BUREAU OF LOCAL GOVERNMENT FINANCE

CITIZEN'S CHARTER

2019 (2nd Edition)

I. Mandate:

Under EO No. 127, the Bureau of Local Government Finance is mandated to perform the following functions:

- Assist in the formulation and implementation of policies on local government revenue administration and fund management;
- Exercise administrative, technical supervision and coordination over the treasury and assessment operation of local government;
- Develop or implement plans and programs for the improvement of resource management system, collection enforcement mechanisms and credit utilization schemes at the local levels;
- Provide consultative services and technical assistance to the local government and general public on local taxation, real property assessment and other related matters;
- Exercise line supervision over its Regional Offices and the local treasury and assessment and other related matters; and
- Perform such other appropriate tasks or functions as may be assigned by the Secretary of Finance or Undersecretary for Revenue Operations

II. Vision:

Empower local government units to attain fiscal sustainability through a responsive Bureau of Local Government Finance

III. Mission:

The Bureau of Local Government Finance of the Department of Finance is the focal agency and an authority in local finance that aims to be at the forefront of local economic growth leading the way towards national development

IV. Service Pledge:

We, the Officials and Employees of the Bureau of Local Government Finance, commit to:

Build and institutionalize a culture of Excellence, Competence, Professionalism, and Dedication to public service. A continuing challenge for us to ensure that our institution has the skills, the right values and perspective in the way of doing business;

Lead by example the observance of the ethical standards for public servants with indubitable integrity and spirituality that we may increase confidence of the general public in the government system;

Generate and promote good relationship with the transacting public through prompt action, transparency and utmost courtesy as enshrined in our Citizen's Charter; and

Focus on our clients and practice greater sensibility to their priorities and services required.

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1. PROCESSING OF APPOINTMENTS OF LOCAL TREASURERS AND ASSISTANT LOCAL TREASURERS

This involves the evaluation of the qualifications of the recommendees of the Local Chief Executive (Governor/Mayor) for the filling up of vacancies in Provincial/City/Municipal Treasurer/Assistant Treasurer positions and the subsequent issuance of the appointment by the Secretary of Finance, pursuant to Sections 470 and 471 of Republic Act 7160 or the Local Government Code of 1991.

Office or Division:	Bureau of Local Government Finance
Classification:	Multi-stage system
Type of Transaction:	G2G
Who may avail:	Local Government Units

CHECKLIST OF REQUIREMENTS	NO. OF COPIES	WHERE TO SECURE
First Level Basic Documentary Requirements (Stage 1)		
A. Requirements from the Individual Recommendes		
1. Personal Data Sheet (PDS) - CSC Form No. 212, with the following:	3 Originals*	Form downloadable from csc.gov.ph
1.1 Service Record	*3 Originals*	Form downloadable from csc.gov.ph
1.2 Work Experience Sheet	*3 Originals*	Form downloadable from csc.gov.ph
1.3 Previous Office Order of Designation as Treasurer/Assistant Treasurer, if any	*1 Certified Copy each*	BLGF Regional Office/ LGU Human Resource (HR) Office
1.4 Sworn Certificate of Employment (for private work experience)	*1 Photocopy*	Previous employers of the recommendee
1.5 Latest Approved Appointment (if applicable)	*1 Certified Copy*	LGU HR Office
1.6 Certificate of Residency [1]	*1 Original*	Barangay Captain
2. Certificate/s of Eligibility	1 Authenticated Copy for each applicable eligibility	
2.1 Civil Service Commission for CSP and/or BCLTE		CSC Regional Office
2.2 Professional Regulation Commission (PRC)		PRC
2.3 Bar		Integrated Bar of the Philippines
3.Relevant Training Certificates[2]	1 Certified Copy each	LGU HR Office
4.Performance Rating for the last two (2) rating periods[3]	1 Certified Copy each	LGU HR Office
B. LGU Requirements		
1. Recommendation Letter of Local Chief Executive, with the following:	1 Original*	Office of the Local Chief Executive
1.1 Sworn Statement of Non-Prohibited Relationship [4]	*1 Original**	Office of the Local Chief Executive
1.2 Certification of Availability of Funds [5]	*1 Original*	LGU Budget Office/Accounting Office
1.3 Approved Plantilla Schedule for the current year	*1 Certified Copy*	LGU HR Office
1.4 Publication of Vacancy (not beyond 3 months old) and Posting, with Qualification Standards [6]	*1 Original*	LGU HR Office
1.5 Certificate of SPMS Compliance	*1 Certified Copy*	CSC Field Office
1.6 If applicable, provide justification/certification for:	*1 Original for each applicable case or include in the recommendation letter*	Office of the Local Chief Executive
c. Non-inclusion of Next-in-Rank Employees		
b. Dearth of Applicants/Inclusion of Applicants from Other LGUs		
c. Non-inclusion of Next-in-Rank Employees		
1.7 Government Issued ID with Photo and Signature of LCE	*1 Certified Copy*	Office of the Local Chief Executive
1.8 Compliance with Sec. 325 of Republic Act No. 7160 [7] *(for Assistant Treasurer positions only)*	*1 Original*	Office of the Local Chief Executive and LGU Accounting Office

* Original hand-signature required. Use of electronic or facsimile signature is prohibited.

[1] Certificate issued by the concerned Barangay Chairman and stating the candidate's good moral character

[2] Maximum of 120hours for the last 5 years for PT/CT; and 40hours for the last 5 years for MT

[3] Reckoned from the date of recommendation of the LCE

[4] Certificate must state that the nominee is not within the 4th degree of affinity or consanguinity of the LCE

[5] Certificate issued by the concerned Local Accountant or Budget Officer stating the authorized salary rate, salary grade and item number of the position

[6] The Qualifications Standards to be published and posted must follow Sec. 470 and 471 of Republic Act No. 7160

[7] Signed by hand by the LCE and Local Accountant stating that the filling up of the position complies with Sec. 325a of the LGC

BLGF Central HRMPSB Deliberation Documentary Requirements (Stage 2)		
1. Indorsement of the Regional Director	1 Original	BLGF Regional Office
2. BLGF Regional HRMPSB Resolution	1 Original	BLGF Regional Office
3. Comparative Matrix of Evaluation - Local Treasury Appointment	1 Original	BLGF Regional Office
4. Compliance Evaluation of Requirements for Appointment *(First Level)*	1 Original	BLGF Regional Office
Note: With all supporting documents submitted by the LGU/Recommendees		
Second Level Basic Documentary Requirements (Stage 3)		

1. Transcript of Records (except for recommendees who are already regularly appointed Local Treasurer/Assistant Local Treasurer)	1 Authenticated Copy for each academic degree	University or College where the recommendee graduated
2. Latest Sworn Statement of Assets, Liabilities, and Net Worth (SALN)	1 Original	LGU HR Office
3. Medical Certificate - Latest CSC Form No. 211	1 Original	Government Physician
4. Valid Clearances and Certificate/s of No Pending Case (if with pending case/s, provide Case Summary/ies):		
4.1 National Bureau of Investigation (NBI)	1 Original	NBI
4.2 Civil Service Commission (CSC)	1 Original	CSC
4.3 Ombudsman	1 Original	Office of the Ombudsman
4.4 BLGF (only for recommendees who are already appointed LT/ALT	1 Original	BLGF Central and Regional Offices
4.5 LGU or NGA (only for recommendees who are appointed government personnel)	1 Original	Office of the Local Chief Executive
4. Marriage Certificate (for married female only)	1 Certified Copy	Philippine Statistics Authority (PSA)
5. Acceptance of Lower Salary (if applicable)	1 Original	by the Recommendee
Issuance of Appointment (Stage 4)		
1. Memorandum for the Secretary of Finance for the Issuance of Appointment	1 Original	BLGF Central Office
2. Appointment Papers (CSC Form No. 33-A, Revised 2018)	3 Original	BLGF Central Office
3. BLGF Central HRMPSB Resolution	1 Original	BLGF Central Office
4. Validated Comparative Matrix of Evaluation - Local Treasury Appointment	1 Original	BLGF Central Office
5. Compliance Evaluation of Requirements for Appointment *(Second Level Process)*	1 Original	BLGF Central Office
Note: With all supporting documents submitted by the LGU/Proposed Appointee		
CSC Attestation of Approved Appointment (Stage 5)		
1. Appointment Transmittal and Action Form (CSC Form 1, Revised 2017)	1 Original	Form downloadable from csc.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Stage 1: First Level (Initial Screening) Process				
For LGUs outside NCR	The BLGF Regional HRMPSB for Local Treasurers pre-evaluates the recommendees of the Local Chief Executive for the appointment of a local treasurer.			
Submit letter of recommendation of the Local Chief Executive with complete supporting documents to the concerned BLGF Regional Office	Receive mailed or personally delivered documents. For personal delivery, check completeness of documents and acknowledge receipt. Classify, attach barcode and CCS, record in the logbook and i2MS Route documents to Regional Director.	None	35 minutes	Records Officer
	Indicate directive/notation and route to Administrative Officer/HRMO.	None	30 minutes	Regional Director
	If compliant with requirements, prepare and sign the Compliance Evaluation of Requirments for Appointment (First Level); prepare and countersign the BLGF Comparative Matrix of Evaluation - Local Treasury Appointment; prepare Notice of Interview; and endorse evaluation to the Central HRMPSB Secretary. If deficiencies are noted in the submitted documents, prepare Notification of Deficiency/ies to LGU.	None	1 day	Administrative Officer/HRMO
	Approve the Notification of Deficiency in Documentary Requirements	*None*	*1 hour*	*Regional Director*
Receive Notification of Deficiency and re-submit required documents.	*Send Notification of Deficiency/ies to LGU, if deficiencies are noted on submitted documents.*	*None*	*1 hour*	*Records Officer*

	If with compliant requirements, conduct interview of recommendees on a scheduled date and convene the HRMPSB to deliberate on the qualifications and ranking of recommendees; prepare and approve the BLGF *Comparative Matrix of Evaluation - Local Treasury Appointment* and the Regional HRMPSB Resolution, and the indorsement to BLGF Central HRMPSB for Local Treasurers.	None	3 days	Regional Director/Regional HRMPSB
	Transmit to Central HRMPSB the Regional Director's indorsement with the HRMPSB Resolution, and all supporting documents (by courier/personal delivery).	None	2 days	Records Officer (Regional Office)
	Proceed to Stage 2			
	Stage 1 (Regional Office): Total	**6 days 1 hour 5 minutes**		
For NCR LGUs, submit to BLGF Central Office	The BLGF Central HRMPSB for Local Treasurers Secretariat evaluates the recommendees of the Local Chief Executive for the appointment of a local treasurer in NCR.			
Submit letter of recommendation of the Local Chief Executive with complete supporting documents.	Receive mailed or personally delivered documents. For personal delivery, check completeness of documents and acknowledge receipt.	None	15 minutes	Central Records Officer (Receiving)
	Record documents, assign barcode, and endorse to ADMIN Records Officer	None	2 hours	Central Records Officer (Receiving)
	Record documents and endorse to Administrative Officer/HRMO	None	30 minutes	ADMIN Records Officer
	Evaluate the qualifications of each recommendee. If compliant with requirements, prepare and sign the *Compliance Evaluation of Requirements for Appointment (First Level)*; prepare the *BLGF Comparative Matrix of Evaluation - Local Treasury Appointment*; send Notice of Interview. If deficiencies are noted in the submitted documents, prepare Notification of Deficiency/ies to LGU.	None	3 days	Administrative Officer/HRMO
	Approve the *Notification of Deficiency in Documentary Requirements*	*None*	*1 day*	*BLGF Central HRMPSB Secretary*
	Record the approved Notification of Deficiency and endorse to Records Section	*None*	*2 hours*	*ADMIN Records Officer*
Receives Notification of Deficiency and re-submit documents	*Release Notification of Deficiency through mail, email or courier.*	*None*	*1 day*	*Central Records Officer (Releasing)*
	Conduct interview of recommendees, on a scheduled date prior to HRMPSB deliberation.	None	1 day	Executive Director
	Update and countersign the *BLGF Comparative Matrix of Evaluation - Local Treasury Appointment*; and endorse all evaluation documents to the Central HRMPSB Secretary.	None	1 day	Administrative Officer/HRMO

	Review and sign the Compliance Evaluation of Requirements for Appointment (First Level) and the BLGF Comparative Matrix of Evaluation -Local Treasury Appointment, and send Notice of HRMPSB deliberation and agenda.	None	1 day	BLGF Central HRMPSB Secretary
	Proceed to Stage 2 *(Conduct of Central HRMPSB Deliberation)*			
	Stage 1 (Central Office): Total	**6 days 4 hours 45 minutes**		
Stage 2: Second Level (Final Deliberation) Process	The BLGF Central HRMPSB for Local Treasurers undertakes final deliberations on the proposed appointments of local treasurers.			
	Receive mailed or personally delivered documents from the Regional Office; classify and attach CCS, affix barcode; and deliver the physical documents to the ADMIN Records Officer. *(Refer to Receipt of Incoming Communications Process).*	None	2 hours	Central Records Officer
	Record receipt of documents in the logbook; endorse documents to Action Officer.	None	30 minutes	ADMIN Records Officer
	Check complete documentary requirements and validate evaluation made by Regional HRMPSB: If compliant with the requirements, sign the *Compliance Evaluation of Requirements for Appointment (First Level Process)* and countersign the *BLGF ComparativeMatrix Evaluation - Local Treasury Appointment.* If deficiencies are noted, prepare the *Notification of Deficiency to RO*.	None	2 days	Administrative Officer/HRMO
	Review and sign the *Compliance Evaluation of Requirements for Appointment (First Level Process)* and countersign the *BLGF ComparativeMatrix Evaluation - Local Treasury Appointment; or* approve the Notification of Deficiency to RO.	None	2 days	BLGF Central HRMPSB Secretary
Receive Notification of Deficiency and re-submit documents	*Send Notification of Deficiency to LGU, copy furnished the Regional Office.*	*None*	*1 day*	*Central Records Officer (Releasing)*
	Prepare Notice of HRMPSB Deliberation and enlist all LGUs with compliant requirements in the agenda.	None	1 day	Central HRMPSB Secretariat
	Conduct Central HRMPSB Deliberation; and prepare and sign the HRMPSB Resolution.	None	7 days	Central HRMPSB for Local Treasurers
	Prepare communication to the Regional Office to inform of the results of the deliberation and require the concerned recommendee to submit all Second Level Basic Documentary Requirements for Appointment of Local Treasurers and Assistant Local Treasurers.	None	1 day	Administrative Officer/HRMO
	Review and countersign communication.	None	1 hour	Chief, Administrative Division
	Record and release letter to AFMS Director.	None	20 minutes	ADMIN Records Officer

	Review and countersign communication.	None	2 hours	AFMS Director
	Record and release letter to DED for Administration	None	20 minutes	AFMS Administrative Assistant
	Review and approve communication.	None	2 hours	DED for Administration
	Record and release letter to Central Records.	None	20 minutes	DED Administrative Assistant
	Release communication to Regional Office thru mail, email or courier.	None	2 days	Central Records Officer
	Receive mailed or personally delivered documents. For personal delivery, check completeness of documents and acknowledge receipt. Classify, attach barcode and CCS, record in the logbook and i2MS Route documents to Regional Director.	None	35 minutes	Records Officer (Regional Office)
	Indicate directive/notation and route to Administrative Officer/HRMO.	None	30 minutes	Regional Director
	Prepare communication to the LGU informing of the results of the deliberation and require the concerned recommendee to submit all *Second Level Basic Documentary Requirements for Appointment of Local Treasurers and Assistant Local Treasurers.*	None	1 hour	Administrative Officer/HRMO
	Review and approve the communication.	None	30 minutes	Regional Director
Receive communication and comply with the submission of requirements	Transmit to Central HRMPSB the Regional Director's indorsement with the HRMPSB Resolution, and all supporting documents (by mail, email, courier, pick up).	None	2 days	Records Officer (Regional Office)
	Proceed to Stage 3			
	Stage 2: Total	**17 days 3 hours 5 minutes**		
Stage 3: Pre-issuance of Appointment Papers	The BLGF Central Office prepares the appointment papers with the docket of all supporting documents, certifies the publication and the evaluation undertaken by the HRMPSB for Local Treasurers.			
Submit all Second Level Basic Documentary Requirements for Appointment of Local Treasurers and Assistant Local Treasurers to BLGF Central Office	Receive mailed or personally delivered documents from the Regional Office; classify and attach CCS, affix barcode; and deliver the physical documents to the ADMIN Records Officer.	None	2 hours	Central Records Officer
	Receive and record documents in the logbook; endorse documents to Action Officer.	None	30 minutes	ADMIN Records Officer
	Check and validate submitted documentary requirements: If compliant with requirements, accomplish the *Compliance Evaluation of Requirements for Appointment (Second Level Process) and prepare Appointment papers and Memorandum for the Secretary of Finance, with all supporting documents submitted by the proposed appointee.* *If non-compliant with requirements or deifciencies are noted,* prepare the *Notification of Deficiency to LGU, copy furnished the RO*.	None	2 days	Administrative Officer/HRMO

	Review and sign the *Compliance Evaluation of Requirements for Appointment (Second Level Process)* and prepare Appointment papers and Memorandum for the Secretary of Finance, with all supporting documents submitted by the proposed appointee; *or* approve the Notification of Deficiency to LGU.	None	4 hours	Chief Administrative Officer
	Record and release the Notice of Deficiency to Central Records	None	*30 minutes*	ADMIN Records Officer
Receive Notification of Deficiency and resubmit requirements	Send Notification of Deficiency to LGU, copy furnished the Regional Office by mail, email, courier or pick	None	*1 day*	Central Records Officer (Releasing)
	Record and release Appointment papers with the memorandum to AFMS Director	None	20 minutes	ADMIN Records Officer
	Review and sign/countersign Appointment papers and Memorandum.	None	4 hours	AFMS Director
	Record and release documents to DED for Administration	None	20 minutes	AFMS Administrative Assistant
	Review and sign/countersign Appointment papers and Memorandum.	None	4 hours	DED for Administration
	Record and release documents to Office of the Executive Director.	None	20 minutes	DED Administrative Assistant
	Receive and record documents and transmit to designated reviewer.	None	30 minutes	OED Records Officer
	Review Appointment papers and memorandum	None	2 hours	OED Staff
	Review and sign Appointment papers and Memorandum.	None	2 days	Executive Director
	Affix date and clear for release to Administrative Officer/HRMO	None	15 minutes	OED Staff
	Record signed document, assign number and affix hologram, and transmit to Administrative Officer/HRMO.	None	30 minutes	OED Records Officer
	Final check on the completeness of the appointment and supporting documents.	None	15 minutes	Administrative Officer/HRMO
	Record and release the appointment and supporting documents to Central Records.	None	10 minutes	ADMIN Records Officer
	Record the appointment docket due for release to the Office of the Undersecretary (USEC), Revenue Operations Group (ROG), Department of Finance (DOF).	None	30 minutes	Central Records Officer
	Proceed to Stage 4			
	Stage 3: Total	**6 days 3 hours 35 minutes**		
Stage 4: Approval of Appointment by the Secretary of Finance	The proposed appointment processed by BLGF is endorsed to the Office of the Secretary of Finance through the Undersecretary, Revenue Operations Group, for approval. The approved appointment is endorsed to the BLGF Central Office for transmittal to the appointee through the BLGF Regional Office, copy furnished the Local Chief Executive. This is the last stage for the issuance of the appointment and the appointee can already assume the position.			
	Receive Appointment papers with complete supporting documents.	None	2 hours	DOF Central Records
	Receive and review Appointment papers, and endorse to the Secretary for approval.	None	5 days	USEC- ROG

	Receive and approve Appointment papers.	None	5 days	OSEC
	Record receipt of approved Appointment and route to Admnistrative Officer/HRMO.	None	15 minutes	BLGF Central Records Staff
	Prepare transmittal to: a. CSC: *Appointment Transmittal and Action Form* (with docket of appointment) *b.* Appointee*: Memorandum to the Regional Director and transmittal letter to the appointee with a copy of the approved appointment, copy furnished the LCE.*	None	1 day	Administrative Officer/HRMO
	Review and sign CSC transmittal; and countersign memorandum and transmittal to appointee.	None	2 hours	Chief Administrative Officer
	Record and release transmittal documents to Central Records (for CSC) and to AFMS Director (for appointee).	None	30 minutes	ADMIN Records Officer
	For CSC transmittal: Record and deliver documents to CSC Field Office/Regional Office.	None	30 minutes (CSC-FO) 4 hours (CSC-RO)	Central Records Staff
	For transmittal to the Appointee: Review and countersign transmittal documents.	None	2 hours	AFMS Director
	Record and release documents to DED for Administration.	None	20 minutes	AFMS Administrative Assistant
	Review and sign transmittal documents.	None	2 hours	DED for Administration
	Record and release documents to Central Records.	None	20 minutes	DED Administrative Assistant
	Record and release the transmittal with complete attachments to Regional Office by mail/courier/pick up.	None	1 day	Central Records Officer
	Receive mailed or personally delivered documents. For personal delivery, check completeness of documents and acknowledge receipt. Classify, attach barcode and CCS, record in the logbook and i2MS Route documents to Regional Director.	None	35 minutes	Records Officer (Regional Office)
	Indicate directive/notation and route to Administrative Officer/HRMO.	None	1 hour	Regional Director
	Prepare communication to the LGU transmitting the approved appointment with the instruction that the treasurer can already assume the position.	None	2 hours	Administrative Officer/HRMO
	Review and approve the communication.	None	1 hour	Regional Director
Receive approved appointment and acknowledge receipt, take oath of office and assume the position; submit duly acknowledged appointment, oath of office and assunption to CSC BSP Field office, copy furnished the BLGF CO and RO.	Transmit to the LGU/appointee the copy of the approved appointment (by mail, email, courier, pick up).	None	1 day	Records Officer (Regional Office)
	End of Process on the Issuance of Appointment by the Secretary of Finance			
	Stage 4: Total	**14 days 6 hours 30 minutes**		

	Stages 1 to 4: Total	**44 days 6 hours 15 minutes**		
Stage 5: Attestation by the Civil Service Commission	The appointment issued by the Secretary of Finance is forwarded by BLGF to the Civil Service Commission for attestation. The attested appointment is endorsed by CSC to the BLGF for transmittal to the appointee through the BLGF the Regional Office concerned. For disapproved appointments, the copy of the appointment marked "Di-Pinagtibay" by the CSC shall be forwarded to the proposed appointee for the filing of a Motion for Reconsideration as prescribed under the Revised Rules on Administrative Cases in the Civil Service (RRACCS).			
	Pick up attested documents from CSC Field Office/NCR	None	30 minutes (CSC-FO) 4 hours (CSC-RO)	Central Records Staff
	Record receipt of the attested appointment from CSC and route to Administrative Officer/HRMO	None	10 minutes	Administrative Officer V
	Prepare Memorandum to the Regional Director and transmittal letter to the appointee with a copy of the CSC-attested appointment, copy furnished the LCE.	None	4 hours	Administrative Officer/HRMO
	Review and sign CSC transmittal; and countersign memorandum and transmittal to appointee.	None	2 hours	Chief Administrative Officer
	Record and route transmittal documents to AFMS Director.	None	20 minutes	ADMIN Records Officer
	Review and countersign transmittal documents.	None	2 hours	AFMS Director
	Record and release documents to DED for Administration.	None	20 minutes	AFMS Administrative Assistant
	Review and countersign transmittal documents.	None	2 hours	DED for Administration
	Record and release documents to OED.	None	20 minutes	DED Administrative Assistant
	Receive and record documents and transmit to designated reviewer.	None	30 minutes	OED Records Officer
	Review transmittal documents.	None	2 hours	OED Staff
	Review and sign transmittal documents.	None	2 days	Executive Director
	Affix date and clear for release to Administrative Officer/HRMO		15 minutes	OED Staff
	Record signed document, assign number and affix hologram, and transmit to Administrative Officer/HRMO.	None	30 minutes	OED Records Officer
	Final check on the completeness of the transmittal documents.	None	20 minutes	Administrative Officer/HRMO
	Record and release the appointment and supporting documents to Central Records	None	20 minutes	ADMIN Records Officer
	Record and release the transmittal with complete attachments to Regional Office by mail/courier/pick up.	None	1 day	Central Records Officer
	Receive mailed or personally delivered documents. For personal delivery, check completeness of documents and acknowledge receipt. Classify, attach barcode and CCS, record in the logbook and i2MS Route documents to Regional Director.	None	35 minutes	Records Officer (Regional Office)
	Indicate directive/notation and route to Administrative Officer/HRMO.	None	30 minutes	Regional Director
	Prepare communication to the LGU transmitting the approved appointment with the instruction that the treasurer can already assume the position.	None	2 hours	Administrative Officer/HRMO

	Review and approve the communication.	None	1 hour	Regional Director
	Transmit to the LGU/appointee the copy of the approved appointment (by mail, email, courier, pick up).	None	1 day	Records Officer (Regional Office)
	End of Process on CSC-Attested Appointment			
	Stage 5: Total	**6 days 3 hours 40 minutes**		
	Stages 1 to 5: Total	**51 days 1 hour 55 minutes**		

1. Receipt of Incoming Documents

This covers the receipt of incoming documents from external clients.

