

	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>QM-DOST IX 06-15</b>
	<b>QUALITY MANUAL</b>	REVISION NUMBER	<b>3</b>
SECTION	PLANNING	PAGE NUMBER	<b>1 of 1</b>
SUBJECT	<b>FUNCTIONAL OBJECTIVE: Budgeting</b>	EFFECTIVITY DATE	<b>03 January 2023</b>

The DOST-IX Budgeting Unit Objectives are stated as follows:

1. To ensure the analysis and certification of the availability of allotment for obligation are obligated only in the performance of activities which are in pursuit of its functions and programs authorized in appropriations acts/laws within the limit of the allotment released.
2. To ensure that the preparation and submission of budget reports are accurate and accomplished as prescribed by the DOST Central Office, the Department of Budget and Management, and the Commission of Audit (COA) such as;
  - Monthly Budget and other related reports shall be done on or before 5<sup>th</sup> day of the following month;
  - Quarterly Budget and other related reports shall be done within one month after the end of each quarter; and
  - Annual Budget and other related reports shall be done on or before the 31st of January of the following year.

Prepared by:   Budget Officer	Approved by:   Regional Director
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