

Processing of BUR

Budget utilization Request (BUR) is a required document by commission on Audit for certification of allotment and obligation and for future adjustments of expense accounts for off-budgetary funds like Trust Fund and Provident Fund. The Budget Office provides certification of availability of appropriation/allotment that has been made legally for the purpose. Program Implementers are being served in this process as they implement their Programs, Activities and Projects.

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, 2 Photocopies)	
1. BUR	Requesting Party
2. Other supporting documents	Requesting Party
Wages	
1. Approved DTR	Accounting Office
2. Contract	Accounting Office
Provident Loan	
1. Approved application form with complete requirements	Accounting Office
School Request for the Use of Salvage Materials Fund	
1. Approved WFP	School
2. Approved Program of Works	School
3. Copy of Official Receipt	School

CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to budget	1.1. Receive and record documents in online logbook	None	3 minutes	Clerk
	1.2. Review the documents	None	3 minutes	ADAS I / Budget Officer III
	1.3. Verify the availability of allotments in RAOD, record in RAOD	None	5 minutes	ADAS I / Budget Officer III
	1.4. Certification by the Head of the Budget Unit or his authorized representative on the existence of available appropriation (Box B)	None	1 minute	Budget Officer III
	1.5. Assign BUR number, record and release to concerned personnel	None	3 minutes	Clerk
TOTAL:			15 minutes	