



## Controls Appropriation as to Allotment

**Office** : Office of the Budget Officer  
**Classification** : Simple  
**Type of Transaction** : G2G  
**Who may avail** : Government/Job Orders/ Suppliers/Other Clients

Checklist of Requirements		Where to Secure		
1. Allotment Release Order, Vouchers, Purchase Requests, Payrolls, etc.				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submits the vouchers, payrolls, and PRs by the different requesting offices	Reviews the documents submitted by the different requesting offices.	None	5 minutes	Noreiza Mendones Karen Ann Dumdum
	Verifies vouchers/payrolls /PRs as to existence of appropriation. May return the documents with annotation of deficiencies	None	10 minutes	Bernadith Melgar Karen Ann Dumdum
	Assigns series of obligation number of Obligation Request.	None	2 minutes	Bernadith Melgar/Noreiza Mendones Karen Ann Dumdum

	Records its appropriations and posts in the control ledger and logbook	None	10 minutes	Bernadith Melgar/Noreiza Mendones  Karen Ann Dumdum
2.Certification as to appropriation	Affixes signature as to the existence of Appropriation and signs the attached documents as the case may be	None	2 minutes	Flordeliza T. Yray
	Forward controlled documents to the Accounting Office	None	5 minutes	Noreiza Mendones