Office or Division:	AFMS/Administrative Division (Records Section)
Classification:	Simple
Type of Transaction:	G2B,G2C,G2G
Who may avail:	ALL (e.g. Government Agencies, LGUs, Taxpayers, Corporations, General Public)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Documents/Letter for submission	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the documents and receive the stamped receiving copy of the documents.	**Walk-in/Personal Delivery** -Verify pertinent details such as signature of the sender and name of the addressee, stamped received the receiving copy and returned to the client	none	15 mins	Admin Aide II
	Proceed to Recording/Barcoding			
Send thru email	**E-mail** -Monitor incoming e-mails, Acknowledge receipt of e-mail, print the documents /letter and submit to the Administrative Aide II. All official emails should be sent to records@blgf.gov.ph	none	20 mins E- mails received 4:00 PM onwards and Sat. and Sun. will be acknowledged and submitted to AA II on the following working day.	Admin Officer V
	Proceed to Recording/Barcoding			
Send thru Mail/ Courier	**Post Office-** Pick up and receive the parcels/envelopes from the post office by affixing signature to the delivery receipt. Endorse documents to Admin Aide II (Records Receiving Officer). Pick up from Post Office at 9:00 AM daily.	none	15 minutes	Admin Aide II
	Proceed to Recording/Barcoding			
	Courier - Receive the parcels/envelopes from the Courier by affixing signature to the delivery receipt	none	15 mins	Admin Aide II
	Recording/Barcoding: Opens envelope, attach CCS,affix barcode and classify the documents received Encode details in the Document and Archiving System (DMAS) Print list of Incoming Documents	none	30 mins	Admin Aide II
	Deliver the physical documents to the Office of the Executive Director or concerned recipient/s, except for the following: Appointments and designation: to (Administrative Division) LGU application for CNDSC/BC: to LDMED	none	1 hour 10 minutes **7:00 - 9:00 AM** (9:30 A.M-delivery) **9:01:11:00 AM** (11:30 A.M delivery) **11:01 AM-1:00 PM** 1:30 PM delivery **1:01-3:00 PM** (3:30 PM delivery) **3:01 PM onwards** (8:00 AM next working day)	Admin Aide II
	TOTAL:		**2 hours**	

1. Release of Outgoing Documents

This procedure covers the recording. release and delivery of outgoing documents, to proper receipients.

Office or Division:	AFMS/Administrative Division (Records Section)
Classification:	Simple
Type of Transaction	G2B,G2C,G2G
Who may avail:	ALL (e.g. Government Agencies, LGUs, Taxpayers, Corporations, General Public)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Identification Card,	Person authorized to receive
Authorization letter with photocopy of ID with signature	Recipient

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Upon receipt of documents for release from the concerned BLGF division/unit, record documents received in the logbook, check completeness of the attachments; segregate Original copies from Duplicate. Original - for release; Duplicate- for archiving .	None	20 mins	Admin Officer V
	Release documents thru:			
Client informs the Customer Assistance Desk to pick- up documents, then proceed to Records Section.		None		
Acknowledge receipt of the document/s requested by affixing his/her signature over printed name on the receiving copy and indicate the date of receipt.	**Pick -up** - Verify Identification, authorization if the receiver is not the requesting party .		20 mins.	Admin Officer I/ Recipient
Receive documents from Post Office	**Post Office**- Address the envelope and enclose the documents. For bulk mails, prepare list of outgoing mails, paste the stamp issued by the post office to each mail which corresponds as its registry number. The post office personnel shall acknowedge receipt , affix initial and indicate the date of receipt. In case of single mail , the post office will issue Registry Receipt Number.	None	4 hours 7:00 -10:00 - delivery 11: 00 A.M 11:01 -3:00 PM delivery 4:00 PM 3:01 PM onwards next day 9:00 AM	Admin Officer I/Admin Aide II
Receive documents from Courier	**Courier-** Indicate the address of the recipient in the sticker and attach to the envelope with the same address. Courier acknowledge receipt of mails by issuing a receipt for each mail. Note: Sending to the Regional Offices of hard copies of documents: twice a week. Other recipients- Daily at 3:00 PM; Documents received from 3:01 PM onwards are released to courier the next day.	None	2 days 7 hours 40 minutes	Admin Officer I/Admin Aide II
Acknowledge receipt of delivered/picked-up documents by affixing signature to the receiving copy	**Delivery - DOF-** Acknowledge receipt by affixing signature to the BLGF receiving copy	None	4 hours 7:00 -10:00 - delivery 11: 00 A.M 11:01 -3:00 PM delivery 4:00 PM 3.01 PM onwards - next day 9:00 AM	Admin Officer I/Admin Aide II

Acknowledge receipt of delivered/picked-up documents by affixing signature to the receiving copy	**Delivery - NCR** Receiving Officer acknowledge receipt by affixing signature to the BLGF receiving copy	None	1 day 7:00 A. M - 12:00 PM delivery 1:00 PM 12:01 –5:00 PM delivery- Next day 1:00 PM	Aide II
Acknowledge receipt of emailed documents.	**E-mail** document/letter to the sender	None	2.5 hours **7:00 - 9:00 AM** (9:30 A.M-email) **9:01:11:00 AM** (11:30 A.M-email) **11:01 AM-1:00 PM** 1:30 PM -email**1:01- 3:00 PM** (3:30 PM email) **3:01 PM onwards** (8:00 AM next working day)	Admin Officer V
	TOTAL:		**Maximum of 3 days**	

1. Receipt of Freedom of Information Request

This procedure implements Sec. 8 and 16 of E.O 2 which covers the access and disclosure and timely release of data, information and records under the control and custody of the BLGF

Office or Division:	AFMS/Administrative Division (Records Section)
Classification:	Simple
Type of Transaction:	G2B,G2C,G2G
Who may avail:	ALL (e.g. Government Agencies, LGUs, Taxpayers, Corporations, General Public)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Valid ID	Client
FOI Request Form	Records Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit to the Records Section the FOI Request Form	Receive accomplished FOI request Form, Encode in the DMAS and attached CCS and forwards to the FOI Receiving Officer (FRO)	none	20 mins	Admin Aide II/ FOI Receiving Officer
	Acknowledge receipt by affixing signature to the list of Incoming Documents. Verify proof of identification and evaluate the request. In case of invalid request inform the requestor as to the reason	none	20 mins	FOI Receiving Officer (FRO)
	For valid request retrieve the information requested and forwards to the Decision Maker . In case information requested is not available inform the requestor	none	2 days	FRO
	Reviews and approve/denies the request.	none	30 mins	Decision Maker
	Prepare transmittal letter of action taken for signature of the Decision Maker	none	20 mins	FOI Receiving Officer
Received documents depending on the preffered mode of reply	Release document/s thru preferred mode of reply	none	4 hrs.	FOI Receiving Officer
	TOTAL:		**2 days 5 hrs. 30 mins.**	
Lodge the request thru e-FOI portal	Accepts eFOI request. Request lodged 4:00 PM onwards and Sat and Sun will be accepted on the next working day.	none	20 mins	FOI Receiving Officer
	Verify proof of identification and evaluate the request. In case of invalid request, inform the requestor as to the reason of denial	none	20 mins	FOI Receiving Officer
	For valid request , forwards to the Decision Maker for review and approval	none	20 mins	FOI Receiving Officer
	Reviews and retrieve the information requested . Decision Maker may request the assistance of the staff for for the retrieval of the information requested (In case of voluminous records the DM may request extension of time to comply (maximum of seven days)	none	2 days	Decision Maker
Received documents depending on the preferred mode of reply	Send reply thru eFOI portal or thru preferred mode of reply of the requestor . In case of clarification and denial inform the requestor thru eFOI portal	none	4 hrs.	Decision Maker (eFOI Porta/e-mail) FOI Receiving Officer (Pick-up/Mail)
	TOTAL:		**2 days 5 hrs.**	

1. Request for Certified Copy of Records for Legal Purposes

This covers the issuance of Certified True Copies of records uder the control and custody of BLGF.

Office or Division:	AFMS/Administrative Division (Records Section)
Classification:	Simple
Type of Transactio	G2B,G2C,G2G
Who may avail:	ALL (e.g. Government Agencies, LGUs, Taxpayers, Corporations, General Public)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Documents/Letter indicating the purpose of the request.	Client
Valid ID	Client
Authorization Letter (if the receiver is not the requesting party)	Requestor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Send thru mail or submit personally the request indicating the purpose to the Records Section .	Attach CCS and affix barcode Encode details in the Document and Archiving System (DMAS) Forwards to OED Personal delivery stamped received the receiving copy and return to the client Received from post office/courier if send thru mails Acknowledge receipt if send thru emails	none	15 mins	Admin Aide II
	Acknowledge receipt by affixing signature to the list of incoming documents	none	5 mins.	Receiving Officer- OED
	Assigns and forwards to the Office/Division concerned	none	20 mins	OED
	Acknowledge receipt by affixing signature to the logbook	none	5 mins.	Receiving Office -concerned Office/Division
	Request Retrieval of Records	none	5 mins.	Action Officer
	Retrieve Records	none	2 days	Admin Aide II
	Photocopy the requested documents		30 mins	Action Officer
	Stamp "Certified True Copy/Photocopy from File" and affix signature	none	20 mins	Admin Officer V
	Prepare transmittal letter and forwards to the concerned Division Chief for initial with the attached certified documents	none	20 mins	Action Officer
	Review,Approve and affix initial to the transmittal letter and forwards to the Office of the Service Director for review and approval	none	30 mins	Division Chief/ Receiving Officer of concerned Division
	Acknowledge receipt by affixing signature to the logbook	none	5 mins.	Receiving Officer of concerned Office of the Service Director
	Review,Approve and affix initial to the transmittal letter and forwards to the Office of the Executive Director for review and approval	none	30 mins	Service Director
	Acknowledge receipt by affixing signature to the logbook	none	5 mins.	Receiving Officer -Office of the Executive Director
	Review and Approve and affix signature to the transmittal letter and forwards to the Division concerned	none	30 mins	Executive Director/Receiving Officer
	Acknowledge receipt by affixing signature to the logbook	none	5 mins.	Receiving Officer of concerned Division
	Forwards to the Records Section for release	none	5 mins.	Receiving Officer of concerned Division
	Acknowledge receipt by affixing signature to the logbook	none	5 mins.	Records Section Admin Officer 1
Acknowledge receipt of delivered/picked-up documents by affixing signature to the receiving copy or Receive documents from post office in case document sent thru post office	Release documents (See procedure Release of Outgoing Documents)	none	4 hrs	
	TOTAL:		**2 days 7 hrs 55 mins.**	

___ Service Name	Request for Authority to Purchase Community Tax Certificate (CTC) Form from Bureau of Internal Revenue (BIR)
Service Information	The BLGF issues Authority to Purchase Community Tax Certificate form from the Bureau of Internal Revenue before an LGU can procure. Request for Authority to Purchase CTC must be accompanied by a Purchase Order (PO) duly signed by the local treasurer, and shall acted upon by the LGUOS Service Director or the LTOD Division Chief.
Office or Division:	LGU Operations Service/Local Treasury Operations Division (LTOD)
Classification:	G2G
Type of Transaction:	Simple
Who may avail:	Local Government Units (LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Purchase Order duly accomplished by the local treasurer	LGU

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits duly accomplished request for CTC and Purchase Order	Receives, records and delivers request and purchase order	None	15 minutes	Administrative Aide II
	Forwards the request and purchase order to the LTOD	None	15 minutes	Administrative Aide II
	Records and validates the purchase order. Verifies the authenticity of the signature of the local treasurer by comparing it with the specimen signature on file.	None	15 minutes	Administrative Aide/LTOO I
	Prepares *Authority to Purchase CTC* from BIR	None	10 minutes	Administrative Aide/LTOO I
	Forwards the draft *Authority to Purchase CTC* to Division Chief	None	5 minutes	Administrative Aide/LTOO I
	Reviews Authority to Purchase CTC from BIR	None	15 minutes	Division Chief
	Approves Authority to Purchase CTC from BIR	None	15 minutes	Director II (Service Director)
	Forwards the approved Authority to Purchase CTC to LTOD records officer	None	5 minutes	Director II (Service Director)
	Receives the approved *Authority to Purchase CTC* and	None	5 minutes	Administrative Aide/LTOO I

	forwards to Central Records officer for release			
	Records the Authority to Purchase CTC from BIR	None	10 minutes	Administrative Aide II
	Releases the Authority to Purchase CTC from BIR to client	None	20 minutes	Administrative Aide II
		TOTAL	**2 hours and 10 minutes**	

#____ Service Name	Sale of Bid Documents
Service Information	The Bureau of Local Government Finance (BLGF) is strictly implementing the Government Procurement Reform Act (RA 9184). Sale of Bid Document is open to all interested bidders. Interested parties may purchase Bid Document from the Procurement Unit.
Office or Division:	Administrative, Financial and Management Service (AFMS)/Administrative Division – Procurement Unit
Classification:	G2C
Type of Transaction:	Simple
Who may avail:	Interested bidders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Authorization in the form of Notarized Authorization Letter or Special Power of Attorney from the owner/proprietor of the business	Client
Company-issued ID card and any National Government-issued ID	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits written request, authorization to purchase Bid Document and valid IDs	Receives request and authorization to purchase Bid Document and valid IDs	None	10 minutes	Administrative Officer V/Administrative Officer III – Procurement Unit
	Verifies the identity of the bearer of the documents	None	5 minutes	Administrative Officer V/Administrative Officer III – Procurement Unit
	Prepares and issues Order of Payment	None	5 minutes	Administrative Officer V/Administrative Officer III – Procurement Unit
	Forwards the Order of Payment to the client	None	5 minutes	Administrative Officer V/Administrative Officer III – Procurement Unit
Receives Order of Payment and proceeds to the Cashier to transact payment	Reviews Order of Payment	None	5 minutes	Cashier
	Receives payment and issue Official Receipt to the client	None	5 minutes	Cashier
Receives Official Receipt and presents to Procurement Unit	Receives and records the Official Receipt information	None	5 minutes	Administrative Officer V/Administrative Officer III – Procurement Unit

	Releases Bid Document to the Client	None	5 minutes	Administrative Officer V/Administrative Officer III – Procurement Unit
Receives Bid Document and affixes signature	Records OR information and client's signature in the logbook	None	5 minutes	Administrative Aide
		TOTAL	**50 minutes**	

Processing Disbursement Vouchers for the Payment of Goods and Services Rendered

Processing of the disbursement vouchers for payment of claims on goods delivered and services rendered.

Office or Division:	Financial Management Division
Classification:	Complex
Type of Transaction:	G2G, G2B, G2C
Who may avail:	Third-party suppliers/service providers

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documentary Requirements	**1.) Claim for Subscriptions** **a.)** Telephone Landlines - Statement of Account/Billing **b.)** Internet package Service Firewall, Anti-virus, etc Small ValueProcurement - Statement of Account/Billing -Purchase / Job Order and/or 3 yrs Contract under MYOA - Abstract of Quotation - Signed Suppliers' Quotation - Invitation/Notice of Quotation - PhilGeps Advertisement/Reply - Purchase Request Procurement above 1-M (BID) - Statement of Account/Billing - Approved Contract/ P.O. (3 yrs Contract under MYOA) - Bid Eval./Abstract of Bids - Bidding Documents - Invitation/Notice of Bids - PhilGeps Advertisement/Reply - Copy of APP - Purchase Request **c.) News Paper in Gen Circ** - Statement of Account			
	2.) Goods and Services **-Goods, Supplies & Mats.** a. Statement of Account/Invoice b.Delivery Receipts/Invoice c. Inspection & Acceptance Report d. Purchase Order e. Inventory Costudian Slip (adv.) f. Abstract of Quotation (sm val) c. Invitation/Notice of Quotation d. Approved Purchase Request e. Copy of APP **- Janitorial / Security Services** a. Statement of Account/Invoice b. Inspection & Acceptance Report c. Certificate of Satisfacory Performance d. Certificate of remittances of mandatory contributions deduc ted from payroll salaries, e. Purchase/Job Order f. Abstract of Quotation (sm val)			

	-Hotels/Convention Ctrs a. Statement of Account/Invoice b. Approved Activity Report c.Attendance Sheets d. Purchase Order e. Abstract of Quotation (sm val) f. Invitation/Notice of Quotation g. Office Order to Condut activity h. Training Design i. Approved Purchase Request j. Copy of APP			
Client Step	**Agency Action**	**Fees**	**Time**	**Accountable Persons**
Submits the Statement of Account with complete supporting documents	Receive Statement of Account, Invoice for payment and evaluation of supporting documents per Document Checklist	none	15 mins	Admin Asst III/ Luzviminda Herrera
	Prepare Disbursement Voucher reflecting the computation for taxes to be withheld and assigned with corresponding accounting entries for review and validation by the accountant	none	60 mins	Admin Asst III/ Luzviminda Herrera
	Prepared Disbursement Voucher with computation of taxes withheld will be attached with a Certificate of Creditable Taxes (2307 and 2306) for signature by the Accountant.	none	10 mins	Accountant III/ Crisnelle G. Tan
	Validate Disbursement Voucher (DV), nature of transactions, and the accompanying documentary requirements with all originals attached, check assigned accounting entries and extended amounts, forward to Budget Unit for funding and issuance of Obligation Request Status (ObRs)	none	30 mins	Accountant III
	Budget Unit receives DV with attached supporting documents and verify the inclusion of activity from the Budget Program and Approved Procurement Plan for funding, for validation by Budget Officer III	none	30 mins	Budget Officerl/ Stephanie Cabantugan
	Validate the transaction in the DV if included in Budget Program and APP for Funding and Obligation, prepare and issue Certificate of Obigation Request and Status (ObRS), certify by BO III initialed by BO I, and forward to Accounting Unit for processing.	none	60 mins	Budget Officer III & I/ Celerita M. Tangonan / Stephanie Cabantugan
	Accounting Unit receives DV from Budget Unit, verify and validate information in the ObRS, and APP; Accountant certify and sign Box B of DV, for funds available/ documents complete/purpose it served.	none	30 mins	Accountant III

	The Division Chief review and sign or initial in the Disbursement Voucher for routing to concerned approving officials	n/a	60 mins	Division Chier/ Erwin C. Domingo
	Record in logbook and release to concerned approving officials.	n/a	5 mins	Admin Asst III/ Luzviminda Herrera
	Office of Director of AFMS receives the Disbursement Voucher with complete attachments, review and initial for the approving official, box C of DV, and forward to Office of the Deputyr Director for initial in Box C.	none	one day	Secretary / Grace F. Meonada
	Office of the Deputy Executive Director receives the Disbursement Vouchers for review and initial in Box C.	none	one day	Secretary / Josephine Perez
	Office of the Approving Official (Exec. Director) receives the Disbursement Voucher, review, sign and approve the DV for payment	none	one day	Executive Secretary
	Financial and Management Division receives duly signed and approved DV, forward. to Cash Section for ADA or Check Payment	n/a	5 mins	Admin Asst III/ Luzviminda Herrera
	TOTAL:	**3 days; 5 hours; 8 mins**		

Note: The Service Provider will receive payment from BLGF Cashier (Disbursement Process for Claims)

1. (Service Name) Request for LGU debt data (LGU Outstanding Balance)

Providing LGU debt data using reports submitted by Governemnt Financial Institution and other lending instituion.

Office or Division:	Local Fiscal Policy Service/Local Debt Monitoring and Evaluation Division (LDMED)
Classification:	Complex
Type of Transaction:	Government to Citizen (G2C); Government to Government (G2G).
Who may avail:	NGAs, Senate, Congress and other stakeholders

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter or email request		Submission to BLGF		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Send letter request for LGU Debt data.	Receive, record and number the letter request for debt data.	none	5 minutes	Records Officer (Records Section)
	Receive the request for data	none	5 minutes	Administrative Aide II (Office of the Executive Director
	Designate the request to the concerned division for appropriate action	none	30 minutes	Executive Director
	Record and receive the request for data	none	10 minutes	Administrative Aide VI/ Loan Examiner II
	Designate an action officer to accommodate the data request	none	10 minutes	Fiscal Examiner V
	Action Officer processes and analyze the data request	none	5 days	Loan Examiner II, III, and IV
	The process data will be forwarded to the Division Chief for review.	none	2 hours	Fiscal Examiner V
	Action Officer edits action based on the comments of the Division Chief	none	30 minutes	Loan Examiner II, III, and IV
	Receive and record the draft data to be forwarded to the Office of the Service Director	none	5 minutes	Administrative Aide VI/ Loan Examiner II
	Receive and record the draft data	none	5 minutes	Administrative Aide VI
	The draft data will be reviewed and vetted by the Service Director	none	2 hours	Director II, LFPS
	Action Officer edits action based on the comments of the Service Director	none	1 hour	Loan Examiner II, III, and IV
	Receive and record the draft data to be forwarded to the Office of the Deputy Executive Director	none	5 minutes	Administrative Aide VI/ Loan Examiner II
	Receive and record the draft data	none	5 minutes	Administrative Aide VI
	The draft data will be reviewed amd vetted by Deputy Executive Director	none	4 hours	Deputy Executive Director III
	Action Officer edits action based on the comments of the Deputy Executive Director	none	1 hour	Loan Examiner II, III, and IV
	Receive and record the draft data to be forwarded to the Office of the Executive Director	none	5 minutes	Administrative Assistant (Office of the Executive Director)
	Receive and record the draft data	none	5 minutes	Administrative Aide VI
	The draft data will be reviewed and vetted by Executive Director	none	1 day	Executive Director
	Action Officer edits action based on the comments of the Executive Director	none	5 minutes	Loan Examiner II, III, and IV
	Approval of the draft data	none	1 day	Executive Director
	Release, if signed/approved the requested data/ position paper, to the Records Section	none	5 minutes	Administrative Assistant
	Receive signed/approved requested data/position paper	none	5 minutes	Administrative Officer II
Received requested data	Release of signed/approved requested data/position paper to the requesting party	none	10 minutes	Administrative Officer II
	TOTAL:		**7 days**	

1. REQUEST FOR CONFIRMATION OF DESIGNATION OF LOCAL TREASURERS AND ASSISTANT LOCAL TREASURERS

This covers the confimation of Regional Special Personnel Orders issued by the BLGF Regional Office for the designation of Acting/OIC/ICO Local Treasurers/Assistant Treasurers in local government units outside of the National Capital Region (NCR).

Office or Division:	Bureau of Local Government Finance-Administrative Division
Classification:	Complex
Type of Transaction:	G2G
Who may avail:	Local Treasurers/Assistant Treasurers (Province/City/Municipality), LGU outside NCR, Regional Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
For Original Designations:		
Indorsement from the BLGF Regional Office	1 Original Copy	BLGF Regional Office and BLGF Central Office
Original Regional Special Personnel Order	2 Original Copies	BLGF Regional Office
Original Recommendation letter of the Provincial Treasurer in the case of designating a Municipal Treasurer or Assistant Municipal Treasurer	1 Original Copy and 1 Photocopy	Provincial Treasurer's Office
Original Recommendation letter of the Provincial Treasurer or City Treasurer in the case of Assistant Provincial Treasurer or Assistant City Treasurer	1 Original Copy and 1 Photocopy	Provincial Treasurer's Office
Letter of Recommendation of the Local Chief Executive	1 Original Copy and 1 Photocopy	Local Chief Executive
Notarized Certification of the Local Chief Executive that he/she is not related with designaee within 4th degree of affinity or consanguinity	1 Original Copy and 1 Photocopy	Local Chief Executive/LGU
Updated Personal Data Sheet (PDS) with updated service record	1 Original Copy and 1 Photocopy	Designee
Certified True Copy of the Latest Approved Appointment of the designee	1 Original Copy and 1 Photocopy	Designee
Certified True Copy of Civil Service Commission (CSC)	1 Original Copy and 1 Photocopy	Designee
Certified True Copy of Academic Trranscript of Records (authenticated by the School/University)	1 Original Copy and 1 Photocopy	Designee
Certified True Copy of Detail order (if designee comes from another Office/LGU)	1 Original Copy and 1 Photocopy	from Mother LGU
Certified True Copy of plantilla of the Concerned Treasury Office with indicated Salary Grade and CSC Eligibility of the incumbent	1 Original Copy and 1 Photocopy	HRMO of Concerned LGU
Certified True Copy of plantilla of the Originating Office/LGU (if designee comes from another Office/LGU)	1 Original Copy and 1 Photocopy	HRMO of Concerned LGU
Certificate of no pending administrative case from the CSC	1 Original Copy and 1 Photocopy	Designee
For Extension of Designations:		
Indorsement from the BLGF Regional Office	1 Original Copy	BLGF Regional Office
Original Regional Special Personnel Order	2 Original Copies	BLGF Regional Office
Original Recommendation letter of the Provincial Treasurer in the case of designating a Municipal Treasurer or Assistant Municipal Treasurer	1 Original Copy and 1 Photocopy	Provincial Treasurer's Office
Original Recommendation letter of the Provincial Treasurer or City Treasurer in the case of Assistant Provincial Treasurer or Assistant City Treasurer	1 Original Copy and 1 Photocopy	Provincial Treasurer's Office
Letter of Recommendation of the Local Chief Executive	1 Original Copy and 1 Photocopy	Local Chief Executive
Updated Personal Data Sheet (PDS) with updated service record	1 Original Copy	Designee
Certified True Copy of the Previously Confirmed RSPO	1 Photocopy	Administrative Officer of Regional Office
Screenshot or printed copy of ADMS with the name of the designee appearing therein	1 Photocopy	Administrative Officer of Regional Office

CLIENT STEPS	AGENCY ACTION (COs)	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request with complete documentary requirements to the BLGF Regional Office	*Issue Regional Special Personnel Order (RSPO) for the designation of Acting/OIC/ICO Local Treasurer/Assistant Treasurer*		*Refer to Regional Office process on issuance of RSPO*	
Regional Office send the RSPO with supporting documents for confirmation.	Receive mailed or personally delivered documents , record and affix barcode, route to ADMIN Records Officer	None	2 hours	Records Officer (Central Office)
	Record and route to Administrative Officer/HRMO	None	30 minutes	Administrative Assistant
	Review and evaluate submitted documents:	None	1.5 days	Administrative Officer V/HRMO
Comply with requirements	Send Notification of Deficiency to BLGF Regional Office (Administrative Officer /HRMO), if applicable (through email)			
	If complete and compliant, evaluate the RSPO and facilitate the confirmation.			
	Review and countersign Confirmation of Designation	None	1.50 hours	CAO
	Route to AFMS Director	None	30 minutes	Administrative Assistant
	Review and countersign Confirmation of Designation	None	2 hours	AFMS Director
	Route to Deputy Executive Director	None	30 minutes	Administrative Assistant
	Review and countersign Confirmation of Designation	None	2 hours	DED Director
	Route to Office of Executive Director	None	30 minutes	Administrative Assistant
	Receive and record documents and route to OED reviewer.	None	30 minutes	OED Records Officer
	Review documents and route to Executive Director	None	30 minutes	OED Staff
	Confirms the Designation	None	2 days	Executive Director
	Clear for release of Confirmed Designation	None	20 minutes	OED Staff
	Affix date on the document	None	20 minutes	OED Staff
	Affix OED control number, seal and hologram, scan documents and route to Action Officer	None	30 minutes	OED Records Officer
	Collate the confirmed designation documents for transmittal to the Regional Office.	None	2 hours	Administrative Officer
	Prepare Memo transmitting the confirmed designation/s to the concerned Regional Office		2 hours	Administrative Officer V/HRMO
	Review and countersign the Transmittal Memo	None	1 hour	CAO
	Route to AFMS Director	None	30 minutes	Administrative Assistant
	Review and countersign the Transmittal Memo	None	1 hour	AFMS Director
	Route to Deputy Executive Director	None	30 minutes	Administrative Assistant
	Review and countersign the Transmittal Memo	None	1 hour	DED Director
	Route back to Action Officer	None	30 minutes	Administrative Assistant
	Collate documents attached to the Confirmed Designation/ Transmittal Memo	None	1 hour	Administrative Officer V/HRMO
	Route to Records Section	None	20 minutes	Administrative Assistant
Receive the Confirmed Designation	Release transmittal Memo and Confirmed Designation	None	1 day	Records Officer (Releasing)
End of Process				
	Total		**7 days**	

1. ACCEPTANCE OF RESIGNATION/RETIREMENT OF LOCAL TREASURERS AND ASSISTANT LOCAL TREASURERS

This covers the acceptance of Resignations and Retirement of Local Treasurers/Assistant Treasurers.

