



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

BLGF-PM- 01-02

Revision Code: 00

Page 1 of 1

Section: USER'S GUIDE

Effectivity Date: 01-19-2018

Subject: OBJECTIVES OF THE PROCESS MANUAL

The Process Manual was prepared with the following objectives:

- 1. To describe the interaction among the processes of the management system.**
- 2. To define the Standard Operating Procedures (SOP) in order to carry out the operations correctly and always in the same manner.**
- 3. To communicate management's commitment to meet stakeholders interests and to continually improve the management system effectiveness.**

PREPARED BY: MANAGEMENT REPRESENTATIVE

REVIEWED AND APPROVED BY: EXECUTIVE DIRECTOR