request, and Purchase/Job Request	None	1 min.	Budget Staff
5. Get the certified Job Orders/Contract of Services, Travel Request, and Purchase/Job Request		None	1 min.	HRDO, Requesting Office/Dept.