Office or Division:	Bureau of Local Government Finance-Administrative Division
Classification:	Complex
Type of Transaction:	G2G
Who may avail:	Local Treasurers/Assistant Treasurers (Province/City/Municipality)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Indorsement from the BLGF Regional Office	1 Original Copy	BLGF Regional Office and BLGF Central Office
Indorsement from the Provincial Treasurer, in the case of Municipal Treasurers	1 Original Copy	Provincial Treasurer's Office
Indorsement of the Local Chief Executive	1 Original Copy	Local Chief Executive concerned
Letter request of the treasurer stating the date of resignation	1 Original Copy	Applicant/Treasurer
Certification that applicant has no pending administrative/criminal complaint/case	1 Original Copy	BLGF Regional Office and BLGF Central Office
Clearance of money, property and work-related accountabilities (CSC Form No. 7, s. 2017)	1 Original Copy	Applicant

CLIENT STEPS	AGENCY ACTION (COs)	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request with complete documentary requirements	*Refer to Regional Office process for Indorsement of Request*			
Regional Office send the required documents for the acceptance of resignationof Local Treasurers	Receive mailed or personally delivered documents requesting for acceptance of resignation (official/personal)	None	2 hours	Records Officer (Central Office)
	Record documents and route to the Executive Director	None	10 minutes	OED Records Officer
	Indicate directive to AFMS Director	None	2 hours	Executive Director
	Route to ADMIN Records Officer	None	20 minutes	OED Records Officer
	Record and route to Chief Administrative Officer		20 minutes	Administrative Assistant
	CAO endorses to the Action Officer for appropriate action	None	45 minutes	CAO
Request applicant to comply with requirements	Review and evaluate submitted documents: Send Notification of Deficiency to BLGF Regional Office (Administrative Officer /HRMO), if applicable (through email)	None	1.5 days	Administrative Officer V/HRMO
	If complete and compliant, prepare and accomplish request of Certification of No Pending Case from the Legal Service. Prepare the Indorsement/ Acceptance of Resignation/Retirement, with attachments, for signature of the Executive Director			
	Review and countersign Indorsement/ Acceptance of Resignation/Retirement	None	45 minutes	CAO
	Route to AFMS Director	None	20 minutes	Administrative Assistant
	Review and countersign Indorsement/ Acceptance of Resignation/Retirement	None	45 minutes	AFMS Director
	Route to Deputy Executive Director	None	20 minutes	Administrative Assistant

	Review and countersign Indorsement /Acceptance of Resignation/Retirement	None	45 minutes	DED Director
	Route to Office of Executive Director	None	20 minutes	Administrative Assistant
	Receive and record documents and route to OED reviewer.	None	30 minutes	OED Records Officer
	Review documents and route to Executive Director	None	30 minutes	OED Staff
	Approves the Indorsement/ Acceptance of Resignation/Retirement	None	2 days	Executive Director
	Clear for release of Indorsement/ Acceptance of Resignation/Retirement	None	10 minutes	OED Staff
	Affix date on the document	None	10 minutes	OED Staff
	Affix OED control number, seal and hologram, scan documents and route to Administrative Officer/HRMO.	None	30 minutes	OED Records Officer
	Collate documents for transmittal to the Local Treasurer/Assistant Local Treasurer, copy furnished the Regional Office and the Local Chief Executive. Route to Administrative Assistant.	None	1 hour	Administrative Officer
	Route to Records Section	None	20 minutes	Administrative Assistant
Receive Indorsement/ Acceptance of Resignation/Retirement	Release transmittal Indorsement/ Acceptance of Resignation/Retirement to the Local Treasurer, copy furnished the Regional Office and Local Chief Executive, by mail, email, courier or pick-up.	None	1 day	Records Officer (Releasing)
End of Process				
	Total		**6 days 7 hours & 5 minutes**	

1. RECOMMENDATION FOR THE ISSUANCE OF DESIGNATION/DETAIL/REASSIGNMENT ORDER FOR NCR LOCAL TREASURERS

This covers the indorsement by BLGF to the Secretary of Finance for the issuance of a Department Personnel Order for the designation of an Acting/OIC/ICO treasurer in NCR LGUs and the detail/reassignment of regularly appointed local treasurers and assistant treasurers in NCR to another station, subject to the recommendation of the concerned local chief executive.

Office or Division:	Bureau of Local Government Finance- Administrative Division
Classification:	Complex
Type of Transaction:	G2G
Who may avail:	Local Government Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
For Original Designations:		
Letter of Recommendation of the Local Chief Executive	1 Original Copy and 1 Photocopy	Local Chief Executive
Notarized Certification of the Local Chief Executive that he/she is not related with designaee within 4th degree of affinity or consanguinity	1 Original Copy and 1 Photocopy	Local Chief Executive/LGU
Updated Personal Data Sheet (PDS) with updated service record	1 Original Copy and 1 Photocopy	Designee
Certified True Copy of the Latest Approved Appointment of the designee	1 Original Copy and 1 Photocopy	Designee
Certified True Copy of Civil Service Commission (CSC)	1 Original Copy and 1 Photocopy	Designee
Certified True Copy of Academic Trranscript of Records (authenticated by the School/University)	1 Original Copy and 1 Photocopy	Designee
Certified True Copy of Detail order (if designee comes from another Office/LGU)	1 Original Copy and 1 Photocopy	from Mother LGU
Certified True Copy of plantilla of the Concerned Treasury Office with indicated Salary Grade and CSC Eligibility of the incumbent	1 Original Copy and 1 Photocopy	HRMO of Concerned LGU
Certified True Copy of plantilla of the Originating Office/LGU (if designee comes from another Office/LGU)	1 Original Copy and 1 Photocopy	HRMO of Concerned LGU
Certificate of no pending administrative case from the CSC	1 Original Copy and 1 Photocopy	Designee
For Extension of Designation:		
Letter of Recommendation of the Local Chief Executive	1 Original Copy and 1 Photocopy	Local Chief Executive
Updated Personal Data Sheet (PDS) with updated service record	1 Original Copy	Designee
Certified True Copy of the Previously Confirmed RSPO	1 Photocopy	Administrative Officer of Regional Office
For Detail/Reassignment:		
Letter of Recommendation of the Local Chief Executive	1 Original Copy	Local Chief Executive
Consent of the Local Treasurer to be detailed, for extended detail	1 Original Copy	Local Treasurer

CLIENT STEPS	AGENCY ACTION (ROs)	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit recommendation/ indorsement of the LCE with the supporting documents.	Receive and record mailed or personally delivered documents, affix barcode and route to OED.	None	2 hours	Records Officer (Central Office)
	Record and transmit documents to ED for notation	None	20 minutes	OED Records Officer
	Instructions from the Executive Director	None	1 day	Executive Director
	Route to Administrative Officer	None	20 minutes	OED Records Officer

	Route to Chief Administrative Officer	None	20 minutes	ADMIN Records Officer
	Route to Action Officer	None	15 minutes	Chief Administrative Officer
Resubmit documentary requirements	Review and evaluate submitted documents: Send Notification of Deficiency to the Designee/Treasurer, if applicable (through email) If complete and compliant, prepare Department Personnel Order and Memorandum for the Secretary of Finance, with Notification to LGU on the status of the request.	None	2 days	Administrative Officer /HRMO
	Review and countersign DPO and Memorandum	None	45 minutes	Chief ADMIN Officer
	Record documents and route to AFMS Director	None	20 minutes	ADMIN Records Officer
	Review and countersign the DPO/memo to SOF	None	45 minutes	AFMS Director
	Record documents and route to DED	None	45 minutes	ADMIN Records Officer
	Review and countersign the DPO/memo to SOF	None	45 minutes	DED Director
	Route to OED for signature	None	30 minutes	ADMIN Records Officer
	Countersign DPO and sign Memorandum to SOF	None	2 days	Executive Director
	Affix date of signing, OED control number, seal and hologram, scan documents and route to Records.	None	30 minutes	OED Records Officer
Receive Notification on the status of request	Record and release Notification to LGU and DPO, Memo with supporting documents to DOF Records.	None	30 minutes	Records Officer (Releasing)
End of Process				
		Total	**6 days 20 minutes**	
Note: The approved DPO by the Secretary of Finance shall be transmitted to the LGU through the BLGF Central Office. For disapproved DPOs, the LGU shall be notified accordingly.				
	Release transmittal letter to the Local Treasurer and Local Chief Executive, by mail, email, courier or pick-up.	None	30 minutes	Records Officer (Releasing)
	Collate documents for transmittal, prepare transmittal letter to the Local Treasurer, copy furnished the Regional Office and the Local Chief Executive.	None	1 hour	Administrative Officer/HRMO
	Review transmittal letter and countersign.		45 minutes	Chief Administrative Officer
	Route to AFMS Director	None	20 minutes	Administrative Assistant
	Review and countersign transmittal letter.	None	45 minutes	AFMS Director
	Route to Deputy Executive Director	None	20 minutes	Administrative Assistant
	Review and sign transmittal letter.	None	30 minutes	DED Director
	Route to Records Section	None	20 minutes	Administrative Assistant
Receive Travel Authority	Release transmittal letter and Travel Authority to the Local Treasurer, copy furnished the Regional Office and Local Chief Executive, by mail, email, courier or pick-up.	None	1 day	
		6 days 3 hours 25 minutes		

1. RECOMMENDATION TO THE CIVIL SERVICE COMMISSION (CSC) FOR THE EXTENSION OF SERVICE OF LOCAL TREASURERS

This covers the indorsement by BLGF to the CSC for the extension of service of local treasurers and assistant treasurers beyond the compulsary retirement.

Office or Division:	Bureau of Local Government Finance - Administrative Division
Classification:	Complex
Type of Transaction:	G2G
Who may avail:	Local Government Units, Local Treasurers, BLGF Regional Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Letter request of the BLGF Regional Director	1 Original Copy	BLGF Regional Office
Recommendation/Consent of the Local Chief Executive	1 Original Copy	Local Government Unit concerned
Medical Certificate issued by a government physician (CS Form 211)	1 Original Copy	Licensed Government Physician
Certified thru copy of Certificate of Live Birth authenticated by the Philippine Statistics Authority (PSA)	1 Original Copy	Philippine Statistic Authority
Certificate of no pending administrative/criminal case	1 Original Copy	BLGF Regional and Central Office
Service Record	1 Original Copy	HR of the LGU concerned
Clearance of no pending administrative case from CSC and the Office of the Ombudsman	1 Original Copy	CSC and Office of the Ombudsman
LGU's Plantilla of Personnel	1 Certified Truel Copy	HRM Officer
Updated Personnal Data Sheet	1 Original Copy	Local Treasurer concerned
Latest approved appointment	1 Certified True Copy	Local Treasurer concerned
Copy of proof of payment of the filling fee (Official Receipt/Postal Check)		CSC
Performance ratings during two (2) consecutive semesters before retirement	1 Certified True Copy	HR of the LGU concerned

CLIENT STEPS	AGENCY ACTION (ROs)	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Indorsement of the Regional Directors with the supporting documents	Receive and record mailed or personally delivered documents, affix barcode and route to ADMIN.	None	2 hours	Records Officer (Central Office)
	Record and transmit documents to ED for notation	None	20 minutes	OED Records Officer
	Instructions from the Executive Director	None	1 day	Executive Director
	Route to Administrative Officer	None	20 minutes	OED Records Officer
	Route to Chief Administrative Officer	None	20 minutes	ADMIN Records Officer
	Route to Action Officer	None	15 minutes	Chief Administrative Officer
Re-submit required documents	Evaluate submitted documents: Send Notification of Deficiency to RO, if applicable (thru email/ telephone)	None	2 days	Administrative Officer

	If complete and compliant, prepare the Indorsement to CSC recommending the extension of service of the concerned treasurer/assistant treasurer.			
	Review and Initial by CAO	None	45 minutes	Chief, Admin. Officer
	Route to AFMS Director	None	20 minutes	Administrative Assistant
	Review and countersign recommendation for the extension of service	None	45 minutes	AFMS Director
	Route to Deputy Executive Director	None	20 minutes	Administrative Assistant
	Review and countersign recommendation for the extension of service	None	45 minutes	DED Director
	Route to Office of Executive Director	None	20 minutes	Administrative Assistant
	Receive and record documents and route to OED reviewer.	None	30 minutes	OED Records Officer
	Review documents and route to Executive Director	None	30 minutes	OED Staff
	Sign the recommendation for the extension of service	None	2 days	Executive Director
	Clear for release of Extension of Service	None	10 minutes	OED Staff
	Affix date on the document	None	10 minutes	OED Staff
	Affix date of signing, OED control number, seal and hologram, scan documents and route to Records Section.	None	30 minutes	OED Records Officer
	Collate documents for transmittal to Civil Service Commission, copy furnished the Regional Director, the Local Chief Executive and concerned Local Treasurer	None	1 hour	Administrative Officer/HRMO
	Route to Records Section	None	20 minutes	Administrative Assistant
Receive copy of Indorsement to CSC.	Release documents for extension of service to the Civil Service Commission, by delivery; send copies of the indorsement to the BLGF Regional Office, Local Chief Executive, and the Local Treasurer.	None	1 day	Records Officer (Releasing)
End of Process				
	Total	**6 days 45 minutes**		
Note: The CSC Resolution granting or not granting the request for the extension of service of the local treasurer shall be transmitted to the LGU through the BLGF Central and Regional Office.				

Preparation of Referral/Indorsement

The Local Treasury Operations Division (LTOD) is one of the divisions under the Local Government Units Operation Service (LGUOS). The Division prepares referrals on queries relative to real property tax collection, business tax and other local treasury operations of LGUs. All referrals shall be approved by the Executive Director.

Office or Division:	LGU OS/Local Treasury Operations Division (LTOD)
Classification:	Complex Transaction
Type of Transaction:	Government to Government (G2G)
Who may avail:	BLGF Regional Office, LGU (Province/City/Municipality) Treasurer's Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter-request of the BLGF RD, or Local Treasurer 2. Relevant supporting documents as mentioned in the letter-request.	From the requesting party/client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit to BLGF Records Section letter-request together with all the supporting documents	Records Section receives, records and transmits the request with supporting documents. (Refer to **Receipt of Incoming Documents** procedure)	None	10 minutes	Receiving/ Releasing Clerk
	Recives and records the letter-request together with all the supporting documents.	None	10 minutes	Administrative Aide (AA)
	Refers to instruction of the SD; reviews the letter-request and assigns to Action Officer	None	15 minutes	Division Chief (DC)/OIC Chief
	Records the name of AO and instruction of the DC/AC	None	5 minutes	AA
	Receives the assigned letter-request and instructions	None	5 minutes	Action Officer (AO)
	Studies/ evaluates, checks completeness of requirements submitted, research and drafts appropriate action	None	6 days	AO
	Records the draft action	None	5 minutes	AA
	Reviews/revises the action	None	1 day	DC/OIC Chief
	Records the instruction of the DC/OIC Chief	None	5 minutes	AA
	Finalizes the draft action	None	10 minutes	AO
	Reviews the finalized action	None	15 minutes	DC/OIC Chief
	Records and transmits the finalized preliminary action	None	5 minutes	AA
	Refer to **Procedure on Outgoing of Documents**	None		
	Records Section releases/ sends the approved/signed action to the concerned party (by mail/pick-up)	None	10 minutes	Records Receiving/ Releasing Clerk
	TOTAL:		**7 days, 1 hour and 35 minutes**	

1. (Service Name) Request for Fiscal Data

Providing LGU Financial Information using statistical method/s to stakeholders based on the Statement of Receipts and Expenditures (SRE) submitted by the local government units

Office or Division:	LFDAD
Classification:	Highly Technical
Type of Transaction:	G2B, G2C, G2G
Who may avail:	Senate, Congress,NGAs, LGUs, GFIs, and etc

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Letter or Email Request		Submission to BLGF		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME (In days)**	**PERSON RESPONSIBLE**
Submission of request	Record and number the received request for data	None	10 minutes	Records Officer (Records Section)
	Receive the request for data	None	10 minutes	Administrative Aide II (Office of the Executive
	Designate the request to the concerned division for appropriate action	None	30 minutes	Executive Director
	Record and receive the request for data	None	10 minutes	Administrative Assistant
	Designate an action officer to accommodate the data request	None	30 minutes	Financial Analyst V
	Action officer processes the data request	None	6 days	Financial Analyst IV / Financial Analyst III / Financial Analyst II / Statistician III / Statistician II / Statistician I
	The processed data will be forwarded to Division Chief	None	1 day	Financial Analyst V
	Action officer edits action based on the comments of the Division Chief	None	1 day	Financial Analyst IV / Financial Analyst III / Financial Analyst II / Statistician III / Statistician II / Statistician I
	Receive and record the draft data to Service Director	None	10 minutes	Administrative Assistant (Office of the Director, LFPS)
	The draft data will be reviewed and vetted by Service Director	None	1 day	Director II, LFPS
	Action officer edits action based on the comments of the Service Director	None	1 day	Financial Analyst IV / Financial Analyst III / Financial Analyst II / Statistician III / Statistician II / Statistician I

	Receive and record the draft data to Deputy Executive Director	None	10 minutes	Administrative Assistant (Office of the Deputy Executive Director)
	The draft data will be reviewed and vetted by Deputy Executive Director	None	1 day	Deputy Executive Director III
	Action officer edits action based on the comments of the Deputy Executive Director	None	1 day	Financial Analyst IV / Financial Analyst III / Financial Analyst II / Statistician III / Statistician II / Statistician I
	Receive and record the draft data to Executive Director	None	10 minutes	Administrative Assistant (Office of the Executive Director)
	The draft data will be reviewed and vetted by Executive Director	None	2 days	Executive Director
	Action officer edits action based on the comments of the Deputy Executive Director	None	2 days	Financial Analyst IV / Financial Analyst III / Financial Analyst II / Statistician III / Statistician II / Statistician I
	Approval of the draft data	None	30 minutes	Executive Director
	Release requested data to the Records Section	None	30 minutes	Administrative Assistant
Received requested data	Release of requested data for the Records section to the requestor.	None	3 days	Administrative Officer II (Records Section)
	TOTAL:	None	17 days, 3 hours	

1 Request for Opinion or Ruling on Local Treasury and Assessment matters

Preparation of opinion / policies / guidance notes / directives / systems and procedures or confirmatory rulings as requested by different stakeholders pertaining to the local treasury and assessment matters as based on Republic Act No. 7160, otherwise known as the Local Government Code of 1991, Local Finance Circulars (LFCs), Memorandum Circulars (MCs), and other relevant laws and issuances.

Office or Division:	Policy Planning Programming and Standards Division (PPPSD)
Classification:	Highly Technical applications/transactions (20 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Who may avail:	Private Institutions, Taxpayers, National Government Agencies (NGAs), Local Government Units (LGUs) and other key stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Photocopy of documents which will support their representations in their letter request such as SEC Registration, Official Receipts, among others	From the concerned offices from which supporting documents can be secured

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client transmits the request for opinion in the BLGF Records Section for designation and	Receives and records request for opinion with attachments for designation and appropriate action.	None	10 minutes	Records Officer (Records Section)
	Receives the request for opinion to be assigned by the Executive Director	None	10 minutes	Administrative Aide II (Office of the Executive Director)
	Assigns the request to the Service/ Division concerned for appropriate action.	None	30 minutes	Executive Director
	Records and receives the request for opinion.	None	10 minutes	Administrative Assistant (Office of the Executive Director)
	The request is forwarded to the Division Chief for assignment and further instructions.	None	30 minutes	Chief Tax Specialist (PPPSD)
	The request is forwarded to the action officer for appropriate action (conduct of research, review on preceding opinions, discussion/ presentation of the proposed action to the Division Chief).	None	3 days	Supervising Tax Specialist/ Senior Tax Specialist/ Tax Specialist II/ Policy Development Officer II (PPPSD)
	The draft opinion is forwarded for review of the Division Chief for consideration.	None	1 day	Chief Tax Specialist (PPPSD)
	(i) Action officer edits/revise action based on the correction/remarks of the Division Chief.	None	1 day	Supervising Tax Specialist/ Senior Tax Specialist/ Tax Specialist II/ Policy Development Officer II (PPPSD)
	Receives and records the draft opinion for review and consideration of the Service Director.	None	10 minutes	Administrative Assistant (Office of the Director, LFPS)
	The draft opinion is forwarded for review of the Service Director for consideration.	None	1 day	Director II, LFPS

	(i) Action officer edits/revise action based on the correction/remarks of the Service Director.	None	1 day	Supervising Tax Specialist/ Senior Tax Specialist/ Tax Specialist II/ Policy Development Officer II
	Receives and records the draft opinion for review and consideration of the Deputy Executive Director.	None	10 minutes	Administrative Assistant
	The draft opinion is forwarded for review/ consideration of the Deputy Executive Director.	None	1 day	Deputy Executive Director III
	(i) Action officer edits/revise action based on the correction/remarks of the Deputy Executive Director.	None	1 day	Supervising Tax Specialist/ Senior Tax Specialist/ Tax Specialist II/ Policy Development Officer II
	If upon directive of superiors, the draft opinion is forwarded and recorded for legal review, comments and recommendations of the Legal Service.	None	10 minutes	Administrative Officer I (Legal Service)
	Draft opinion is assigned by the Service Director for possible legal review.	None	10 minutes	Director II, LEGAL
	Designated action officer drafts legal review of the draft opinion (conduct of research, review on preceding opinions, discussion/ presentation of the proposed action to the Service Director).	None	3 days	Special Investigator III Special Investigator II Legal Assistant (LEGAL)
	Legal Review is forwarded to the Service Director for consideration.	None	1 day	Director II, LEGAL
	Legal Review is transmitted to division concerned to incorporate the comments with the draft opinion.	None	10 minutes	Administrative Officer I (LEGAL)
	Action Officer incorporates the comments of LEGAL in the draft opinion.	None	1 day	Supervising Tax Specialist/ Senior Tax Specialist/ Tax Specialist II/ Policy Development Officer II (PPPSD)
	Receives and records the draft opinion for review / consideration of the Executive Director.	None	10 minutes	Administrative Aide II (Office of the Executive Director)
	The draft opinion is forwarded for review of the Executive Director for consideration.	None	1 day	Executive Director
	(i) Action officer edits/revise action based on the correction/remarks of the Executive Director.	None	1 day	Supervising Tax Specialist/ Senior Tax Specialist/ Tax Specialist II/ Policy Development Officer II (PPPSD)
	Approval / Signature of the opinion.	None	30 minutes	Executive Director
	Release of signed opinion to the Records Section.	None	30 minutes	Administrative Assistant (PPPSD)
	Release of signed opinion from the Records Section to the requesting party.	None	3 days	Administrative Officer I (Records Section)
	TOTAL:	None	19 days, 3 hours and 30 mins	

