



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

BLGF-PM-01-05

Revision Code: 00

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Section: USER'S GUIDE

Effectivity Date:

Subject: CODING SYSTEM OF THE PROCESS MANUAL

An alphanumeric coding system is being followed by BLGF.

- **Procedures : BLGF – ## - 99**

Where: BLGF – Bureau of Local Government Finance
PM – Process Manual
- Process Code
99 - Series number

- **Work Instructions: BLGF – WI – ## – 99.00**

Where: BLGF – Bureau of Local Government Finance
PM – Process Manual
WI – Work Instruction or GD - Guidelines
– Process Code
99 – Procedure Series number
00 – Series number

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Planning	02
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Performance Evaluation	05
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