

Certification of Availability and Non-Availability of Allotment or Savings

This procedure defines the responsibilities of Budget Unit in the issuance of Certificate of Funds Availability and Non-Availability of Savings and allocations.

Office or Division:	Budget Unit			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd Employees and Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(All 1 Original Copy) 1. Letter Request		Requesting Party / SDS Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Received Documents	1.1. Receive letter request approved by SDS and record (either hard or soft copy).	None	3 minutes	Clerk
	1.2. Verify Allotment / Balance in RAOD	None	5 minutes	ADAS I
	1.3. Prepare of certification.	None	3 minutes	Clerk
	1.4 Affix initial certification	None	1 minute	Budget Officer III
	1.5 Forward to SDS Office for approval	None	5 minutes	Clerk
	1.4. Receive, record , Issue Control Number and release to Records Office	None	3 minutes	Clerk
TOTAL:			20 minutes	