2 Request for Position Paper relative to Local Treasury, Assessment and Local Fiscal Administration

Official Position Papers as requested by DOF, both Houses of Congress, NGAs, Oversight Agencies and other key stakeholders on proposed measures concerning local treasury, assessment and local fiscal administration

Office or Division:	Policy Planning Programming and Standards Division (PPPSD)
Classification:	Highly Technical applications/transactions (20 days)
Type of Transaction:	Government to Government (G2G)
Who may avail:	DOF, Congress, NGAs, Oversight Agencies and other key stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Bills, Proposals and Resolutions filed in both Houses of Congress. Proposals and Resolutions filed by NGAs and other Oversight Agencies	House of Representatives Senate Congressional websites (congress.gov.ph/senate.gov.ph)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client transmits the request for position paper in the BLGF Records Section for designation and appropriate action.	Receives and records request for position paper with copies of bills for designation and appropriate action.	None	10 minutes	Records Officer (Records Section)
	Receives the request for position paper for designation of the Executive Director.	None	10 minutes	Administrative Aide II (Office of the Executive Director)
	Assigns the request to the Service/ Division concerned for appropriate action.	None	30 minutes	Executive Director
	Records and receives the request for position paper.	None	10 minutes	Administrative Assistant
	Request is forwarded to the Division Chief for assignment / instructions/	None	30 minutes	Chief Tax Specialist
	The request is forwarded to the Action Officer for appropriate action (conduct of research, review on preceding position papers, discussion/ presentation of the proposed action to the Division Chief)	None	3 days	Supervising Tax Specialist/ Senior Tax Specialist/ Tax Specialist II/ Policy Development Officer II
	Draft position paper is forwarded for review of the Division Chief	None	1 day	Chief Tax Specialist
	(i) Action officer edits/revise action based on the correction/ remarks of the Division Chief	None	1 day	Supervising Tax Specialist/ Senior Tax Specialist/ Tax Specialist II/ Policy Development Officer II
	Receives and records the draft opinion for review and consideration of the Service Director	None	10 minutes	Administrative Assistant (Office of the Director, LFPS)
	Draft position paper is forwarded for review of the Service Director for consideration	None	1 day	Director II, LFPS
	(i) Action Officer edits/ revise action based on the correction/ remarks / further review of the Service Director	None	1 day	Supervising Tax Specialist/ Senior Tax Specialist/ Tax Specialist II/ Policy Development Officer II
	Receives and records the draft opinion for review and consideration of the Deputy Executive Director	None	10 minutes	Administrative Assistant
	Draft position paper is forwarded for review of the Deputy Executive Director for consideration	None	1 day	Deputy Executive Director III
	(i) Action officer edits/ revise action based on the correction/ remarks and/or other instructions of the Deputy Executive Director	None	1 day	Supervising Tax Specialist/ Senior Tax Specialist/ Tax Specialist II/ Policy Development Officer II
	Receives and records the draft opinion for review and consideration of the Executive Director	None	10 minutes	Administrative Assistant
	Draft position paper is forwarded for review of the Executive Director for consideration	None	1 day	Executive Director
	(i) Action officer edits/revise action based on the correction/remarks of the Executive Director	None	2 days	Supervising Tax Specialist/ Senior Tax Specialist/ Tax Specialist II/ Policy Development Officer II
	Approval of the draft position paper	None	30 minutes	Executive Director
	Release of signed position paper to the Records Section	None	30 minutes	Administrative Assistant
	Release of signed position paper from the Records Section to the requesting party	None	3 days	Administrative Officer II (Records Section)
	TOTAL:	None	14 days, 2 hours and 50 minutes	

Preparation of Complex Opinion (new)

The Local Treasury Operations Division (LTOD) is one of the divisions under the Local Government Units Operation Service (LGUOS). The Division prepares opinion/ruling on queries relative to real property tax collection, business tax and other matters on local treasury operations of LGUs. All opinions/rulings/referrals shall be approved by the Executive Director.

Office or Division:	LGU OS/Local Treasury Operations Division (LTOD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Government (G2G)
Who may avail:	BLGF Regional Office, LGU (Province/City/Municipality) Treasurer's Office

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request of the BLGF RD, or Local Treasurer 2. Relevant supporting documents as mentioned in the letter-request		From the requesting party/client		
Submits to BLGF Records Section letter-request together with all the supporting documents	Receives and records the letter-request together with all the supporting documents. (Refer to **Receipt of Incoming Documents** procedure)	None	10 minutes	Administrative Aide (AA)
	Refers to instruction of the SD and reviews the letter-request; Assigns to Action Officer (AO)	None	15 minutes	Division Chief (DC)/OIC Chief
	Records the name of AO and instruction of the DC/AC	None	5 minutes	AA
	Receives the assigned letter-request and instructions	None	5 minutes	Action Officer (AO)
	Studies/evaluates, checks completeness of documentary requirements submitted. Research on the letter-request and drafts the appropriate action	None	15 days	AO
	Records the draft action	None	5 minutes	AA
	Reviews/ revises the draft action	None	1 day	(DC)/OIC Chief
	Records the instruction of the DC/AC	None	5 minutes	AA
	Finalizes the draft action	None	10 minutes	AO
	Reviews the finalized draft action	None	15 minutes	(DC)/OIC Chief
	Records and transmits the finalized draft action	None	5 minutes	AA
	Refer to **Procedure on Outgoing of Documents**	None		
	Receives, records and photocopies the approved/signed action and releases to Records Section	None	30 minutes	AA
	Records Section receives and records the approved/signed action and releases to the concerned party (by mail/pick-up)	None	10 minutes	Receiving/ Releasing Clerk
	TOTAL:		**16 days, 1hour and 45 minutes**	

1. (Service Name)
Request for the issuance of Certificate of Net Debt Service Ceiling (NDSC) and Borrowing Capacity (BC)

The BLGF issues Certificate of Net Debt Service Ceiling (NDSC) and Borrowing Capacity (BC) of the LGUs which is a requirement of BSP in issuing the Monetary Board opinion, pursuant to BSP Circular 926, S. 2016 for LGUs that would engage in loans and borrowings. This is to ensure the effective implementation of the debt service limit on local government borrowings as stipulated in Section 324(b) of the Local Government Code of 1991.

Office or Division:	Local Fiscal Policy Service/Local Debt Monitoring and Evaluation Division (LDMED)
Classification:	Highly Technical Transactions
Type of Transaction:	Government to Government (G2)
Who may avail:	Local Government Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter-request from the Local Chief Executive (Governor/Mayor/Punong Barangay) indicating (i) the selected lending institution; (ii) terms and conditions of proposed loan (repayment period and interest rate); and (iii) the specific purpose of the loan; together with offer sheet from the lending institution;	Local Chief Executive of the Local Government Unit/ Financial/Lending Institution
2. Certification by the Local Treasurer of presence or absence of loan/s, duly certified with the following details: (i) types of loan/s and other obligations contracted; (ii) purpose of loan/s and other obligations contracted; (iii) name of the lending institution/s; (iv) date of approval and maturity of loan/s; (v) terms and conditions (interest rate and number of years to pay); (vi) remaining balances of loan/s and other obligation/s; and (vii) annual amortization schedules (segregating the principal from the interest) issued by the lending institution/s;	Local Treasurer of the Local Government Unit
3. Commission on Audit (COA) Annual Audit Certificate for the most recent year, which shall be supported by the year-end financial reports for the past three (3) years: (i) Pre-closing Trial Balance (General Fund); and (ii) Detailed Statement of Financial Performance. An Agency Action Plan and Status of Implementation (AAPSI) report on COA recommendations shall be required if the LGU has adverse findings pertaining to the local treasury matters; and	Local Accountant of the Local Government Unit

4. Certification issued by the lending institution stating that it shall not require LGU deposits as compensating balance for the loan, if such lending institution is (1) not an authorized government depository bank or (2) an authorized government bank required to obtain the prior approval of the DOF, as provided under the DOF Department Circular No. 01.2017 dated 11 May 2017.	Financial/Lending Institution

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Send letter request for the issuance of CNDSC/BC, to the BLGF Regional Office or Central Office if NCR LGU, together with the supporting documentary requirements.	Receive and record letter request with supporting documentary requirements by the Regional Office or Central Office (from an NCR LGU).	none	15 minutes	Administrative Aide VI/ Loan Examiner II (Ma. Avelina D. Del Rosario)
	Check completeness, veracity, consistency and orderliness of submitted letter request with supporting documentary requirements and verify records for previous applications, if any.	none	5 hours	Administrative Aide VI/ Loan Examiner II (Ma. Avelina D. Del Rosario)
	Prepare ***Acknowledgment Letter, if documentary requirements are found complete, correct, consistent and orderly***. For incomplete supporting documentary requirements, refer to Preparation of Notice of Deficiency sub-procedure.	none	30 minutes	Administrative Aide VI/ Loan Examiner II (Ma. Avelina D. Del Rosario)
	Assign the request to an action officer.	none	1 hour	Fiscal Examiner V (Erwina Grace P. Morales)
	Evaluate, analyze, review, validate and process request:	none	15 days*	Loan Examiner II, III, and IV (Wilfredo V.
	a. For request from NCR, evaluate and analyze financial statement and compute NDSC/BC by using ***Enclosures A, B and C***.	none		
	b. For request endorse by the Regional Office, review, validate and analyze Financial Statements against ***Enclosures A, B and C*** submitted. Review existing loans based on amortization schedule, and compute NDSC/BC	none		
	c. Evaluation and validaton of Existing Loan based on the amortization schedule.	none		
	d. Evaluate and validate ***action taken*** on the recommendations of COA in the AAPSI, if not satisfied/convince or recommendation is not implemented require additional explanation/justification from LGU	none		
	e. Prepare ***Cost-Benefit Analysis*** if refinancing, buyout, or restructuring.	none		
	f. Prepare ***Debt Service Analysis*** if LGU about to reach Debt Service Ceiling.	none		
	• Draft ***Transmittal Letter***, the ***Certificate*** and cover ***Memorandum to LGU.***	none	1 hour	Loan Examiner II, III, and IV (Wilfredo V. Vedan, III; Rosemarie F. Ferriol and Daniel

	Review processed request and endorse ***Transmittal Letter***, the ***Certificate*** and cover ***Memorandum to LGU***.	none	3 hour	Fiscal Examiner V/ Action Officer (Erwina Grace P. Morales)

	Certify ***Enclosure C*** and affix initials to the ***Transmittal Letter***, ***Certificate***, and ***Memorandum to LGU***.	none	30 minutes	Fiscal Examiner V (Erwina Grace P. Morales)
	Record details of loan application to database, and to out-going logbook and forward the same for endorsement.	none	45 minutes	Administrative Aide VI/ Loan Examiner II (Ma. Avelina D. Del Rosario)
	• Review and approve computed borrowing capacity and sign ***Enclosure C***.	none	4 hours	Service Director or Deputy Executive Director (Ma. Pamela P. Quizon)
	· Affix initials to ***Transmittal Letter***, the ***Certificate***, and cover ***Memorandum***.	none		
	Review and approve request and sign the ***Certificate***, cover ***Memorandum***, *and* ***Transmittal Letter***.	none	Within 2 days	Executive Director (Niño Raymond B. Alvina)
	Record and transmit approved ***Certificate*** and signed cover ***Memorandum*** *and* ***Transmittal Letter***.	none	Within 1 day	**Central Records-** Administrative Aide II
	TOTAL:		**20 days**	

*Evaluation may take more than 15 days, defending on the number of existing loans of requesting LGU and the manner of implementing the recommendations of the COA on the findings and observations stated in the Part II of Annual Audit Report.

Sub-Procedure: Preparation of Notice of Deficiency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare letter informing LGU concern of the deficiency of supporting documents submitted, together with the checklist of the documentary requirements detailing the lacking documents.	None	2 hours	Administrative Aide VI/ Loan Examiner II (Ma. Avelina D. Del Rosario)
	Sign letter notice of deficiency	None	30 Minutes	Service Director (Ma. Pamela P. Quizon)
CLIENT shall submit the lacking documents within ***thirty (30) days***, if fail the request shall be ***returned without action***				

1. (Service Name)

Request for LGU debt data (LGU Outstanding Balance)

Providing LGU debt data using reports submitted by Governemnt Financial Institution and other lending instituion.

Office or Division:	Local Fiscal Policy Service/Local Debt Monitoring and Evaluation Division (LDMED)
Classification:	Complex
Type of Transaction:	Government to Citizen (G2C); Government to Government (G2G).
Who may avail:	NGAs, Senate, Congress and other stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter or email request.	Submission to BLGF

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Send letter request for LGU Debt data.	Receive, record and number the letter request for debt data.	none	10 minutes	Records Officer (Records Section)
	Receive the request for data	none	10 minutes	Administrative Aide II (Office of the Executive Director
	Designate the request to the concerned division for appropriate action	none	30 minutes	Executive Director (Niño Raymond B. Alvina)
	Record and receive the request for data	none	10 minutes	Administrative Aide VI/ Loan Examiner II (Ma. Avelina D. Del Rosario)
	Designate an action officer to accommodate the data request	none	10 minutes	Fiscal Examiner V
	Action Officer processes and analysis the data request	none	3 days	Loan Examiner II, III, and IV (Wilfredo V. Vedan, III; Rosemarie F.
	The process data will be forwarded to the Division Chief for review.	none	2 hours	Fiscal Examiner V

	Action Officer edits action based on the comments of the Division Chief	none	30 minutes	Loan Examiner II, III, and IV (Wilfredo
	Receive and record the draft data to Service Director	none	10 minutes	Administrative Aide VI/ Loan Examiner II (Ma. Avelina D. Del
	9. The draft data will be reviewed and vetted by the Service Director	none	4 hours	Director II, LFPS
	9.1 Action Officer edits action based on the comments of the Service Director	none	1 hour	Loan Examiner II, III, and IV (Wilfredo V. Vedan, III; Rosemarie
	10. Receive and record the draft data for review and initial of Deputy Executive Director	none	1 hour	Deputy Executive Director III
	11. The draft data will be reviewed amd vetted by Deputy Executive Director	none	4 hours	Deputy Executive Director III
	11.1 Action Officer edits action based on the comments of the Deputy Executive Director	none	1 hour	Loan Examiner II, III, and IV (Wilfredo V. Vedan, III; Rosemarie
	12. Receive and record the draft data to Executive Director	none	10 minutes	Administrative Assistant (Office of the Executive
	13. The draft data will be reviewed amd vetted by Executive Director	none	1 day	Executive Director (Niño Raymond B. Alvina)
	13.1 Action Officer edits action based on the comments of the Executive Director	none	10 minutes	Loan Examiner II, III, and IV (Wilfredo V. Vedan, III; Rosemarie F. Ferriol and Daniel
	14. Approval of the draft data		1 day	Executive Director (Niño Raymond B.
	15. Release if signed position paper to the Records Section		10 minutes	Administrative Assistant
Received requested data	16. Release of signed position paper for the Records section to the requesting party		10 minutes	Administrative Officer II (Records Section)
	TOTAL:		**7 days**	

*Evaluation may take more than 15 days, defending on the number of existing loans of requesting LGU and the manner of implementing the recommendations of the COA on the findings and observations stated in the Part II of Annual Audit Report.

Sub-Procedure: Preparation of Notice of Deficiency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare letter informing LGU concern of the deficiency of supporting documents submitted, together with the checklist of the documentary requirements detailing the lacking documents.	None	2 hours	Administrative Aide VI/ Loan Examiner II (Ma. Avelina D. Del Rosario)
	Sign letter notice of deficiency	None	30 Minutes	Service Director (Ma. Pamela P. Quizon)
CLIENT shall submit the lacking documents within ***thirty (30) days***, if fail the request shall be ***returned without action***				

1. (Service Name) **Processing of LGU Application for Loan under the Assessment Loan Revolving Fund (ALRF)**

ALRF is a revolving fund managed by the Bureau of Local Government Finance (BLGF) as a loan facility for LGU's Tax Mapping projects, periodic Revision of Real Property Assessments, and other real property assessment programs in order to maximize revenues from real property taxation.

All LGU applications for loan under Assessment Loan Revolving Fund (ALRF) shall be reviewed and processed by Project Execution and Management Division (PEMD) and approved by the BLGF Executive Director. Application may be submitted to the Regional Office or directly to the BLGF Central Office.

This process covers the documentary and eligibility requirements for applicant LGUs, to initial screening and to notification of eligible applicants.

Office or Division:	LGUOS/Project Execution and Management Division (PEMD)
Classification:	highly-technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	All provincies, cities and municipalities or all local government units (LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements:	
1. Application Letter indicating the purpose of loan	To be signed by the Local Chief Executive (LCE)
2. Resolution of the local legislative body, authorizing the Provincial Governor/City/Municipal Mayor to enter into a loan agreement with the Department of Finance indicating the amount of loan desired, and the specific project to be undertaken, to be signed by the majority of the members of the Sangguniang Panlalawigan/Panlungsod/Bayan;	To be signed by majority of the Sanggunian Members concerned
3. A comparative statement of the Real Proerty Tax Collection covering a period of five (5) years immediately preceding the year of the project implementation.	Duly Certified by the Local Treasurer or maybe downloaded from the BLGF Website
4. A certification of the Provincial/City /Municipal Mayor as to availability of office space, equipment, and technical and clerical personnel for the duration of the project;	Provincial/City /Municipal Mayor
5.Certification of the PNP Director as to prevailing peace and order condition of the City/Municipality;	PNP Director
6.Plantilla of Personnel (Offices of the Treasurer and Assessor);	Duly Certtified by the HR
7. Tax Collection Enforcement Programs, prepared by the Treasurer	Treasurer
8. Certificate of Net Debt Service Ceiling and Borrowing Capacity (CNDSC/BC).	LDMED-BLGF
A.1 Additional Requirements for Tax Mapping Project 1. If implementation involves multi-year Program, to support the loan application an Executive Order issued by the Local Chief Executive creating a RPTA Task Force, setting forth the membership and defining the duties and responsibilities of such body; 2. A certification of the Provincial Assessor that the City/Municipality has: a. Not less than 4,000 real property units and not less than 3,000 land parcels; b. Available base maps covering the entire City/Municipality; c. The applicant LGU has not been previously tax mapped 3. Tax Mapping Implementation Plan, which includes: a. Detailed activities of Tax Mapping by Barangay; and b. Period to complete each activity under the Tax Mapping operation;	To be issued by the concerned Provincial Assessor and Treasurer
A.2 Additional Requirements for Data Computerization 1. Certification of the Provincial/City/Municipal Assessor as to the: a. Number of Real Property Units (RPUs) and parcels of land for the last three (3) years; 2. Real Property Data Computerization Implementation Plan, which includes: a. Detailed activities of data computerization work by Barangay; and b. Period to complete each activity in data Computerization Work;	To be issued by the concerned Provincial Assessor and Treasurer

A.3 Additional Requirements for General Revision 1. Certification of the Provincial/City/Municipal Assessor as to the a. Number of Real Property Units (RPUs) and parcels of land for the last three (3) years; 2. Real Property Data Computerization Implementation Plan, which includes: a. Detailed activities of data computerization work by Barangay; and b. Period to complete each activity in data Computerization Work; 3. Certification of the Provincial Assessor that the City/Municipality has an Approved Schedule of Market Values.		To be issued by the concerned Provincial Assessor and Treasurer		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Submit application letter together with complete documentary requirements.	Receive, record and deliver to PEMD the application request together with complete documentary requirements (Refer to ***Receipt of Incoming Documents*** procedure)	none	30 minutes	Records Unit – Admin. Aide II
	Check completeness and orderliness of the documents, including: a)Completeness of the data required to process the application; and b) Accuracy of the submitted data.	none	5 days	Action Officer
	For complete requirements and eligible application, prepare Acknowledgment Letter confirming eligibility and informing the LGU of its schedule for orientation-workshop on ALRF and the preparation of Project Study and Action Plan (PSAP). • Prepare Notice of Deficiency/Ineligibility in case of incomplete documentary requirements or ineligibility under ALRF rules.	none	1 hour	Action Officer
	Review application and related documents and endorse the Acknowledgment Letter for signature.	none	3 days	Division Chief
	Review application and related documents and endorse the Acknowledgment Letter for signature.	none	2 days	Service Director
	Review application and related documents and endorse the Acknowledgment Letter for signature.	none	2 days	DED
	Review application and sign Acknowledgment Letter.	none	2 days	Executive Director
	Record and release signed Acknowledgment Letter to applicant LGU. • Endorse documentary requirements for ALRF application with copy of signed Acknowledgment Letter to PEMD. (Refer to ***Transmittal Letter*** procedure)	none	2 days	Records Unit – Admin. Aide II
2. 'Receive BLGF's Action		none	3 days	applicant LGU
	TOTAL		**20 days**	

1. (Service Name) **Conduct of Orientation-Workshop on Assessment Loan Revolving Fund (ALRF) Projects and the Preparation of Project Study and Action Plan (PSAP)**

ALRF is a revolving fund managed by the Bureau of Local Government Finance (BLGF) as a loan facility for LGU's Tax Mapping projects, periodic Revision of Real Property Assessments, and other real property assessment programs in order to maximize revenues from real property taxation.

The conduct of orientation-workshop on the preparation of PSAP is part of the process and requirements in availing loans funded under the ALRF.

Office or Division:	LGUOS/Project Execution and Management Division (PEMD)
Classification:	complex
Type of Transaction:	Government to Government (G2G)
Who may avail:	All provincies, cities and municipalities or all local government units (LGUs)

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Letter confirmation to attend orientation-workshop		applicant LGU		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Letter Confirmation to attend the orientation-workshop on Assessment Loan Revolving Fund (ALRF) Projects and the preparation of PSAP	Receive, record and release to PEMD the Letter Confirmation (Refer to ***Receipt of Incoming Documents*** procedure)	none	30 minutes	Records Unit – Receiving Clerk
	Prepare Notice of Meeting for the conduct of Orientation-workshop	none	10 minutes	Action Officer
	Review, and initial/sign the Notice of Meeting	none	5 minutes	Division Chief
	Review and initial/sign the Notice of Meeting	none	5 minutes	Service Director
	Sign the Notice of Meeting	none	10 minutes	DED
	Prepare logistical and equipment requirements. *(Refer to Request for Petty Cash procedure)*	none	3 days & 4 hours	LGUOS
	Conduct Orientation-Workshop on ALRF Projects and the preparation of PSAP • Target output of the orientation is a draft Project Study and Action Plan (PSAP)	none	1 day	LGUOS
	Presentation and critiquing of Draft PSAP	none	15 minutes after the conduct of orientation	LGUOS
2. Finalize PSAP for BLGF's approval		none	2 days	Applicant LGU
	TOTAL		**7 days**	

1. (Service Name)	Request for Review and Approval of Project Study and Action Plan (PSAP) and Transmittal of Draft Contract of Loan
ALRF is a revolving fund managed by the Bureau of Local Government Finance (BLGF) as a loan facility for LGU's Tax Mapping projects, periodic Revision of Real Property Assessments, and other real property assessment programs in order to maximize revenues from real property taxation. All LGU applications for loan under Assessment Loan Revolving Fund (ALRF) shall be reviewed and processed by Project Execution and Management Division (PEMD) and approved by the BLGF Executive Director. All LGU applications shall be submitted to PEMD for review and processing.	
Office or Division:	LGUOS/Project Execution and Management Division (PEMD)
Classification:	highly-technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	All provincies, cities and municipalities or all local government units (LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Project Study and Action Plan (PSAP)	Municipal Assessor and the Municipal Treasurer
2. Certificate of Attendance to Orientation-Workshop on ALRF Projects and on the Preparation of PSAP	Conducted by the BLGF at least 15 days after the eligibility screening.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the PSAP for approval of the BLGF Executive Director with attached complete documentary requirements	Receive, record and release to PEMD the PSAP with attached complete documentary requirements (Refer to ***Receipt of Incoming Documents*** procedure)	none	30 minutes	Records Unit – Receiving Clerk
	Review the PSAP and check signatures of LGU applicant: Local Chief Executive, Local Treasurer and Local Assessor	none	5 days	Action Officer
	Prepare cover memorandum recommending approval of the PSAP	none	2 hours	Action Officer
	Review/endorse approval of the PSAP and initial/sign cover Memorandum.	none	3 days	Division Chief
	Review/endorse approval of the PSAP and initial/sign cover Memorandum	none	2 days	Service Director
	Recommend the approval of the PSAP and sign the cover Memorandum.	none	2 days	DED
	Sign the PSAP	none	2 days	Executive Director
	If Approved: Prepare Transmittal Letter with approved/signed PSAP and prepare draft Contract of Loan; (Refer to ***Preparation and Transmittal of Draft Contract of Loan*** procedure) **If not approved**: Prepare transmittal informing the LGU to comply w/ recommendations and submit revised PSAP	none	15 minutes	Action Officer
	Review and sign/initial the transmittal	none	15 minutes	Division Chief
	Review and sign/initial the transmittal	none	15 minutes	Service Director
	Sign the transmittal letter	none	15 minutes	DED for Operations
	Record and release Transmittal Letter with attached approved PSAP; or transmittal letter informing the LGU to comply with the recommendations/ requests and submit revised PSAP, in case of non-approval (Refer to Transmittal Letter procedure)	none	2 days	Records Unit – Admin. Aide II
2. Receive BLGF's Action		none	2 days	applicant LGU
	Total		**20 days**	

1. (Service Name) Review, Approval and Transmittal of Draft Contract of Loan

ALRF is a revolving fund managed by the Bureau of Local Government Finance (BLGF) as a loan facility for LGU's Tax Mapping projects, periodic Revision of Real Property Assessments, and other real property assessment programs in order to maximize revenues from real property taxation.

