



**PROCESS MANUAL**  
**BUREAU OF LOCAL GOVERNMENT**  
**FINANCE**

**BLGF-PM-01-01**

Revision Code: 00

Page 1 of 3

Section: USER'S GUIDE

Effectivity Date: 01-19-2018

Subject: TABLE OF CONTENTS

		Number of Pages
01	User's Guide	
01	Table of Contents	3
02	Objectives of the Process Manual	1
03	Authorization & Updating Responsibility	1
04	Distribution of the Process Manual	1
05	Coding System of the Process Manual	2
02	Planning	
01	Strategic Planning	7
02	Policy Development	8
03	Risk Management	5
04	Budgeting	8
03	Operations	
01	Issuance of Certificate of Net Debt Service Ceiling/Borrowing Ceiling (CNDSC/BC) - From NCR	9
02	Issuance of Certificate of Net Debt Service Ceiling/Borrowing Ceiling (NDSC/BC) - From RO	10
04	Support	
	Local Fiscal Data Analysis	
01	Local Fiscal Data Analysis – Quarterly Report on SRE	5
02	Local Fiscal Data Analysis – Statement of Indebtedness Payments and Balances (SIPB)	5
03	Local Fiscal Data Analysis – Report on LGU Outstanding Loans	5

REVIEWED BY: MANAGEMENT REPRESENTATIVE

APPROVED BY: EXECUTIVE DIRECTOR



**PROCESS MANUAL**  
**BUREAU OF LOCAL GOVERNMENT**  
**FINANCE**

**BLGF-PM-01-01**

Revision Code: 00

Page 2 of 3

Section: USER'S GUIDE

Effectivity Date: 01-19-2018

Subject: TABLE OF CONTENTS

	Procurement	
04	Procurement of Goods and Services with Bidding	9
05	Procurement of Goods and Services without Bidding	7
05.01	Procurement – Canvassing	1
05.02	Procurement – Posting in PhilGEPS	1
06	Facility Management	5
07	Communication – Internal and External	3
08	Disbursement	6
09	Provision of Legal Assistance	6
	Records Management	
10	Records Archiving and Retrieval	4
10.01	Issuance of Certified True Copy	1
11	Incoming and Outgoing Documents	5
11.01	Incoming Documents	1
12	Disposal of Records	4
	Human Resources	
13	Recruitment, Selection, Hiring, and Promotion	8
14	Learning and Development	4
15	IT System Development and Enhancement	8
15.01	IT Feedback Resolution	
16	IT Infrastructure Maintenance	7
17	Supplies Management	3
18	Control of Documented Information	5

REVIEWED BY: MANAGEMENT REPRESENTATIVE

APPROVED BY: EXECUTIVE DIRECTOR



**PROCESS MANUAL**  
**BUREAU OF LOCAL GOVERNMENT**  
**FINANCE**

**BLGF-PM-01-01**

Revision Code: 00

Page 3 of 3

Section: USER'S GUIDE

Effectivity Date: 01-19-2018

Subject: TABLE OF CONTENTS

05	Improvement	
01	Control of Non-Conforming Services	3
02	Corrective Action	4
06	Performance Evaluation	
01	Employee Performance Evaluation	4
02	Customer Satisfaction Measurement	3
03	Customer Feedback Management	4
04	Management (Performance) Review	5
05	Internal Audit	4

REVIEWED BY: MANAGEMENT REPRESENTATIVE

APPROVED BY: EXECUTIVE DIRECTOR