All LGU applications for loan under Assessment Loan Revolving Fund (ALRF) shall be reviewed and processed by Project Execution and Management Division (PEMD) and approved by the BLGF Executive Director.

All LGU applications shall be submitted to PEMD for review and processing.

Office or Division:	LGUOS/Project Execution and Management Division (PEMD)
Classification:	highly-technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	All provincies, cities and municipalities or all local government units (LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Project Study and Action Plan (PSAP)	prepared by the Municipal Assessor
	and the Municipal Treasurer
2. Certificate of Attendance to Orientation-Workshop on ALRF Projects	Conducted by the BLGF at least 15 days
and on the Preparation of PSAP	after the eligibility screening.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PSAP for approval of the BLGF Executive Director with attached complete documentary requirements	Receive, record and release to PEMD the PSAP with attached complete documentary requirements (Refer to ***Receipt of Incoming Documents*** procedure)	none	30 minutes	Records Unit – Receiving Clerk
	Prepare draft Contract of Loan for the signature of LGU applicant officials, based on the approved PSAP (Refer to **PSAP Approval** procedure)	none	1 day	Action Officer
	Prepare cover memorandum recommending approval of the draft Contract of Loan	none	15 minutes	Action Officer
	Review and endorse approval of the draft Contract of Loan and initial/sign cover Memorandum.	none	3 days	Division Chief
	Review and endorse approval of the draft Contract of Loan and sign cover Memorandum.	none	2 days	Service Director
	Review and recommend the approval of draft Contract of Loan	none	2 days	DED
	Approve the draft Contract of Loan	none	2 days	Executive Director
	If Approved: Prepare Transmittal Letter with attached draft Contract of Loan for signature of applicant LGU officials **If not approved**: Refer back to PEMD for appropriate action	none	15 minutes	Action Officer
	Review and sign/initial the transmittal letter	none	15 minutes	Division Chief
	Review and sign/initial the transmittal letter	none	15 minutes	Service Director
	Sign the transmittal letter	none	15 minutes	DED for Operations
	Record and release Transmittal Letter with attached draft Contract of Loan for the signature of applicant LGU officials; (Refer to **Transmittal Letter procedure**)	none	2 days	Records Unit – Admin. Aide II

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive Draft Contract of Loan		none	2 days	applicant LGU
	TOTAL		7 days	

1. (Service Name) Request Review, Approval and Transmittal of Contract of Loan under ALRF-Funded Project

ALRF is a revolving fund managed by the Bureau of Local Government Finance (BLGF) as a loan facility for LGU's Tax Mapping projects, periodic Revision of Real Property Assessments, and other real property assessment programs in order to maximize revenues from real property taxation.

All LGU applications for loan under Assessment Loan Revolving Fund (ALRF) shall be reviewed and processed by Project Execution and Management Division (PEMD) and approved by the BLGF Executive Director.

All LGU applications shall be submitted to PEMD for review and processing.

Office or Division:	LGUOS / Project Execution and Management Division (PEMD)
Classification:	highly-technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	All provincies, cities and municipalities or all local government units (LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Project Study and Action Plan (PSAP)	BLGF and Applicant LGU
2. Contract of Loan signed by applicant LGU officials	Applicant LGU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for the review and approval of Contract of Loan with attached complete documentary requirements	Receive, record and release to PEMD the request for review and approval of Contract of Loan with attached complete documentary requirements (Refer to ***Receipt of Incoming Documents*** procedure)	none	30 minutes	Records Unit – Receiving Clerk
	Review the Contract of Loan based on the approved PSAP and check the signatories	none	1 day	Action Officer
	Prepare cover Memorandum requesting review of the Contract of Loan by the Legal Service	none	15 minutes	Action Officer
	Review content of draft Contract of Loan and initial/sign the cover Memorandum	none	4 hours	Division Chief
	Review content of draft Contract of Loan and sign the cover Memorandum	none	4 hours	Service Director
	Receive and release to Legal Service the cover Memorandum requesting review of the Contract of Loan with the attached PSAP Refer to **Transmittal Letter**	none	15 minutes	Action Officer
	Review content of Contract of Loan with attached PSAP and recommend approval. *(Refer to **Review of Contract procedure**),* In case of corrections, the Contract of Loan will be endorsed back to PEMD for appropriate action.	none	5 days	Action Officer/Director, Legal Service
	Review content of Contract of Loan with attached PSAP.	none	1 day	DED for Administration
	Review content of Contract of Loan with attached PSAP.	none	1 day	DED for Operations
	Approve/sign the Contract of Loan.	none	2 days	Executive Director
	Prepare Transmittal Letter transmitting the signed Contract of Loan and informing that the LGU may now request for the initial release of funds representing the 50% of the approved loan. *In case of non-approval, refer back to PEMD for appropriate action.*	none	1 hour	Action Officer

	Record and release the transmittal letter together with the approved Contract of Loan with attached copy of approved PSAP to LGU applicant (***Refer to Transmittal Letter procedure***)	none	2 days	Records Unit – Admin. Aide II
2. Receive BLGF's Letter with the attached approved Contract of Loan		none	2 days	Apllicant LGU
	Sub-Total		**20 days**	

ARTA

1. (Service Name) **Request for Release of Funds Representing 50% of the Approved Loan under ALRF-Funded Project (1st Tranche)**

ALRF is a revolving fund managed by the Bureau of Local Government Finance (BLGF) as a loan facility for LGU's Tax Mapping projects, periodic Revision of Real Property Assessments, and other real property assessment programs in order to maximize revenues from real property taxation.

All LGU applications for loan under Assessment Loan Revolving Fund (ALRF) shall be reviewed and processed by Project Execution and Management Division (PEMD) and approved by the BLGF Executive Director.

All LGU applications shall be submitted to PEMD for review and processing.

Office or Division:	LGUOS/Project Execution and Management Division (PEMD)
Classification:	complex
Type of Transaction:	Government to Government (G2G)
Who may avail:	All provincies, cities and municipalities or all local government units (LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Project Study and Action Plan (PSAP)	BLGF and Applicant LGU
2. Signed Contract of Loan	BLGF and Applicant LGU
3. Letter Request	BLGF and Applicant LGU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for release of funds (First Tranche) representing 50% of the approved loan with attached complete documentary requirements	Receive, record and release to PEMD the letter request for the release of funds (Fisrt Tranche) representing 50% of the approved loan with attached complete doucmentary requirments (Refer to ***Receipt of Incoming Documents*** procedure)	none	30 minutes	Records Unit – Receiving Clerk
	Prepare cover Memorandum and a directive Memorandum for the Financial and Management Division (FM & D) for release of funds	none	15 minutes	Action Officer
	Review and endorse the Request for Release of Funds and initial/sign the cover Memo and directive Memo for FMD	none	2 hours	Division Chief
	Review and recommend/sign cover Memo and initial/sign the directive Memo for FMD	none	2 hours	Service Director
	Recommend the release of funds and initial/sign the directive Memo for FMD.	none	2 hours	DED
	Sign the directive Memorandum for FM & D for the release of funds (1st Tranche)	none	2 days	Executive Director
	Record and release the directive Memorandum for the release of funds to FMD for payment and PEMD for file.	none	5 minutes	Records Unit – Admin. Aide II
	Facilitate release of funds. (Refer to ***Preparation of Disbursement Voucher*** procedure)	none	2 days	Financial and Management Division
	Processing and release of Check/Loan to LGU. (Refer to ***Disbursement*** procedure) release copy to PEMD for file	none	2 days	Cashier III
	Prepare Letter to LGU informing the release of funds (1st Tranche)	none	5 minutes	Action Officer
	Record and release Transmittal Letter informing the release of funds and the prosecution of the project shall be started not later than 60 days from date of receipt of the amount (Refer to ***Transmittal Letter*** procedure)	none	2 days	Records Unit – Admin. Aide II
2. Receive BLGF's action			2 days	borrowing LGU
	Total		**7 days**	

1. (Service Name) Request for Release of Funds representing 30% of the approved loan under ALRF-Funded Projects (2nd Tranche)

ALRF is a revolving fund managed by the Bureau of Local Government Finance (BLGF) as a loan facility for LGU's Tax Mapping projects, periodic Revision of Real Property Assessments, and other real property assessment programs in order to maximize revenues from real property taxation.
All LGU applications for loan under Assessment Loan Revolving Fund (ALRF) shall be reviewed and processed by Project Execution and Management Division (PEMD) and approved by the BLGF Executive Director.
All LGU applications shall be submitted to PEMD for review and processing. Second Release (30%) – Upon submission of report of at least 50% Physical and Financial Accomplishment of project.
Third/Final Release (20%) – Upon submission of report of at least 75% Physical and Financial Accomplishment of project.

Office or Division:	LGUOS/Project Execution and Management Division (PEMD)
Classification:	highly-technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	All provincies, cities and municipalities or all local government units (LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request for Partial/Full Payment with Billing Statement, if any	Borrowing LGU
2. Physical Accomplishment Report (Statement of Works Accomplished) certifying that basic project requirements as itemized in the PSAP have already been acquired and delivered	Borrowing LGU
3. Financial Accomplishment Report (Statement of Receipts and Disbursements or SORD) certifiyng that the total amount initially released was fully disbursed	Borrowing LGU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit letter request for 2nd release of funds representing 30% of the approved loan with attached complete documentary reequirements	Receive, record and deliver to PEMD the letter request for 2nd release of funds with attached complete documentary requirments (Refer to ***Receipt of Incoming Documents*** procedure)	none	30 minutes	Records Unit – Admin. Aide II
	Review reports and check compliance with approved PSAP	none	1 day	Action Officer
	Conduct field validation. (Refer Monitoring and Evaluation procedure)	none	20 days	Monitoring and Evaluation Team
	Review the evaluation report per result of field validation	none	2 hours	Action Officer
	If the above cited requirements are complied, prepare Memo recommending the Release of Funds; otherwise, letter directing compliance with the recommendations of the Evaluation Team.	none	4 hours	Action Officer
	Review the evaluation report and initial/sign the Memo requesting the Release of Funds.	none	2 hours	Division Chief
	Review the evaluation report and sign the Memo requesting the Release of Funds.	none	1 hour	Service Director
	Review the evaluation report and recommend the Release of Funds.	none	1 hour	DED
	Review and approve Request for Release of Funds.	none	2 days	Executive Director

	Record and release approved Request for Release of Funds to FMD for payment and PEMD for file	none	5 minutes	Records Unit – Admin. Aide II
	Receive and record Request for Release of Funds.	none	5 minutes	Records Officer/Receiving
	Facilitate release of funds. (Refer to ***Preparation of Disbursement Voucher*** procedure)	none	2 days	Financial and Management Division
	Processing and release of Check/Loan to LGU. (Refer to **Disbursement** procedure) release copy to PEMD for file	none	2 days	Cashier III
	Prepare Letter informing the LGU on the release of funds	none	10 minutes	Action Officer
	Record and release Transmittal Letter informing the release of funds and the prosecution of the project shall be started not later than 60 days from date of receipt of the amount (Refer to ***Transmittal Letter*** procedure)	none	2 days	Records Unit – Admin. Aide II
2. Receive BLGF's action		none	2 days	borrowing LGU
	Total		**20 days**	

1. (Service Name) Request for Release of Funds representing 20% of the approved loan under ALRF-Funded Projects (Final/Third Tranche)

ALRF is a revolving fund managed by the Bureau of Local Government Finance (BLGF) as a loan facility for LGU's Tax Mapping projects, periodic Revision of Real Property Assessments, and other real property assessment programs in order to maximize revenues from real property taxation.
All LGU applications for loan under Assessment Loan Revolving Fund (ALRF) shall be reviewed and processed by Project Execution and Management Division (PEMD) and approved by the BLGF Executive Director.
All LGU applications shall be submitted to PEMD for review and processing.
Second Release (30%) – Upon submission of report of at least 50% Physical and Financial Accomplishment of project.
Third/Final Release (20%) – Upon submission of report of at least 75% Physical and Financial Accomplishment of project.

Office or Division:	LGUOS/Project Execution and Management Division (PEMD)
Classification:	highly-technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	All provincies, cities and municipalities or all local government units (LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Partial/Full Payment with Billing Statement, if any	Borrowing LGU
Physical Accomplishment Report (Statement of Works Accomplished) certifying the completion of at least 75% accomplishment of the project	Borrowing LGU
Financial Accomplishment Report (Statement of Receipts and Disbursements or SORD) certifying the completion of at least 75% accomplishment of the project	Borrowing LGU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit request for final/3rd release of funds representing 20% of the approved loan with attached complete documentary requirements	Receive, record and deliver to PEMD the request for final/3rd release of funds with attached complete documentary requirements (Refer to ***Receipt of Incoming Documents*** procedure)	none	30 minutes	Records Unit – Admin. Aide II
	Review reports and check compliance with approved PSAP	none	1 day	Action Officer
	Conduct field validation. (Refer Monitoring and Evaluation procedure)	none	20 days	Monitoring and Evaluation Team
	Review the evaluation report per result of field validation	none	2 hours	Action Officer
	If 75% accomplishment is noted, prepare Memo recommending the Release of Funds; otherwise, letter directing compliance with the recommendations of the Evaluation Team.	none	4 hours	Action Officer
	Review the evaluation report and initial/sign the Memo requesting the Release of Funds.	none	2 hours	Division Chief
	Review the evaluation report and sign the Memo requesting the Release of Funds.	none	1 hour	Service Director
	Review the evaluation report and recommend the Release of Funds.	none	1 hour	DED
	Review and approve Request for Release of Funds.	none	2 days	Executive Director
	Record and release approved Request for Release of Funds to FMD for payment and PEMD for file.	none	5 minutes	Records Unit – Admin. Aide II

	Receive and record Request for Release of Funds.	none	5 minutes	Records Officer/Receiving
	Facilitate release of funds. (Refer to ***Preparation of Disbursement Voucher*** procedure)	none	2 days	Financial and Management Division
	Processing and release of Check/Loan to LGU. (Refer to **Disbursement** procedure)	none	2 days	Cashier III
	Prepare Letter informing the LGU on the release of funds	none	10 minutes	Action Officer
	Record and release Transmittal Letter informing the release of funds and the prosecution of the project shall be started not later than 60 days from date of receipt of the amount (Refer to ***Transmittal Letter*** procedure)	none	2 days	Records Unit – Admin. Aide II
2. Receive BLGF's action			2 days	borrowing LGU
	Total		**20 days**	

1. (Service Name) Conduct of Monitoring and Evaluation of On-going ALRF-Funded Project

ALRF is a revolving fund managed by the Bureau of Local Government Finance (BLGF) as a loan facility for LGU's Tax Mapping projects, periodic Revision of Real Property Assessments, and other real property assessment programs in order to maximize revenues from real property taxation. All LGU applications for loan under Assessment Loan Revolving Fund (ALRF) shall be reviewed and processed by Project Execution and Management Division (PEMD) and approved by the BLGF Executive Director.
All LGU applications shall be submitted to PEMD for review and processing.

Office or Division:	LGUOS/Project Execution and Management Division (PEMD)
Classification:	highly-technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	All provincies, cities and municipalities or all local government units (LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Physical Accomplishment Report (Statement of Works Accomplished)	Borrowing LGU
2. Financial Accomplishment Report (Statement of Receipts and Disbursements or SORD)	Borrowing LGU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit request for partial/final release of loan or project completion with attached complete documentary requirements	Receive, record and deliver to PEMD the request for partial/final release of loan with attached complete documentary requirements (Refer to ***Receipt of Incoming Documents*** procedure)	none	30 minutes	Records Unit – Admin. Aide II
	Review reports and check compliance to Contract of Loan.	none	4 hours	Action Officer
	Prepare Travel Order to LGU concerned to monitor and evaluate physical and financial accomplishment of the project.	none	1 hour	Division Chief
	Prepare cover Memo requesting authority to travel	none		
	Review and endorse Memo requesting authority to travel	none	1 hour	Service Director
	Review and endorse Memo requesting authority to travel	none	1 hour	DED
	Review and approve request for authority to travel for the stated purpose. (Refer to Request for Travel Order procedure)	none	3 days	Executive Director
	Travel to LGU	none	1 day travel time	Monitoring and Evaluation Team
	Make representation with the local assessor and treasurer.	none	15 minute	Monitoring and Evaluation Team
	Courtesy call with the Local Chief Executive assisted by the local assessor and treasurer and rest of the project management team. • Conduct monitoring and evaluation.	none	30 minutes	Monitoring and Evaluation Team

	Conduct monitoring and evaluation • Validate/verify the actual physical outputs as to the latest Physical Accomplishment Report submitted • Validate/verify the actual financial reports as to the latest Financial Report submitted.	none	2 days	Monitoring and Evaluation Team
	Conduct exit conference and present findings, comments and recommendations with the LCE and project management team.	none	2 hours	Monitoring and Evaluation Team
	Return to Official Station.	none	1 day travel time	Monitoring and Evaluation Team
	Prepare Evaluation Report with recommendations.		10 days	Monitoring and Evaluation Team
	Prepare Letter informing the LGU on the release of funds	none	5 minutes	Action Officer
	Record and release Evaluation Report (Refer to ***Transmittal Letter*** procedure)	none	2 days	Records Unit – Admin. Aide II
2. Receive BLGF's action			2 days	borrowing LGU
	Total		**20 days**	

1. (Service Name) Conduct of Pre-Closing Activities for ALRF-Funded Projects

ALRF is a revolving fund managed by the Bureau of Local Government Finance (BLGF) as a loan facility for LGU's Tax Mapping projects, periodic Revision of Real Property Assessments, and other real property assessment programs in order to maximize revenues from real property taxation.
All LGU applications for loan under Assessment Loan Revolving Fund (ALRF) shall be reviewed and processed by Project Execution and Management Division (PEMD) and approved by the BLGF Executive Director.
All LGU applications shall be submitted to PEMD for review and processing.
....
Request for conduct of Pre-Closing Activities for ALRF-Funded Projects shall be within 30 days from date of completion of the project.

Office or Division:	LGUOS/Project Execution and Management Division (PEMD)
Classification:	highly-technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	All provincies, cities and municipalities or all local government units (LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Physical Accomplishment Report (Statement of Works Accomplished) 100% accomplishment	Borrowing LGU
2. Financial Accomplishment Report (Statement of Receipts and Disbursements or SORD) 100% accomplishment	Borrowing LGU
3. Certificate of Completion stating that the project is substantially completed and that project funds is fully disbursed	Borrowing LGU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for project completion and amortization schedule for the loan repayment with attached complete documentary requirements	Receive, record and deliver to PEMD request for project completion and the amortization schedule for the loan repayment with attached complete documentary requirements (Refer to ***Receipt of Incoming Documents*** procedure)	none	30 minutes	Records Unit – Admin. Aide II
	Review reports and check compliance with Contract of Loan	none	2 days	Action Officer
	Conduct field validation. (Refer Monitoring and Evaluation procedure)	none	20 days	Action Officer, Division Chief
	Review the evaluation report per result of field validation	none	2 hours	Action Officer
	If 100% accomplishment is noted, per result of field validation conducted Evaluation Report, prepare memo recommending project completion; otherwise, letter directing compliance with the recommendations of the Evaluation Team.	none	4 hours	Action Officer
	Review the evaluation report and initial/sign the Memo requesting the Release of Funds.	none	2 hours	Division Chief
	Review the evaluation report and initial/sign the cover Memo	none	2 hours	Division Chief
	Review the evaluation report and sign the cover Memo	none	1 hour	Service Director

	Review the evaluation report and recommend the project completion	none	1 hour	DED
	Approve project completion	none	2 days	Executive Director
	Record and release the approved request to PEMD	none	5 minutes	Records Unit – Admin. Aide II
	Prepare Letter informing the LGU of the annual amoritization schedule in accordance with Contract of Loan			
	Record and release Letter the LGU of the annual amoritization schedule (Refer to ***Transmittal Letter*** procedure)	none	2 days	Records Unit – Admin. Aide II
2. Receive BLGF's action			2 days	borrowing LGU
	Total		**20 days**	

1. PROCESSING OF APPOINTMENTS OF LOCAL TREASURERS AND ASSISTANT LOCAL TREASURERS

This involves the evaluation of the qualifications of the recommendees of the Local Chief Executive (Governor/Mayor) for the filling up of vacancies in Provincial/City/Municipal Treasurer/Assistant Treasurer positions and the subsequent issuance of the appointment by the Secretary of Finance, pursuant to Sections 470 and 471 of Republic Act 7160 or the Local Government Code of 1991.

Office or Division:	Bureau of Local Government Finance
Classification:	Multi-stage system
Type of Transaction:	G2G
Who may avail:	Local Government Units

CHECKLIST OF REQUIREMENTS	NO. OF COPIES	WHERE TO SECURE
First Level Basic Documentary Requirements (Stage 1)		
A. Requirements from the Individual Recommendes		
1. Personal Data Sheet (PDS) - CSC Form No. 212, with the following:	3 Originals*	Form downloadable from csc.gov.ph
1.1 Service Record	*3 Originals*	Form downloadable from csc.gov.ph
1.2 Work Experience Sheet	*3 Originals*	Form downloadable from csc.gov.ph
1.3 Previous Office Order of Designation as Treasurer/Assistant Treasurer, if any	*1 Certified Copy each*	BLGF Regional Office/ LGU Human Resource (HR) Office
1.4 Sworn Certificate of Employment (for private work experience)	*1 Photocopy*	Previous employers of the recommendee
1.5 Latest Approved Appointment (if applicable)	*1 Certified Copy*	LGU HR Office
1.6 Certificate of Residency [1]	*1 Original*	Barangay Captain
2. Certificate/s of Eligibility		
2.1 Civil Service Commission for CSP and/or BCLTE	1 Authenticated Copy for each applicable eligibility	CSC Regional Office
2.2 Professional Regulation Commission (PRC)		PRC
2.3 Bar		Integrated Bar of the Philippines
3.Relevant Training Certificates[2]	1 Certified Copy each	LGU HR Office
4.Performance Rating for the last two (2) rating periods[3]	1 Certified Copy each	LGU HR Office
B. LGU Requirements		
1. Recommendation Letter of Local Chief Executive, with the following:	1 Original*	Office of the Local Chief Executive
1.1 Sworn Statement of Non-Prohibited Relationship [4]	*1 Original**	Office of the Local Chief Executive
1.2 Certification of Availability of Funds [5]	*1 Original*	LGU Budget Office/Accounting Office
1.3 Approved Plantilla Schedule for the current year	*1 Certified Copy*	LGU HR Office
1.4 Publication of Vacancy (not beyond 3 months old) and Posting, with Qualification Standards [6]	*1 Original*	LGU HR Office
1.5 Certificate of SPMS Compliance	*1 Certified Copy*	CSC Field Office
1.6 If applicable, provide justification/certification for:	*1 Original for each applicable case or include in the recommendation letter*	Office of the Local Chief Executive
c. Non-inclusion of Next-in-Rank Employees		
b. Dearth of Applicants/Inclusion of Applicants from Other LGUs		
c. Non-inclusion of Next-in-Rank Employees		
1.7 Government Issued ID with Photo and Signature of LCE	*1 Certified Copy*	Office of the Local Chief Executive
1.8 Compliance with Sec. 325 of Republic Act No. 7160 [7] *(for Assistant Treasurer positions only)*	*1 Original*	Office of the Local Chief Executive and LGU Accounting Office

* Original hand-signature required. Use of electronic or facsimile signature is prohibited.

[1] Certificate issued by the concerned Barangay Chairman and stating the candidate's good moral character

[2] Maximum of 120hours for the last 5 years for PT/CT; and 40hours for the last 5 years for MT

[3] Reckoned from the date of recommendation of the LCE

[4] Certificate must state that the nominee is not within the 4th degree of affinity or consanguinity of the LCE

[5] Certificate issued by the concerned Local Accountant or Budget Officer stating the authorized salary rate, salary grade and item number of the position

[6] The Qualifications Standards to be published and posted must follow Sec. 470 and 471 of Republic Act No. 7160

[7] Signed by hand by the LCE and Local Accountant stating that the filling up of the position complies with Sec. 325a of the LGC

BLGF Central HRMPSB Deliberation Documentary Requirements (Stage 2)		
1. Indorsement of the Regional Director	1 Original	BLGF Regional Office
2. BLGF Regional HRMPSB Resolution	1 Original	BLGF Regional Office
3. Comparative Matrix of Evaluation - Local Treasury Appointment	1 Original	BLGF Regional Office
4. Compliance Evaluation of Requirements for Appointment *(First Level)*	1 Original	BLGF Regional Office
Note: With all supporting documents submitted by the LGU/Recommendees		
Second Level Basic Documentary Requirements (Stage 3)		
1. Transcript of Records (except for recommendees who are already regularly appointed Local Treasurer/Assistant Local Treasurer)	1 Authenticated Copy for each academic degree	University or College where the recommendee graduated
2. Latest Sworn Statement of Assets, Liabilities, and Net Worth (SALN)	1 Original	LGU HR Office
3. Medical Certificate - Latest CSC Form No. 211	1 Original	Government Physician
4. Valid Clearances and Certificate/s of No Pending Case (if with pending case/s, provide Case Summary/ies):		

4.1 National Bureau of Investigation (NBI)	1 Original	NBI
4.2 Civil Service Commission (CSC)	1 Original	CSC
4.3 Ombudsman	1 Original	Office of the Ombudsman
4.4 BLGF (only for recommendees who are already appointed LT/ALT	1 Original	BLGF Central and Regional Offices
4.5 LGU or NGA (only for recommendees who are appointed government personnel)	1 Original	Office of the Local Chief Executive
4. Marriage Certificate (for married female only)	1 Certified Copy	Philippine Statistics Authority (PSA)
5. Acceptance of Lower Salary (if applicable)	1 Original	by the Recommendee
Issuance of Appointment (Stage 4)		
1. Memorandum for the Secretary of Finance for the Issuance of Appointment	1 Original	BLGF Central Office
2. Appointment Papers (CSC Form No. 33-A, Revised 2018)	3 Original	BLGF Central Office
3. BLGF Central HRMPSB Resolution	1 Original	BLGF Central Office
4. Validated Comparative Matrix of Evaluation - Local Treasury Appointment	1 Original	BLGF Central Office
5. Compliance Evaluation of Requirements for Appointment *(Second Level Process)*	1 Original	BLGF Central Office
Note: With all supporting documents submitted by the LGU/Proposed Appointee		
CSC Attestation of Approved Appointment (Stage 5)		
1. Appointment Transmittal and Action Form (CSC Form 1, Revised 2017)	1 Original	Form downloadable from csc.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Stage 1: First Level (Initial Screening) Process				
For LGUs outside NCR	The BLGF Regional HRMPSB for Local Treasurers pre-evaluates the recommendees of the Local Chief Executive for the appointment of a local treasurer.			
Submit letter of recommendation of the Local Chief Executive with complete supporting documents to the concerned BLGF Regional Office	Receive mailed or personally delivered documents. For personal delivery, check completeness of documents and acknowledge receipt. Classify, attach barcode and CCS, record in the logbook and i2MS Route documents to Regional Director.	None	35 minutes	Records Officer
	Indicate directive/notation and route to Administrative Officer/HRMO.	None	30 minutes	Regional Director
	If compliant with requirements, prepare and sign the Compliance Evaluation of Requirments for Appointment (First Level); prepare and countersign the BLGF Comparative Matrix of Evaluation - Local Treasury Appointment; prepare Notice of Interview; and endorse evaluation to the Central HRMPSB Secretary. If deficiencies are noted in the submitted documents, prepare Notification of Deficiency/ies to LGU.	None	1 day	Administrative Officer/HRMO
	Approve the Notification of Deficiency in Documentary Requirements	*None*	*1 hour*	*Regional Director*
Receive Notification of Deficiency and re-submit required documents.	*Send Notification of Deficiency/ies to LGU, if deficiencies are noted on submitted documents.*	*None*	*1 hour*	*Records Officer*
	If with compliant requirements, conduct interview of recommendees on a scheduled date and convene the HRMPSB to deliberate on the qualifications and ranking of recommendees; prepare and approve the BLGF *Comparative Matrix of Evaluation - Local Treasury Appointment* and the Regional HRMPSB Resolution, and the indorsement to BLGF Central HRMPSB for Local Treasurers.	None	3 days	Regional Director/Regional HRMPSB

	Transmit to Central HRMPSB the Regional Director's indorsement with the HRMPSB Resolution, and all supporting documents (by courier/personal delivery).	None	2 days	Records Officer (Regional Office)
	Proceed to Stage 2			
	Stage 1 (Regional Office): Total	**6 days 1 hour 5 minutes**		
For NCR LGUs, submit to BLGF Central Office	The BLGF Central HRMPSB for Local Treasurers Secretariat evaluates the recommendees of the Local Chief Executive for the appointment of a local treasurer in NCR.			
Submit letter of recommendation of the Local Chief Executive with complete supporting documents.	Receive mailed or personally delivered documents. For personal delivery, check completeness of documents and acknowledge receipt.	None	15 minutes	Central Records Officer (Receiving)
	Record documents, assign barcode, and endorse to ADMIN Records Officer	None	2 hours	Central Records Officer (Receiving)
	Record documents and endorse to Administrative Officer/HRMO	None	30 minutes	ADMIN Records Officer
	Evaluate the qualifications of each recommendee. If compliant with requirements, prepare and sign the *Compliance Evaluation of Requirements for Appointment (First Level)*; prepare the *BLGF Comparative Matrix of Evaluation - Local Treasury Appointment*; send Notice of Interview. If deficiencies are noted in the submitted documents, prepare Notification of Deficiency/ies to LGU.	None	3 days	Administrative Officer/HRMO
	Approve the *Notification of Deficiency in Documentary Requirements*	*None*	*1 day*	*BLGF Central HRMPSB Secretary*
	Record the approved Notification of Deficiency and endorse to Records Section	*None*	*2 hours*	*ADMIN Records Officer*
Receives Notification of Deficiency and re-submit documents	*Release Notification of Deficiency through mail, email or courier.*	*None*	*1 day*	*Central Records Officer (Releasing)*
	Conduct interview of recommendees, on a scheduled date prior to HRMPSB deliberation.	None	1 day	Executive Director
	Update and countersign the *BLGF Comparative Matrix of Evaluation - Local Treasury Appointment*; and endorse all evaluation documents to the Central HRMPSB Secretary.	None	1 day	Administrative Officer/HRMO
	Review and sign the Compliance Evaluation of Requirements for Appointment (First Level) and the BLGF Comparative Matrix of Evaluation -Local Treasury Appointment, and send Notice of HRMPSB deliberation and agenda.	None	1 day	BLGF Central HRMPSB Secretary
	Proceed to Stage 2 (Conduct of Central HRMPSB Deliberation)			
	Stage 1 (Central Office): Total	**6 days 4 hours 45 minutes**		
Stage 2: Second Level (Final Deliberation) Process	The BLGF Central HRMPSB for Local Treasurers undertakes final deliberations on the proposed appointments of local treasurers.			
	Receive mailed or personally delivered documents from the Regional Office; classify and attach CCS, affix barcode; and deliver the physical documents to the ADMIN Records Officer. *(Refer to Receipt of Incoming Communications Process).*	None	2 hours	Central Records Officer

	Record receipt of documents in the logbook; endorse documents to Action Officer.	None	30 minutes	ADMIN Records Officer
	Check complete documentary requirements and validate evaluation made by Regional HRMPSB: If compliant with the requirements, sign the *Compliance Evaluation of Requirements for Appointment (First Level Process)* and countersign the *BLGF ComparativeMatrix Evaluation - Local Treasury Appointment.* If deficiencies are noted, prepare the *Notification of Deficiency to RO*.	None	2 days	Administrative Officer/HRMO
	Review and sign the *Compliance Evaluation of Requirements for Appointment (First Level Process)* and countersign the *BLGF ComparativeMatrix Evaluation - Local Treasury Appointment; or* approve the Notification of Deficiency to RO.	None	2 days	BLGF Central HRMPSB Secretary
Receive Notification of Deficiency and re-submit documents	*Send Notification of Deficiency to LGU, copy furnished the Regional Office.*	*None*	*1 day*	*Central Records Officer (Releasing)*
	Prepare Notice of HRMPSB Deliberation and enlist all LGUs with compliant requirements in the agenda.	None	1 day	Central HRMPSB Secretariat
	Conduct Central HRMPSB Deliberation; and prepare and sign the HRMPSB Resolution.	None	7 days	Central HRMPSB for Local Treasurers
	Prepare communication to the Regional Office to inform of the results of the deliberation and require the concerned recommendee to submit all Second Level Basic Documentary Requirements for Appointment of Local Treasurers and Assistant Local Treasurers.	None	1 day	Administrative Officer/HRMO
	Review and countersign communication.	None	1 hour	Chief, Administrative Division
	Record and release letter to AFMS Director.	None	20 minutes	ADMIN Records Officer
	Review and countersign communication.	None	2 hours	AFMS Director
	Record and release letter to DED for Administration	None	20 minutes	AFMS Administrative Assistant
	Review and approve communication.	None	2 hours	DED for Administration
	Record and release letter to Central Records.	None	20 minutes	DED Administrative Assistant
	Release communication to Regional Office thru mail, email or courier.	None	2 days	Central Records Officer
	Receive mailed or personally delivered documents. For personal delivery, check completeness of documents and acknowledge receipt. Classify, attach barcode and CCS, record in the logbook and i2MS Route documents to Regional Director.	None	35 minutes	Records Officer (Regional Office)
	Indicate directive/notation and route to Administrative Officer/HRMO.	None	30 minutes	Regional Director

	Prepare communication to the LGU informing of the results of the deliberation and require the concerned recommendee to submit all *Second Level Basic Documentary Requirements for Appointment of Local Treasurers and Assistant Local Treasurers.*	None	1 hour	Administrative Officer/HRMO
	Review and approve the communication.	None	30 minutes	Regional Director
Receive communication and comply with the submission of requirements	Transmit to Central HRMPSB the Regional Director's indorsement with the HRMPSB Resolution, and all supporting documents (by mail, email, courier, pick up).	None	2 days	Records Officer (Regional Office)
	Proceed to Stage 3			
	Stage 2: Total	**17 days 3 hours 5 minutes**		
Stage 3: Pre-issuance of Appointment Papers	The BLGF Central Office prepares the appointment papers with the docket of all supporting documents, certifies the publication and the evaluation undertaken by the HRMPSB for Local Treasurers.			
Submit all Second Level Basic Documentary Requirements for Appointment of Local Treasurers and Assistant Local Treasurers to BLGF Central Office	Receive mailed or personally delivered documents from the Regional Office; classify and attach CCS, affix barcode; and deliver the physical documents to the ADMIN Records Officer.	None	2 hours	Central Records Officer
	Receive and record documents in the logbook; endorse documents to Action Officer.	None	30 minutes	ADMIN Records Officer
	Check and validate submitted documentary requirements: If compliant with requirements, accomplish the *Compliance Evaluation of Requirements for Appointment (Second Level Process) and prepare Appointment papers and Memorandum for the Secretary of Finance, with all supporting documents submitted by the proposed appointee.* *If non-compliant with requirements or deifciencies are noted,* prepare the *Notification of Deficiency to LGU, copy furnished the RO*.	None	2 days	Administrative Officer/HRMO
	Review and sign the *Compliance Evaluation of Requirements for Appointment (Second Level Process)* and prepare Appointment papers and Memorandum for the Secretary of Finance, with all supporting documents submitted by the proposed appointee*; or* approve the Notification of Deficiency to LGU.	None	4 hours	Chief Administrative Officer
	Record and release the Notice of Deficiency to Central Records	None	*30 minutes*	ADMIN Records Officer
Receive Notification of Deficiency and resubmit requirements	Send Notification of Deficiency to LGU, copy furnished the Regional Office by mail, email, courier or pick	None	*1 day*	Central Records Officer (Releasing)
	Record and release Appointment papers with the memorandum to AFMS Director	None	20 minutes	ADMIN Records Officer
	Review and sign/countersign Appointment papers and Memorandum.	None	4 hours	AFMS Director
	Record and release documents to DED for Administration	None	20 minutes	AFMS Administrative Assistant
	Review and sign/countersign Appointment papers and Memorandum.	None	4 hours	DED for Administration

	Record and release documents to Office of the Executive Director.	None	20 minutes	DED Administrative Assistant
	Receive and record documents and transmit to designated reviewer.	None	30 minutes	OED Records Officer
	Review Appointment papers and memorandum	None	2 hours	OED Staff
	Review and sign Appointment papers and Memorandum.	None	2 days	Executive Director
	Affix date and clear for release to Administrative Officer/HRMO	None	15 minutes	OED Staff
	Record signed document, assign number and affix hologram, and transmit to Administrative Officer/HRMO.	None	30 minutes	OED Records Officer
	Final check on the completeness of the appointment and supporting documents.	None	15 minutes	Administrative Officer/HRMO
	Record and release the appointment and supporting documents to Central Records.	None	10 minutes	ADMIN Records Officer
	Record the appointment docket due for release to the Office of the Undersecretary, Revenue Operations Group, Department of Finance.	None	30 minutes	Central Records Officer
	Proceed to Stage 4			
	Stage 3: Total	**6 days 3 hours 35 minutes**		
Stage 4: Approval of Appointment by the Secretary of Finance	The proposed appointment processed by BLGF is endorsed to the Office of the Secretary of Finance through the Undersecretary, Revenue Operations Group, for approval. The approved appointment is endorsed to the BLGF Central Office for transmittal to the appointee through the BLGF Regional Office, copy furnished the Local Chief Executive. This is the last stage for the issuance of the appointment and the appointee can already assume the position.			
	Receive Appointment papers with complete supporting documents.	None	2 hours	DOF Central Records
	Receive and review Appointment papers, and endorse to the Secretary for approval.	None	5 days	USEC- ROG
	Receive and approve Appointment papers.	None	5 days	OSEC
	Record receipt of approved Appointment and route to Admnistrative Officer/HRMO.	None	15 minutes	BLGF Central Records Staff
	Prepare transmittal to: a. CSC: *Appointment Transmittal and Action Form* (with docket of appointment) *b.* Appointee*: Memorandum to the Regional Director and transmittal letter to the appointee with a copy of the approved appointment, copy furnished the LCE.*	None	1 day	Administrative Officer/HRMO
	Review and sign CSC transmittal; and countersign memorandum and transmittal to appointee.	None	2 hours	Chief Administrative Officer
	Record and release transmittal documents to Central Records (for CSC) and to AFMS Director (for appointee).	None	30 minutes	ADMIN Records Officer
	For CSC transmittal: Record and deliver documents to CSC Field Office/Regional Office.	None	30 minutes (CSC-FO) 4 hours (CSC-RO)	Central Records Staff
	For transmittal to the Appointee: Review and countersign transmittal documents.	None	2 hours	AFMS Director
	Record and release documents to DED for Administration.	None	20 minutes	AFMS Administrative Assistant
	Review and sign transmittal documents.	None	2 hours	DED for Administration

	Record and release documents to Central Records.	None	20 minutes	DED Administrative Assistant
	Record and release the transmittal with complete attachments to Regional Office by mail/courier/pick up.	None	1 day	Central Records Officer
	Receive mailed or personally delivered documents. For personal delivery, check completeness of documents and acknowledge receipt. Classify, attach barcode and CCS, record in the logbook and i2MS Route documents to Regional Director.	None	35 minutes	Records Officer (Regional Office)
	Indicate directive/notation and route to Administrative Officer/HRMO.	None	1 hour	Regional Director
	Prepare communication to the LGU transmitting the approved appointment with the instruction that the treasurer can already assume the position.	None	2 hours	Administrative Officer/HRMO
	Review and approve the communication.	None	1 hour	Regional Director
Receive approved appointment and acknowledge receipt, take oath of office and assume the position; submit duly acknowledged appointment, oath of office and assunption to CSC BSP Field office, copy furnished the BLGF CO and RO.	Transmit to the LGU/appointee the copy of the approved appointment (by mail, email, courier, pick up).	None	1 day	Records Officer (Regional Office)
	End of Process on the Issuance of Appointment by the Secretary of Finance			
	Stage 4: Total	**14 days 6 hours 30 minutes**		
	Stages 1 to 4: Total	**44 days 6 hours 15 minutes**		
Stage 5: Attestation by the Civil Service Commission	The appointment issued by the Secretary of Finance is forwarded by BLGF to the Civil Service Commission for attestation. The attested appointment is endorsed by CSC to the BLGF for transmittal to the appointee through the BLGF the Regional Office concerned. For disapproved appointments, the copy of the appointment marked "Di-Pinagtibay" by the CSC shall be forwarded to the proposed appointee for the filing of a Motion for Reconsideration as prescribed under the Revised Rules on Administrative Cases in the Civil Service (RRACCS).			
	Pick up attested documents from CSC Field Office/NCR	None	30 minutes (CSC-FO) 4 hours (CSC-RO)	Central Records Staff
	Record receipt of the attested appointment from CSC and route to Administrative Officer/HRMO	None	10 minutes	Administrative Officer V
	Prepare Memorandum to the Regional Director and transmittal letter to the appointee with a copy of the CSC-attested appointment, cc the LCE.	None	4 hours	Administrative Officer/HRMO
	Review and sign CSC transmittal; and countersign memorandum and transmittal to appointee.	None	2 hours	Chief Administrative Officer
	Record and route transmittal documents to AFMS Director.	None	20 minutes	ADMIN Records Officer
	Review and countersign transmittal documents.	None	2 hours	AFMS Director
	Record and release documents to DED for Administration.	None	20 minutes	AFMS Administrative Assistant
	Review and countersign transmittal documents.	None	2 hours	DED for Administration
	Record and release documents to OED.	None	20 minutes	DED Administrative Assistant
	Receive and record documents and transmit to designated reviewer.	None	30 minutes	OED Records Officer
	Review transmittal documents.	None	2 hours	OED Staff
	Review and sign transmittal documents.	None	2 days	Executive Director
	Affix date and clear for release to Administrative Officer/HRMO		15 minutes	OED Staff

	Record signed document, assign number and affix hologram, and transmit to Administrative Officer/HRMO.	None	30 minutes	OED Records Officer
	Final check on the completeness of the transmittal documents.	None	20 minutes	Administrative Officer/HRMO
	Record and release the appointment and supporting documents to Central Records	None	20 minutes	ADMIN Records Officer
	Record and release the transmittal with complete attachments to Regional Office by mail/courier/pick up.	None	1 day	Central Records Officer
	Receive mailed or personally delivered documents. For personal delivery, check completeness of documents and acknowledge receipt. Classify, attach barcode and CCS, record in the logbook and i2MS Route documents to Regional Director.	None	35 minutes	Records Officer (Regional Office)
	Indicate directive/notation and route to Administrative Officer/HRMO.	None	30 minutes	Regional Director
	Prepare communication to the LGU transmitting the approved appointment with the instruction that the treasurer can already assume the position.	None	2 hours	Administrative Officer/HRMO
	Review and approve the communication.	None	1 hour	Regional Director
	Transmit to the LGU/appointee the copy of the approved appointment (by mail, email, courier, pick up).	None	1 day	Records Officer (Regional Office)
	End of Process on CSC-Attested Appointment			
	Stage 5: Total	**6 days 3 hours 40 minutes**		
	Stages 1 to 5: Total	**51 days 1 hour 55 minutes**		

PRELIMINARY ACTION ON ADMINISTRATIVE COMPLAINTS/CASES

This process covers the issuance of a show-cause/letter to comment/letter to explain upon the receipt of an administrative complaints/cases filed against local treasurers and their assistants in the NCR. Likewise, the same process shall be applicable in administrative cases filed against BLGF personnel.

Office or Division:	Bureau of Local Government Finance-Internal Affairs Division
Classification:	Highly Technical Transaction
Type of Transaction:	G2B, G2C, G2G
Who may avail:	ALL (General Public, Taxpayers, LGUs, NGAs, GFIs, GOCCs, NGOs, etc.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
complaint	
certified true copies of attachments, if any	

CLIENT STEPS	AGENCY ACTION (COs)	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sends complaint with all its attachments, if any	Receives and records the complaint and routes it to the Office of the Executive Director (OED)	None	2 hours	Records Officer (Records Section)
	Records the complaint	None	20 minutes	OED Staff
	Assigns to Legal Service Director (LSD)	None	2 hours	Executive Director (ED)
	Records and routes the complaint from the OED to Legal Service	None	20 minutes	OED Staff
	Receives and records the complaint	None	20 minutes	Administrative Officer I (Legal Division)
	Assigns/endorses to the Special Investigator, for appropriate action	None	1 hour	LSD
	Evaluates, prepares and finalizes the show-cause/letter to comment/letter to explain	None	6 days	Special Investigator
	Reviews and initials the draft show-cause/letter to comment/letter to explain	None	4 days	Division Chief (DC)
	Reviews, initials and recommends the draft show-cause/letter to comment/letter to explain	None	3.5 days	LSD
	Records and routes the recommended show-cause/letter to comment/letter to explain *(countersigned by the SI, DC and LSD)* to the DED for approval and signature	None	20 minutes	Administrative Officer I (Legal Division)

	Receives and records the recommended show-cause/letter to comment/letter to explain, for approval and initial of the DED	None	10 minutes	Administrative Assistant III (DED)
	Reviews, initials and recommends the show-cause/letter to comment/letter to explain	None	2.5 days	Deputy Executive Director
	Receives and routes the recommended show-cause/letter to comment/letter to explain, for approval and initial of the ED	None	10 minutes	Administrative Assistant III (DED)
	Receives and records the recommended action/s (*countersigned the SI, DC, LSD and DED)* for approval and signature of the ED	None	20 minutes	OED Staff
	Approves the recommended show-cause/letter to comment/letter to explain	None	2 days	ED
	Various activities to be done by the Administrative Staff of OED before releasing the signed and approved show-cause/letter to comment/letter to explain back to the SI	None	.5 days	OED Staff
	Receives the approved and signed show-cause/letter to comment/letter to explain	None	10 minutes	Administrative Officer I (Legal Division)
	Photocopies and scans the approved and signed show-cause/letter to comment/letter to explain	None	30 minutes	
	Records and releases the signed show-cause/letter to comment/letter to explain to the Records Section for release	None	10 minutes	
	Records and releases the signed show-cause/letter to comment/letter to explain to the local treasurer, the *person complained of*. A notification letter as to the action taken is released to the complainant	None	.5 days	Records Officer (Records Section)
Receives notification letter of the status of the complaint filed				
			20 days	
		End of Process		

Note: The Local Treasurer and their Assistants, *person complained of*, is required to submit his/her comment/explanation within five (5) days from receipt of the complaint (Section 19 Rule 4 of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS). Subsequently, proceed to Process on Preliminary Investigation.

PRELIMINARY INVESTIGATION FOR NCR (Multi-Stage)

This process involves the conduct of preliminary investigation and consequently the submission of Preliminary Investigation Report to the disciplining authority for further action and the release of a letter to the requesting party/complainant informing the latter that the subject case/complaint is under evaluation.

Office or Division:	Bureau of Local Government Finance-Internal Affairs Division
Classification:	Highly Technical Transaction
Type of Transaction:	G2G
Who may avail:	ALL (General Public, Taxpayers, LGUs, NGAs, GFIs, GOCCs, NGOs, etc.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Complaint,	
Counter Affidavit or Comment or Explanation, with attachments	
Show-Cause Order, BLGF Office Order, BLGF Travel Order (Authority to Conduct Preliminary Investigation)	

CLIENT STEPS	AGENCY ACTION (COs)	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The Local Treasurer and their Assistants, *person complained of* sends his/her Counter-affidavit/Comment/ Explanation, with attachments				
	Receives and records with CCS the Counter-affidavit/Comment/Explanation, with attachments and routes it to the Office of the Executive Director (OED)	None	2 hours	Records Officer (Central Records Section)
	Records the said Counter-affidavit/Comment/Explanation, with attachments	None	20 minutes	OED Staff
	Assigns the same to Legal Service Director (LSD)	None	2 hours	Executive Director (ED)
	Records and routes the documents from the OED to Legal Service	None	20 minutes	OED Staff
	Receives and records the Counter-affidavit/Comment/Explanation, with attachments	None	20 minutes	Administrative Officer I (Legal Division)
	Assigns/endorses to the Special Investigator for appropriate action	None	1 hour	LSD
	Evaluates and prepares travel /office order to conduct preliminary investigation	None	6 days	Special Investigator
	Reviews and initials the draft travel /office order	None	4 days	Division Chief (DC)
	Reviews, initials and recommends the draft travel / office order	None	3.5 days	LSD
	Records and routes the recommended draft travel / office order *(countersigned by the SI, DC and LSD)* to the OED for approval and signature	None	20 minutes	Administrative Officer I (Legal Division)
	Receives and records the recommended draft travel/ office order for approval and initial of the DED	None	10 minutes	Administrative Assistant III (DED)
	Reviews and initials the draft travel /office order	None	2.5 days	Deputy Executive Director
	Receives and routes the recommended draft travel /office order, for approval and initial of the ED	None	10 minutes	Administrative Assistant III (DED)
	Receives and records the draft travel / office order *(countersigned by the SI, DC, LSD and DED)* for approval and signature of the ED	None	20 minutes	OED Staff
	Signs the draft travel /office order for the conduct of preliminary investigation	None	2 days	ED
	Various activities to be done by the Administrative Staff of OED before releasing the signed and approved action/s back to the SI	None	.5 days	OED Staff
	Receives the approved travel /office order	None	10 minutes	Administrative Officer I (Legal Division)
	Photocopies and scans the approved travel /office order	None	30 minutes	Administrative Officer I (Legal Division)
	Records and releases the approved office /travel order to the Records Section for Legal Service	None	10 minutes	Records Officer , OED
	Conducts preliminary investigation	None	20 days*	Special Investigator
	Submits Investigation Report (confidential), with recommendation and the complete records of the case to the Executive Director and simultaneously sends letter informing the complainant that the complaint is under evaluation	None	5 days*	Special Investigator
Receives notification letter of the status of the complaint filed				
			45 days	
			End of Process	

*Under the 2017 Rules on Administrative Cases in the Civil Service **(2017 RACCS)Section 20. Duration of the Preliminary Investigation.** Xxx shall be terminated **within twenty (20) days** thereafter. However, the disciplining authority may extend such periods in meritorious cases. **Section 21. Investigation Report. Within five (5) days** from the termination of the preliminary investigation, xxx shall submit the Investigation Report xxx to the disciplining authority.

RESOLUTION/CONFIRMATION ON ADMINISTRATIVE COMPLAINT

This process covers the issuance of a resolution after the evaluation of the report of investigation and all its attachments pertaining to an administrative complaint filed against Local Treasurers and their assistants.

Office or Division:	Bureau of Local Government Finance-Internal Affairs Division
Classification:	Highly Technical Transaction
Type of Transaction:	G2B, G2C, G2G
Who may avail:	ALL (General Public, Taxpayers, LGUs, NGAs, GFIs, GOCCs, NGOs, etc.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Preliminary Investigation Report, Regional Office Resolution Complaint, Comment or Counter Affidavit, certified true copies of attachments	

CLIENT STEPS	AGENCY ACTION (COs)	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
After the termination of the preliminary investigation, the Special Investigator shall submit the Investigation Report with recommendation and the complete records of the case to the disciplining authority.	Receives and records with CCS the Report of Investigation with attachments and and routes it to the Office of the Executive Director (OED)	None	2 hours	Records Officer (Central Records Section)
	Receives and records the Report of Investigation with attachments	None	20 minutes	OED Staff
	Assigns to Legal Service Director (LSD)	None	2 hours	Executive Director (ED)
	Records and routes the Report of Investigation with attachments from the OED to Legal Service	None	20 minutes	OED Staff
	Receives and records the report of investigation with attachments	None	20 minutes	Administrative Officer I (Legal Division)
	Assigns/endorses to the Special Investigator for appropriate action	None	1 hour	LSD
	Evaluates and prepares draft resolution	None	6 days	Special Investigator
	Reviews and initials the draft resolution	None	4 days	Division Chief (DC)
	Reviews, initials and recommends the draft resolution	None	3.5 days	LSD
	Records and routes the recommended resolution *(countersigned by the SI, DC and LSD)* to the DED for approval and signature	None	20 minutes	Administrative Officer I (Legal Division)
	Receives and records the draft resolution for approval and initial of the DED	None	10 minutes	Administrative Assistant III (DED)
	Reviews, initials and recommends the draft resolution	None	2.5 days	Deputy Executive Director
	Records and routes the draft resolution with attachments from the DED to OED	None	10 minutes	Administrative Assistant III (DED)
	Receives and records the draft resolution (*countersigned by the SI, DC, LSD and DED)* for approval and signature of the ED	None	20 minutes	OED Staff
	Approves the recommended draft resolution	None	2 days	ED
	Various activities to be done by the Administrative Staff of OED before releasing the signed and approved resolution back to the SI	None	.5 days	OED Staff
	Receives the approved resolution	None	10 minutes	Administrative Officer I (Legal Division)
	Photocopies and scans the approved resolution	None	30 minutes	Administrative Officer I (Legal Division)
	Records and releases the approved resolution to the Records Section for delivery	None	10 minutes	Administrative Officer I (Legal Division)
	Records and releases the signed resolution to ALL concerned parties	None	.5 days	Records Officer (Records Section)
Receives copy of the Resolution				
			20 days	
		End of Process		

DECISION ON ADMINISTRATIVE CASE (MULTI-STAGE)

This process involves the issuance of memorandum and decision after the conduct of formal investigation* and the submission of the report of formal investigation* relevant to an administrative case filed against Local Treasurers and Local Treasurers.

Office or Division:	Bureau of Local Government Finance-Internal Affairs Division
Classification:	Highly Technical Transaction
Type of Transaction:	G2G
Who may avail:	ALL (General Public, Taxpayers, LGUs, NGAs, GFIs, GOCCs, NGOs, etc.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Formal Investigation Report Complaint, Comment or Counter Affidavit, certified true copies of attachments Formal Charge, Answer under oath, certified true copies of supporting documents	

CLIENT STEPS	AGENCY ACTION (COs)	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Within fifteen (15) days after the conclusion of the formal investigation, a formal investigation report with all the supporting documents with the recommendations shall be submitted by the hearing officer to the disciplining authority.	Receives and records with CCS the Report of Formal Investigation with attachments and routes the same to the Office of the Executive Director (OED)	None	2 hours	Records Officer (Central Records Section)
	Records the Report of Formal Investigation with attachments	None	20 minutes	OED Staff
	Assigns to Legal Service Director (LSD)	None	2 hours	Executive Director (ED)
	Records and routes the Report of Investigation with attachments from the OED to Legal Service	None	20 minutes	OED Staff
	Receives and records the report of investigation with attachments	None	20 minutes	Administrative Officer I (Legal Division)
	Assigns/endorses to the Special Investigator for appropriate action	None	1 hour	LSD
	Evaluates and prepares draft memorandum and decision	None	6 days	Special Investigator
	Reviews and initials the draft memorandum and decision	None	4 days	Division Chief (DC)
	Reviews, initials and recommends the draft memorandum and decision	None	3.5 days	LSD
	Records and routes the recommended draft memorandum and decision *(countersigned by the SI, DC and LSD)* to the OED for approval and signature	None	20 minutes	Administrative Officer I (Legal Division)
	Receives and records the recommended draft memorandum and decision for approval and initial of the DED	None	10 minutes	Administrative Assistant III (DED)
	Reviews and initials the draft memorandum and decision	None	2.5 days	Deputy Executive Director
	Receives and routes the recommended draft memorandum and decision, for approval and initial of the ED	None	10 minutes	Administrative Assistant III (DED)
	Receives and records the draft memorandum and decision (*countersigned by the SI, DC, LSD and DED)* for approval and signature of the ED	None	20 minutes	OED Staff
	Approves the draft memorandum and decision	None	2 days	ED
	Various activities to be done by the Administrative Staff of OED before releasing the signed and approved action/s back to the SI	None	.5 days	OED Staff
	Receives the approved memorandum and decision	None	10 minutes	Administrative Officer I (Legal Division)
	Photocopies and scans the approved memorandum and decision	None	30 minutes	
	Records and releases the approved memorandum and decision to the Records Section for release to DOF*	None	10 minutes	
	Records and releases the signed action/s to all parties concerned	None	.5 days	Records Officer (Records Section)
Receives copy of the Decision				
			20 days*	
			End of Process	

*Under the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)**Section 48. *When Case is Decided.*** The disciplining authority shall decide the case **within thirty (30) days** from receipt of the Formal Investigation Report. *(emphasis ours)*

COMMENT ON MOTION FOR RECONSIDERATION/APPEAL ON BLGF RESOLUTION/DOF DECISION (MULTI-STAGE)

This process involves issuance of the comment as required by other quasi-judicial agencies or courts on Motion for Reconsideration/Appeal filed by the Local Treasurers and Assistant Local Treasurers who is adversely affected of the BLGF Resolution/DOF Decision.

Office or Division:	Bureau of Local Government Finance-Internal Affairs Division
Classification:	Highly Technical Transaction
Type of Transaction:	G2G
Who may avail:	Quasi-Judicial Bodies, Courts

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Order to Comment copy of the Motion for Reconsideration/Petition for Review original or certified true copy of Decision, Order, or Resolution	

CLIENT STEPS	AGENCY ACTION (COs)	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sends order to comment on BLGF Resolution/DOF Decision	Receives mailed or personally delivered order to comment on BLGF Resolution/DOF Decision	None	2 hours	Records Officer (Records Section)
	Routes the order to comment to the Office of the Executive Director (OED)	None	20 minutes	Records Officer (Records Section)
	Assigns to Legal Service Director (LSD)	None	2 hours	Executive Director (ED)
	Records and routes the order to comment from the OED to Legal Service	None	20 minutes	OED Staff
	Receives and records the order to comment	None	20 minutes	Records Officer I (IAD Division)
	Assigns/endorses to the Action Officer for appropriate action	None	1 hour	LSD
	Evaluates, conducts research, prepares and finalizes the comment (including a draft letter for the requesting party on the status of its request)	None	6 days	Special Investigator
	Reviews and initials the draft comment	None	4 days	Division Chief (DC)
	Reviews, initials and recommends the draft comment	None	3.5 days	LSD
	Records and routes the recommended draft comment *(countersigned by the SI, DC and LSD)* to the Deputy Executive Director (DED) for approval and signature	None	20 minutes	Records Officer (IAD)
	Receives and records the recommended draft comment for approval and initial of the DED	None	10 minutes	Administrative Assistant III (DED)
	Reviews, initials and recommends the draft comment	None	2.5 days	Deputy Executive Director
	Receives and routes the recommended draft comment for approval and initial of the ED	None	10 minutes	Administrative Assistant III (DED)
	Receives and records the recommended draft comment *(countersigned by the SI, DC, LSD and DED)* for approval and signature of the ED	None	20 minutes	OED Staff
	Approves the recommended draft comment	None	2 days	ED
	Various activities to be done by the Administrative Staff of OED before releasing the signed actions back to the Records Officer (IAD)	None	.5 days	OED Staff
	Receives the approved comment	None	10 minutes	Administrative Officer I (Legal Division)
	Photocopies and scans the approved comment	None	30 minutes	
	Records and releases the approved comment including the letter for the requesting party to the Records Section for release to BOPIR/SOF for confimation	None	10 minutes	
	Records and releases the signed comment to BOPIR/SOF and simultaneously releases the approved letter for the requesting party informing the latter of the status of its request	None	.5 days	Records Officer (Records Section)
Receives copy of the comment				
			20 days	
			End of Process	

*Under the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)**Section 48. *When Case is Decided.*** The disciplining authority shall decide the case within thirty (30) days from receipt of the Formal Investigation Report.

IMPLEMENTATION OF DECISION, ORDER OR RESOLUTION (DOR) OF QUASI-JUDICIAL BODIES AND COURTS

This process involves the issuance of a letter, memorandum or indorsement for the implementation of a Decision, Order or Resolution of a Quasi-Judicial Bodies (e.g. CSC, OMB, SB, etc.) and courts in relation to a case against Local Treasurers and Assistant Local Treasurers.

Office or Division:	Bureau of Local Government Finance-Internal Affairs Division
Classification:	Highly Technical Transaction
Type of Transaction:	G2G
Who may avail:	Quasi-Judicial Bodies, Courts

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certified true copy of DOR	

CLIENT STEPS	AGENCY ACTION (COs)	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sends DOR for implementation	Receives and records Decision / Order /Resolution (DOR) and routes it to the Office of the Executive Director (OED)	None	2 hours	Records Officer (Central Records)
	Receives and records Decision / Order /Resolution (DOR)	None	20 minutes	OED Staff
	Assigns to Legal Service Director (LSD)	None	2 hours	Executive Director (ED)
	Records and routes the DOR from the OED to Legal Service	None	20 minutes	OED Staff
	Receives and records the DOR	None	20 minutes	Administrative Officer I (Legal Division)
	Assigns/endorses to the Special Investigator, for appropriate action	None	1 hour	LSD
	Evaluates, prepares and finalizes action/s	None	6 days	Special Investigator
	Reviews and initials the draft action/s	None	4 days	Division Chief (DC)
	Reviews, initials and recommends the draft action/s	None	3.5 days	LSD
	Records and routes the recommended draft letter, memorandum or indorsement *(countersigned by the SI, DC and LSD)* to the OED for approval and signature	None	20 minutes	Administrative Officer I (Legal Division)
	Receives and records the draft letter, memorandum or indorsement, for approval and initial of the Deputy Executive Director (DED)	None	10 minutes	Administrative Assistant III of the DED
	Reviews, initials and recommends the draft letter, memorandum or indorsement	None	2.5 days	DED
	Records and routes the draft letter, memorandum or indorsement for approval and initial of the ED	None	10 minutes	Administrative Assistant III (DED)

	Receives and records the recommended draft letter, memorandum or indorsement (*countersigned by the SI, LSD and DED)* for approval and signature of the ED	None	10 minutes	OED Staff
	Approves the recommended draft letter, memorandum or indorsement	None	2 days	ED
	Various activities to be done by the Administrative Staff of OED before releasing the signed and approved letter, memorandum or indorsement back to the AO	None	.5 days	OED Staff
	Receives the approved and signed letter, memorandum or indorsement	None	10 minutes	Administrative Officer I (Legal Division)
	Photocopies and scans the approved and signed letter, memorandum or indorsement and other documents	None	30 minutes	
	Records and releases the signed letter, memorandum or indorsement to the Records Section for release	None	10 minutes	
	Records and releases the signed letter, memorandum or indorsement to the concerned parties*	None	.5 days	Records Officer (Records Section)
Receives Compliance Report of Implementation of the DORs				
			20 days	
		End of Process		

*After the implementation of the decision, a compliance report with affidavit of service shall be submitted to the Central Office. The same shall be forwarded to the concerned quasi-judicial bodies.

ISSUANCE OF CERTIFIFED COPY OF RECORDS TO EXTERNAL CLIENTS (Request for Certified Copy of Records)

Includes documents kept by the Regional office such as PDS, SALN, appointment copies, memoradums, designations, documents on 201 files of Provincial,City, Municipal Treasurers and Assistant Provincial,City, Municipal Treasurers. Requested documents pertains only to documents belonging to therequesting party. Processing time indicated is on a per document basis.

Office or Division:	Regional Office
Classification:	Simple Transactions
Type of Transaction:	Government to Government (G2G)
Who may avail:	Genreral Public, LGUs, NGAs

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Slip	BLGF-CAR
Two (2) Identification Documents (ID), on of which is a National Government issued ID	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client fill out and submit the request slip for certified copy of records to the Receiving Officer/Administrative Officer I	Receives the request slip; checks Two (2) identification documents presented by the client and affix signature to the request slip. *(Refer to the process on receipt of incoming documents)*	None	35 minutes	Admin Officer 1 (Records Officer)/ Receiving Officer
	Forward the request slip to the Regional Director for approval of the requested certified copy of documents	None	5 minutes	Admin Officer I (Records Officer)
	Affix his/her signature for approval	None	5 minutes	Regional Director
	Retrieve the document/s requested from the records section. *(Refer to the process for retrieval of Documents)* - Photocopy original documents. - Stamp duplicate copy with certified copy of the original and affix name and signature of the Records Officer - Original documents shall be returned to the records section	None	40 minutes	Administrative Officer I (Records Officer)
Client receives the document and affix signature and date received to records logbook and receiving document	Release the duplicate copy of document/s with stamp certified copy *of original to client* *(Refer to the process for release of Outgoing Documents)*	None	45 minutes	Administrative Officer I (Records Officer)
	END PROCESS			
	TOTAL:		***Two (2) hours***	

SALE OF BID DOCUMENTS

The Bureau of Local Government and Finance is strictly implementing the Government Procurement Reform Act (RA 9184). Sale of Bid Document is open to all interested bidders. Interested parties may purchase Bid Document from the Procurement Unit. The processing time indicated is on a per document basis.

Office or Division:	Regional Office
Classification:	Simple Transactions
Type of Transaction:	Government to Business (G2B)
Who may avail:	Service Providers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Authorization from owner/proprietor of the business	Business or prorietor
Two (2) Identification Documents (ID), on of which is a National Government issued ID	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits the written request, authorization to purchase Bid Documents together with their valid IDs	Receive request and authorization to purchase Bid Documents. Check the presented two (2) identification documents (ID), and verify the identity of the bearer of documents	None	5 minutes	BAC Secretariat
	Prepare Bid Documents	None	10 minutes	BAC Secretariat
Pay bid docs to the Cashier	Receives payment and issue an Acknowlegement Receipt/Official Receipt	None	10 minutes	Administrative Officer III (Cashier II)
Present Acknowledgement Receipt/ Official Receipt to the Procurement Officer; receives Bid Document and affix signature on the logbook	Records Acknowledgement Receipt and other details on the logbook.	None	5 minutes	BAC Secretariat
END OF PROCESS				
	TOTAL:		***30 minutes***	

REQUEST FOR LGU FINANCIAL DATA

The service facilitates the release of LGU Financial Data validated by LFDAD BLGF, as requested by clients. The processing time indicated is on per data basis.

Office or Division	Regional Office
Classification:	Complex Transaction
Type of Transacti	Government to Government (G2G)
	Government to Citizen (G2C)
Who may avail:	All (General Public, Taxpayers, LGUs, NGAs, GFIs, GOCCs, NGOs, etc.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Validated LGU Financial Data	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Receive and record incoming validated LGU Financial Data. (Refer to process on receipt of incoming documents)	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
	Receives the validated LGU Financial Data, directive of Regional Director.	None	5 minutes	FA/LTOO/ Action Officer
	Print the validated LGU Financial Data and prepares transmittal letter to the requesting party. Attach and fill-up cleared for release slip.	None	1 day	FA/LTOO/ Action Officer
	Review/Approve/Sign transmittal letter. Approve cleared for release slip.	None	15 minutes	Regional Director
	Record and release the requested data to the concerned party. (Refer to the process on release of outgoing documents)	None	1 hour, 5 minutes	Admistrative Officer I (Records Officer)/ Aministrative Aide IV
End of Process		*Total*	*1 day, 2 hours*	

REQUEST FOR LGU FINANCIAL DATA

The service is to facilitate access/availment of information regarding LGU Financial Data incorporated in the eSRE report of the LGUs. The processing time indicated is on a per document/ data requested.

Office or Division:	Regional Office
Classification:	Complex Transaction
Type of Transactio	Government to Government (G2G)
	Government to Citizen (G2C)
Who may avail:	All (General Public, Taxpayers, LGUs, NGAs, GFIs, GOCCs, NGOs, etc.)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter-Request of LGU Financial Data	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Client submits request for LGU financial data.	Receives and records request of LGU Financial Data. (Refer to process on receipt of incoming documents)	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
	Receive request together with the directive of Regional Director.	None	5 minutes	FA/LTOO/ Action Officer
	Prepare the requested LGU Financial Data. Prepare transmittal to LFDAD, Central Office for further verification/ validation. Attach and fill-up cleared for release slip.	None	2 days	FA/LTOO/ Action Officer
	Review/Approve/Sign the transmittal to the BLGF, Central Office. Approve cleared for release slip.	None	15 minutes	Regional Director
	Email to LFDAD the advance copy of the requested data, Central Office. Central Office to email back the validated data to the regional office.	None	15 minutes	FA/LTOO/ Action Officer
	Record and release to the Central Office. (Refer to the process on release of outgoing documents)	None	1 hour and 5 minutes	AO I (Records Officer)/ Asmin Aide IV
LFDAD, BLGF transmit to the regional office the validated LGU Financial Data through email/mail.				
	Receive and record incoming validated LGU Financial Data. (Refer to process on receipt of incoming documents)	None	35 minutes	AO I (Records Officer)/ Receiving Officer
	Receives the validated LGU Financial Data, directive of Regional Director.	None	5 minutes	FA/LTOO/ Action Officer
	Print the validated LGU Financial Data and prepares transmittal letter to the requesting party. Attach and fill-up cleared for release slip.	None	1 day	FA/LTOO/ Action Officer
	Review/Approve/Sign transmittal letter. Approve cleared for release slip.	None	15 minutes	Regional Director
Receive requested data	Record and release the requested data to the concerned party. (Refer to the process on release of outgoing documents)	None	1hour, 5 minutes	AO I (Records Officer)/ Admin Aide IV
End of Process		***Total***	***3 days, 4 hours and 15 minutes***	

REFERRAL FOR ISSUANCE OF OPINION/POSITION PAPER ON LOCAL FINANCE ON CASES WITH PREVIOUSLY ISSUED RULINGS/ OPINION

This service facilitates the Issuance of Opinions/Rulings/Position Paper relative to Queries on Local Taxation, Local Treasury Operations, Real Property Appraisal and Assessment and other Local Finance Issues which do not have similarly decided cases or previously issued opinions/ rulings through referral to the BLGF Central Office.

Office or Division:	Regional Office
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C); Government to Government (G2G)
Who may avail:	All (General Public, Taxpayers, LGUs, NGAs, GFIs, GOCCs, NGOs, etc.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter/communication relative to query	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits query or communication to BLGF Records Unit	Receive and record incoming communication/query. (Refer to process on receipt of incoming documents)	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
	Receive the letter/communication and directive from the Regional Director. Affix initial/signature on the incoming logbook.	None	5 minutes	FA/ LAOO/ LTOO/ Action Officer (Depending on the type of query)
	Prepare draft indorsement letter to the concerned division of the Central Office.	None	1 hour	FA/ LAOO/ LTOO/ Action Officer (Depending on the type of query)
	Review and approve draft indorsement letter.	None	1 hour	Regional Director
	Finalize indorsement letter. Attach and fill-up cleared for release slip.	None	30 minutes	FA/ LAOO/ LTOO/ Action Officer (Depending on the type of query)
	Approve/Sign letter reply. Approve cleared for release slip.	None	30 minutes	Regional Director
Receive copy of Indorsement	Record and release indorsement letter with the attached query, copy furnished the Client. (Refer to process on release of outgoing documents)	None	1 hour, 5 minutes	Admistrative Officer I (Records Officer)/ Aministrative Aide IV
END PROCESS				
	TOTAL:		4 hours and 45 minutes	

Note: The Regional Office shall transmit the Opinion issued by the BLGF Central Office upon receipt thereof.

ISSUANCE OF REGIONAL SPECIAL PERSONNEL ORDER (RSPO) FOR THE DESIGNATION OF LOCAL TREASURERS/ASSISTANT TREASURERS

The designation of Acting Treasurer or Assistant Treasurer /Officer-In-Charge or In-Charge of Office in the local treasury offices of the region requires the issuance of a Regional Special Personnel Order (RSPO) by the concerned BLGF Regional Director which shall be confirmed by the Executive Director of BLGF. This process enumerates the step by step process in the issuance of RSPO for the original designation of Local Treasurers

Office or Division:	Regional Office
Classification:	Complex
Type of Transaction:	Government to Government (G2G)
Who may avail:	LGUs

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Original Designations:	
Original Recommendation Letter of the Provincial Treasurers in the case of desigating a Municipal Treasurer	Provincial Treasury Office
Original Recommendation letter of the Provincial Treasurer or City Treasurer in case of Assistant City Treasurer	Provincial/City Treasury Office
Original Letter of Recommendation of the Local Chief Executive (submit at least three (3) ranking eligible recommendees in accordance to Sec. 470 and 471 of the LGC of 1991	Office of the Municipal Mayor - in the case of municipality Office of the City Mayor - in the case of City Office of the Provincial Governor - in the case of province
Updated Personal Data Sheet (PDS) with updated Service Record	Applicant
Certified True Copy of the Latest Appointment of the designee	LGU
Certified True Copy of Civil Service (CSC)Eligibility/ BCLTE	Civil Service Commission
Certified True Copy of Academic Transcript of Records (Authenticated by the School/University)	School
Certified True Copy of Detail Order *(if designee comes from another Office/LGU)*	LGU
Certified True Copy of Plantilla of the Concerned Treasury Office with indicated Salary Grade and CSC eligibility of the incumbent	LGU
Certified True Copy of Plantilla of the Originating Office/LGU *(if designee comes from another Office/LGU)*	LGU
Certificate of no pending administrative case from the Civil Service Commission (CSC)	Civil Service Commission
If the designee is not the next-in-rank, a justification from the LCE indicating the reason for not recommending the next-in-rank	LGU
If applicable, copy of travel authority issued by the BLGF Central Office and/or approved leave of absence, or resignation letter/proof of retirement from the service	BLGF Regional Office
Certificate on non dual citizenship (not included in the checklist of requirements per BLGF OO 6-13-2017 but requiered by CO)	Applicant
For Extension of Designations:	
Original Recommendation Letter of the Provincial Treasurers in the case of desigating a Municipal Treasurer	Provincial Treasury Office
Original Recommendation letter of the Provincial Treasurer or City Treasurer in case of Assistant City Treasurer	Provincial/City Treasury Office
Updated Personal Data Sheet (PDS)	Applicant
Original Copy of the Service Record	LGU
Certification that the cash books of the Local Treasurer is updated, in case the designee is Municipal Treasurer	Provincial Treasurer

ARTA

ISSUANCE OF REGIONAL SPECIAL PERSONNEL ORDER (RSPO) FOR THE DESIGNATION OF LOCAL TREASURERS/ASSISTANT TREASURERS

The designation of Acting Treasurer or Assistant Treasurer /Officer-In-Charge or In-Charge of Office in the local treasury offices of the region requires the issuance of a Regional Special Personnel Order (RSPO) by the concerned BLGF Regional Director which shall be confirmed by the Executive Director of BLGF. This process enumerates the step by step process in the issuance of RSPO for the original designation of Local Treasurers

Office or Division:	Regional Office
Classification:	Complex
Type of Transaction:	Government to Government (G2G)
Who may avail:	LGUs

	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit Indorsement Letter of the Provincial Treasurer (in case of Municipal/ Assistant Municipal/ Assistant Provincial Treasurer)/ City Treasurer (in case of Assistant City Treasurer)/ Local Chief Executive (in case of Provincial/ City Treasurer) with complete documentary requirements	Receive and record letter-recommendation with complete documentary requirements (Refer to process on receipt of incoming documents)	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
2		Receive letter - recommendation and attached documentary requirements, directive from Regional Director. Affix signature/initial on the incoming logbook.	None	3 minutes	Administrative Officer I (Records Officer)
3		Review documentary requirements as to completeness, correctness and validity of the documents.	None	1 day	Administrative Officer I (Records Officer)
4		Prepare/Finalize the RSPO and relevant communications to concerned Local Treasurer, Provincial Treasurer, LCE, COA and Servicing Banks. Attach and fill-up cleared for release slip.	None	3 hours	Administrative Officer I (Records Officer)
5		Review /Approve/Sign RSPO and other relevant communications. Approve cleared for release slip	None	2 hours	Regional Director
6	Client affix signature and date received to the outgoing logbook and receiving/ file document	Record and release signed RSPO and other relevant documents. (Refer to process on release of outgoing documents)	None	1 hour, 5 minutes	Admistrative Officer I (Records Officer)/ Aministrative Aide IV
		Update the ADMS	None	10 minutes	Administrative Assistant II
		TOTAL:		***1 day, 6 hours and 53 minutes***	

Note: The approved RSPO is forwarded to the BLGF Central Office for confirmation by the Executive Director. The confirmed RSPO shall be transmitted to the designee upon receipt thereof.

INDORSEMENT OF THE REQUEST FOR DETAIL OF LOCAL TREASURERS/ASSISTANT TREASURERS

This service enumerates the step by step process in the indorsement request for the detail of Treasurers and Assistant Treasurers within the jurisdiction of the Regional Office.

Office or Division:	Regional Office
Classification:	Complex Transaction
Type of Transaction:	Government to Government (G2G)
Who may avail:	LGUs

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Original Request Letter of the LCE to the BLGF	LGU
Original Letter of Request of the LCE to the recipient LGU	LGU
Origal Letter of acceptance from the LCE of the recipient LGU	LGU
Original Indorsement Letter of the Provincial Treasurer of the request	Provincial Treasury

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter- request from the Local Chief Executive for the detail of the treasurer/assistant treasurer. (Request must be supported by valid reason)	Receive and record letter-rquest with supporting documents (Refer to process on receipt of incoming documents)	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
	Receive letter - request with attached supporting documents, directive from Regional Director. Affix signature/initial on	None	3 minutes	Administrative Officer I (Records Officer)
	Review request and supporting documents.	None	2 hours	Administrative Officer I (Records Officer)
	Prepare/finalize indorsement letter to Central Office for the issuance of Detail Order	None	2 hours	Administrative Officer I (Records
	Review /Approve/Sign Indorsement Letter and supporting documents	None	1 hour	Regional Director
Receive copy of indorsement letter	Record and release signed Indorsement Letter and supporting documents, copy furnished the Local Treasurer. (Refer to process on release of outgoing	None	1 hour, 5 minutes	Admistrative Officer I (Records Officer)/ Aministrative Aide
TOTAL:			***6 hours and 43 minutes***	

Note: The approved Detail Order is transmitted to the Local Treasurer upon receipt thereof.

INDORSEMENT OF REQUEST FOR EXTENSION OF SERVICE OF LOCAL TREASURERS

The extension of the of service a local treasurer due for mandatory retirement may be requested by the Local Chief Executive and accordingly indorsed by the BLGF Regional Director to the BLGF Executive Director for indorsement to the Chairperson of the Civil Service Commission.

Office or Division:	Regional Office
Classification:	Complex Transaction
Type of Transaction:	Government to Government (G2G)
Who may avail:	LGUs, Local Treasurer/Assistant Treasurer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request for the extension of service from the Local Chief Executive	Local Chief Executive
Original Recommendation Letter of the Provincial Treasurer in the case of designating a Municipal Treasurer/ Assistant Municipal Treasurer	Provincial Treasury Office
Original Recommendation Letter of the Provincial Treasurer/CityTreasurer in the case of designating an Assistant Provincial/ City Treasurer	Provincial Treasury Office
Original Letter of recommendation of the Local Chief Executive	Local Chief Executive
Updated Personal Data Sheet (PDS) with updated Service Record	Client
Certified True Copy of the Updated Plantilla of LGU Personnel for the LGU	LGU
Certificate of No Pending Administrative Case	Civil Service Commission
Medical Certificate	Licensed Government Physician
Ombudsman Clearance	Office of the Ombudsman
Original Copy of the Service Record of the Local Treasurere	LGU
Certificate of Live Birth	Philippine Statistics Authority

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter - request/ recommendation for extension of service from the Local Chief Executive with complete documentary requirements.	Receive and record letter - recommendation with complete documentary requirements (Refer to process on receipt of incoming documents)	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
	Receive letter - request/ recommendation with attached documentary requirements, directive from Regional Director. Affix signature/initial on the incoming logbook	None	3 minutes	Administrative Officer V (HRMO III)
	Review documentary requirements as to completeness, correctness and validity of the documents.	None	1 day	Administrative Officer V (HRMO III)
	Prepare/Finalize the indorsement letter to the Executive Director.	None	3 hours	Administrative Officer V (HRMO III)
	Review /Approve/Sign Indorsement Letter and supporting documents	None	1 hour	Regional Director
Receive copy of Indorsement	Record and release signed indorsement letter with complete documentary requirements, copy furnished the Local Treasurer. (Refer to process on release of outgoing documents)	None	Admistrative Officer I (Records Officer)/ Aministrative Aide IV	Administrative Officer I
	TOTAL:		***1 day, 1 hour and 43 minutes***	

Note: The Regional Office shall transmit to the Local Treasurer the following upon receipt: copy of the Indorsement to CSC; CSC Resolution approving/diasppproving the request for extension of service.

INDORSEMENT OF REQUEST FOR AUTHORITY TO TRAVEL ABROAD

This covers the process in the issuance of Authority to Travel Abroad for Local for Treasurers/Assistant Treasurers outside the National Capital Region

Office or Division:	Regional Office
Classification:	Compex Transactions
Type of Transaction:	Government to Government (G2G)
Who may avail:	Local Treasurers/ Assistant Treasurers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Original Letter Request of the Local Treasurer	Applicant
Copy of invitation from foreign organization/ sponsor (*if applicable/Any)*	Applicant
Original Clearance from money, properties, and other accountabilities	LGU
Certified True Copy of SALN	LGU
Letter of the Local Chief Executive recommending the Foreign Travel of the Local Treasurer	Local Chief Executive
Indorsement Letter of the Provincial Treasurer	Provincial Treasury Office
Notarized Sworn Statement on estimated travel expenses and source of financing	Applicant
Approved Leave Application, in case of personal foreign travel	LGU
Justification Letter (*for late submission and/ or incomplete documentary requirements)*	Applicant
Certificate of No Pending Administrative Case	BLGF Regional Office

	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit letter- request for authority to travel abroad with complete documentary requirements	Receive and record letter - request with complete documentary requirements. (Refer to process on receipt of incoming documents)	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
2		Receive letter - request with attached documentary requirements, directive from Regional Director. Affix signature/initial on the incoming logbook.	None	3 minutes	Administrative Officer I (Records Officer)
3		Review documentary requirements as to completeness, correctness and validity of the documents.	None	1 day	Administrative Officer I (Records Officer)
4		Prepare/Finalize the Indorsement letter to BLGF Central Office for the issuance of authority ot travel. Attach and fill - up cleared for release slip.	None	2 hours	Administrative Officer I (Records Officer)
5		Review /Approve/Sign Indorsement letter with documentary requirements. Approved cleared for release slip.	None	2 hours	Regional Director
6	Receive copy of Indorsement	Record and release signed Indorsement and other relevant documents, copy furnished the Local Treasurer (Refer to process on release of outgoing documents)	None	1 hour, 5 minutes	Admistrative Officer I (Records Officer)/ Aministrative Aide IV
		TOTAL:		***1 day 4 hours and 13 minutes***	

Note: The Regional Office shall transmit the approved Travel Authority to the Local Treasurer upon receipt thereof.

PAYMENT TO SERVICE PROVIDERS FOR SERVICES RENDERED

Office or Division:	Regional Office
Classification:	Complex
Type of Transaction:	G2B G2G
Who may avail:	All service provider

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Billing statement and other attachment if any	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits billing statements and other necessary documents	Receive and record billing statement/s with complete documentary requirements. (Refer to process on receipt of incoming documents)	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
	Check allotment, prepare Obligation Request and Status (ObRS), sign and certify as to the availability of allotment. Forwards the ObRS to the Bookeeper for the preparation of the Disbursement Voucher (DV)	None	15 minutes	Budget Officer/ Administrative Aide IV
	Prepare Disbursement Voucher, sign and certify as to the availability of cash for the purpose, completeness of supporting documents. Forwards the DV together with the ObRS and necessary attachments to the Regional Director for Approval.	None	15 minutes	Bookeeper/ Administrative Assistant III
	Review, Approves and Sign Obligation Request and Status and DV. Forwards the approved ObRS and DV to the cashier for preparation of check/ LDDAP	None	15 minutes	Regional Director
	Prepare, sign and certify List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA) in accordance with existing budgeting, accounting and auditing rules and regulations.	None	15 minutes	Administrative Officer III (Cashier II)
	Verify the completeness of signatures, prepare Check Payment/ Advice on Check Issued and Cancelled(ACIC) (for check payment)/ Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIAE) (for payees with Land	None	30 minutes	Administrative Officer III (Cashier II)
	Review/ Approves and sign Check/ LDDAP and ADA. Forwards to the cashier for delivery to the depository bank.	None	15 minutes	Regional Director
	Delivers duplicate copy of check together with the advice and CD/ LDDAP-ADA with the SLIIAE to depository bank.	None	1 day	Administrative Officer III (Cashier II)
Receives check payment and signs and acknowledge receipt of payment in the DV.	Deliver check for payment for services provided, and ensure service provider or duly authorized representative to sign under the receipt of payment portion of the DV.	None	1 day	Administrative Officer III (Cashier II)
	TOTAL:		2 days, 2 hours and 20 minutes	

ISSUANCE OF OPINION ON LOCAL FINANCE ON CASES WITH PREVIOUSLY ISSUED RULINGS/ OPINION

This service facilates Issuance of Opinions/Rulings on Queries related to Local Taxation, Local Treasury Operations, Real Property Appraisal and Assessment and other Local Finance Issues that have similarly decided cases or previously issued rulings/ opinions.

Office or Division:	Regional Office
Classification:	Complex
Type of Transaction:	Government to Citizen (G2C) Government to Government (G2G) Governement to Business (G2B)
Who may avail:	All (General Public, Taxpayers, LGUs, NGAs, GFIs, GOCCs, NGOs, etc.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter/communication relative to query	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits query or communication to BLGF Records Unit	Receive and record incoming communication/query. (Refer to process on receipt of incoming documents)	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
	Receive the letter/communication and the directive from the Regional Director. Affix initial/signature on the incoming logbook.	None	5 minutes	FA /LAOO/ LTOO/Action Officer (Depending on the type of query)
	Research on the office' files on similar cases decided or similar issuances/ opinions/ rulings.	None	3 days	FA IV/ LAOO IV/ LTOO IV/Action Officer (Depending on the type of query)
	Draft letter reply on the opinion/ ruling/ issuances/ decisions previously issued on the similar cases.	None	1 day	FA IV/ LAOO IV/ LTOO IV/Action Officer (Depending on the type of query)
	Review and approve the draft letter.	None	1 hour	Regional Director
	Finalize letter reply . Attach and fill-up cleared for release slip.	None	30 minutes	FA IV/ LAOO IV/ LTOO IV/Action Officer (Depending on the type of query)
	Approve/Sign letter reply. Approve cleared for release slip.	None	30 minutes	Regional Director
Receives letter reply.	Record and release indorsement letter with the attached query. (Refer to process on release of outgoing documents)	None	1 hour, 5 minutes	Admistrative Officer I (Records Officer)/ Aministrative Aide IV
END PROCESS				
TOTAL:			***4 days, 3 hours and 45 minutes***	

INDORSEMENT OF REQUEST FOR THE ISSUANCE OF CERTIFICATE OF NET DEBT SERVICE CEILING AND BORROWING CAPACITY

LGUs interested in applying for loans from lending institutions to finance proposed projects are rquired to secure Certificate of Net Debt Service Ceiling and Borrowing Capacity (CNDSCBC), herein after referred to as ***Certificate***, from the BLGF, except from those lending institution/s granted exemption by law such . The process covers from receipt of application and validation of the accuracy of data and completeness of the documentary requirements, to computation of NDSCBC, and to the eventual indorsement of the request for issuance of certificate of net debt service ceiling and borrowing capacity to the Central Office. All provinces, cities, municipalities and barangays may avail of this serivice but does not guarantee approval of loan nor facilitation of loan release. LGUs applications shall be submittted to their respective BLGF Regional Office.

Office or Division:	Regional Office
Classification:	Highly Technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	Local Government Units (LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request from the Local Chief Executive, indicating: *The lending institution; *Terms and conditions of the proposed loan a) repayment period and b) interest rate *The purpose of the loan ***Note: (Refer to Offer Sheet prepared by the lending institution (maybe attached to fast track evauation/validation process)*** **2. Certification of existing/absence of loan/s duly certified by the Local Treasurer with the following details** *Types of loans and other obligations contracted; *Purpose of the loans and other obligations contracted; *Name of the lending institutions; *Date of approval and maturity *Terms and conditions (interest rate & number of years to pay) *Remaining balances of loans and other obligations; and *** Annual Amortization schedules (segregating the principal from the interest) issued by the lending institution** **3. Commisison on Audit (COA) Annual Audit Certificate** for the most recent year, which shall be supported by the year-end financial reports for the past three (3) years *Pre-closing Trial Balance (General Fund) *Statement of Financial Performance (Detailed)	BLGF-CAR
*An **Agency Action Plan and Status of Implementation (AAPSI)** of the Latest Annual Audit Report Recommendations report on COA recommendations shall be required, while they may only 'be 'qualified' and not 'adverse', if findings pertain to local financial management and treasury matters or specifically concern local treasurer, such as, but not limited to: (i) unremitted and undeposited collection; (ii) Unliquidated cash advances; (iii) Unremitted mandatory contributions of GSIS, PAGIBIG, Philhealth, withholding tax of BIR and (iv) Unreconciled cash book with the Bank Reconciliation Statement and Subsidiary Ledger.* *In case COA cannot render an opinion due to non-submission of financial reports, submit COA's Letter to the Management and the AAPSI. If a Disclaimer is rendered, submit AAPSI.*	
Note: AAPSI is not required unles COA has rendered Unqualified Opinion	
4. Certification issued by the Lending Institution stating that it shall not require LGU deposits as compensating balance for the loan, if such lending institution is (1)not an authorized government depository bank or (2) an authorized government bank required to **obtain** the prior approval of the Department of Finance, as provided under the DOF Circular No. 01-2017 dated 11 May 2017. If the lending institution of the LGU is any of the following, as indicated in the letter request or Offer Sheet, the Certification shall not be required: 1. Land Bank of the Philippines (LBP); 2. Development Bank of the Philippines (DBP); 3. Philippine Postal Savings Bank, Inc. (PPSB), renamed as "Overseas Filipino Bank, Inc., a Savings Bank of LANDBANK"; 4. Al Amanah Islamic Investment 5. United Coconut Planters Bank (UCPB); 6. Philippine Veteran's Bank (PVB); and 7. Municipal Development Fund Office (MDFO)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Treasurer submits personally or through his/her duly authorized representative the LGU application letter-request with the complete documentary requirements for the issuance of Certificate of NDSC/BC. The authorized representative must present a written authority bearing the original signature of the concerned Local Treasurer and valid IDs	Receive and record the application for Certificate of NDSC/BC. (Refer to process on receipt of incoming documents)	None	35 minutes	Admin Officer 1 (Records Officer)/ Receiving Officer
	Receive the communication, directive from the Regional Director. Affix initial/signature on the logbook.	None	3 minutes	FA/ Action Officer
	Check the completeness and orderliness of the documentary requirements	None	35 minutes	FA/ Action Officer
	Return to the LGU the application, together with the Notice of Deficiency on Documentary Requirements, if found incomplete and not in order	None	30 minutes	FA/ Action Officer
	Acknowledge receipt of application	None	15 minutes	FA/ Action Officer
	Prepare peliminary computation of the NDSC/BC in accordance with Sections 5.1 & 5.2 of DO No. 054.2016. The COA audited financial stetements shall be the basis for the computation of the NDSC/BC. The audited pre-closing trial balance and statement of financial performance for the past three (3) years will be used for the validation of preliminary computation.	None	1 day	FA/ Action Officer
	Prepeare the indorsement letter to the BLGF CO together with the following : 1. Checklist (Annex A1) duly signed the Action Officer and the Regional Director and the accompanying documentary requirements and 2. Preliminary computations (Enclosures A, B, and C). Attach and fill-up cleared for release slip.	None	15 minutes	FA/ Action Officer
	Review/Approve/Sign indorsement letter, checklist (Annex A) and preliminary computations. Approve cleared for release slip.	None	1 hour	Regional Director
	Send through email address at ldmed@blgf.gov.ph the excel file of preliminary computations (Enclosures A,B & C) for evaluation.	None	1 minutes	FA/ Action Officer
	Record and release indorsement letter together with the attachments. (Refer to process on release of outgoing documents.	None	1 hour, 5 minutes	Administrative Officer I (Records Officer)/ Administrative Aide
	END OF TRANSACTIONS			
	TOTAL		*1 day, 3 hours and 53 minutes*	

RESOLUTION OF COMPLAINTS

The service is a determination of whether a Prima Facie Evidence exists against the erring officials complained of and the eventual issuance of Formal Charge as the case maybe, which seeks to institutionalize efficiency, and ensures quick or prompt action on complaints received from the public. The processing time indicated is on a per complaint basis.

Office or Division:	Regional Office
Classification:	Highly Technical
Type of Transaction:	Government to Government (G2G) Government to Business (G2B) Government to Citizen (G2C)
Who may avail:	All (General Public, Taxpayers, LGUs, NGAs, GFIs, GOCCs, NGOs, etc.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Complaint and Documentary Evidence	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complaint against Local Treasurer or Assistant Treasurer in writing; subscribed and sworn by the complainant.	Receive and record the complaint together with the supporting documents. (Refer to process on receipt of incoming documents).	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
	Receive complaint and other documents and the directive from the Regional Director. Affix signature/initial on the incoming logbook.	None	15 minutes	Special Investigator III
	Evaluate the complaint if sufficient in form and substance, prepare communication and require the person complained of to submit a Counter-Affidavit or Comment under Oath within 72 hours from receipt of the communication. Attach and fill-up cleared for release slip.	None	3days	Special Investigator III
	Review/Approve/Sign relevant communication. Approve cleared for release slip	None	15 minutes	Regional Director
	Record and release the communication requiring Counter affidavit/ comment from person complained of. (Refer to the process on release of outgoing documents)	None	1 hour 5 minutes	Administrative Officer I (Records Officer)/ Administrative Aide IV
	Conduct preliminary investigation. An ex-parte examination of records and documents submitted, as well as documents readily available within the office and from other government offices, including counter affidavit /comments under oath submitted by person complained of .	None	Five (5) days A preliminary investigation shall commence within a non-extendible period of five (5) days upon receipt of the complaint by the disciplining authority and shall be terminated within twenty (20) days thereafter. Moreover, the disciplining authority may extend such periods in meritorious cases.	Special Investigator III
	Prepare Investigation Report with supporting documents for submission to the Regional Director.	None	3 days	Special Investigator III
	Review the Investigation Report and direct the SI to prepare Resolution on the administrative complaint.	None	1 hour	Regional Director
	Prepare/Finalize Resolution on the administrative case/complaint. Attach and fill-up cleared for release slip. *Note: In the absence of a prima-facie case, a Resolution recommending for the dismissal of the complaint shall be prepared, for decision by the Disciplining Authority.* *If a prima-facie case is established, a Resolution shall be prepared recommending for the filing of a Formal Charge by the Disciplining Authority.*	None	4 days	Special Investigator III/ Regional Director
	Review/Approve/Sign the Resolution to be transmitted to the BLGF, Central Office. Approve cleared for release slip.	None	1 hour	Regional Director
	Record and release the Resolution to the Central Office. (Refer to the process on release of outgoing documents)	None	1 hour 5 minutes	Admistrative Officer I (Records Officer)/
End of Process		*Total*	***15 days, 6 hours and 15 minutes***	

FORMAL CHARGE

The service is issued to a treasurer or assistant treasurer complained of after finding a Prima Facie case during the preliminary investigation. The disciplining authority shall formally charge the person complaint of, who shall now be called as Respondent.

Office or Division:	Regional Office
Classification:	Highly Technical
Type of Transaction:	Government to Government (G2G)
	Government to Citizen (G2C)
Who may avail:	All (General Public, Taxpayers, LGUs, NGAs, GFIs, GOCCs, NGOs, etc.)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
A notice of formal charge will be sent to the regional office from the Central Office.	Receive and record the Notice of Formal Chage and other supporting documents. (Refer to process on receipt of incoming	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
	Receive Notice of Formal Charge, and other supporting documents, directive from the Regional Director. Affix signature/initial on Logbook	None	15 minutes	Special Investigator III
	Prepares required communication to be sent to the Respondent to answer the charge/s under oath in not less than three (3) days but not more than ten (10) from receipt and a notice that he/she may opt to be assisted by a counsel of his/her choice and may elect to have a formal investigation. Attach and fill-up cleared for release slip	None	1 day	Special Investigator III / Regional Director
	Review/Approve/Sign relevant communication to the Respondent. Approve cleared for release slip.	None	15 minutes	Regional Director
	Record and release the communication to the respondent. (Refer to the process on release of outgoing documents)	None	1 hour, 5 minutes	Administrative Officer I (Records Officer)
	The Respondent to answer in not less than three (3) days but not more than ten (10) days.	None	10 days	Respondent
	Conduct of Formal Investigation if the merits of the case cannot be decided judiciously without conducting such investigation. *Note: Preventive suspension may be issued to temporarily remove the respondent from the scene of the alleged misfeasance/malfeasance/nonfeasance while the case is investigated. (Refer to process of Preventive Suspension)*	None	Shall be held not earlier than five (5) days nor later than ten (10) days from receipt of the respondent's answer. Shall be finished within thirty (30) days from issuance of the formal charge or the receipt of the answer unless the period is extended by the disciplining authority in meritorious cases.	Respondent/ Complainant/ Counsel of both parties/ Hearing Officer
	At the commencement of the formal investigation, the hearing officer shall conduct a pre hearing conference.	None		
	Continuous hearing shall be conducted on the dates agreed during the pre hearing conference.	None		
	Prepare the Formal Investigation Report containing a narration of the material facts established during the investigation. The findings and the evidence supporting said findings as well as the recommendations shall be submitted to the disciplining authority. Attach and fill -up cleared for release slip.	None	Within 15 days after the conclusion of the formal investigation	Special Investigator III / Regional Director
	Review/Approve/Sign Formal Investigation Report. Approve cleared for release slip.	None	1 hour	Regional Director
	Record and release the Formal Investigation Report to the Central Office. (Refer to the process on release of outgoing documents)	None	1 hour, 5 minutes.	Admistrative Officer I (Records Officer)/ Aministrative Aide IV
	End of Process	***Total***		

PREVENTIVE SUSPENSION

The service is designed as a measure of precaution so that the Respondent may be removed from the scene of the alleged misfeasance/malfeasance/nonfeasance while the case is being investigated.

Office or Division:	Regional Office
Classification:	Highly Technical
Type of Transaction:	Government to Government (G2G)
	Government to Citizen (G2C)
Who may avail:	All (General Public, Taxpayers, LGUs, NGAs, GFIs, GOCCs, NGOs, etc.)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
A request for preventive suspension shall be submitted to the Office	Receive and record the request and other supporting documents, if any. (Refer to process on receipt of incoming documents)	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
	Receives request and other supporting documents, directive from the Regional Director. Affix signature on logbook.	None	5 minutes	Special Investigator III
	Evaluate request and prepare indorsement to the BLGF, Central Office. Attach and fill-up cleared for release slip. *Note: Alternative to Preventive Suspension maybe recommended such as reassignment of Respondent to another unit of agency/LGU subject to the same periods as provided for by regulations.*	None	3 hours	Special Investigator III
	Review/Approves/Signs the indorsement. Approve cleared for release slip.	None	15 minutes	Regional Director
	Record and release the request and indorsement to the Central Office. (Refer to the process on release of outgoing documents)	None	1 hour, 5 minutes	Admistrative Officer I (Records Officer)/ Aministrative Aide IV
End of Process		**Total**	5 hours	

INDORSEMENT OF REQUEST FOR RELIEF OF LOCAL TREASURERS / ASSISTANT TREASURERS

Procedure and the step by step process in Requesting Relief of Local Treasurers and Assistant Treasurers within the jurisdiction of the Regional Office.

Office or Division:	Administrative/Legal
Classification:	Complex
Type of Transaction:	Government to Government (G2G)
Who may avail:	Local Governemnt Units (LGUs), COA

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request with attachment if any	Requesting Part/Offiicial

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
LGU/Client submits letter of request for the relief of Provincial/City/ Municipal Treasurer or Assistant, including supporting documents	Receive and record incoming letter request (Refer to process on receipt of incoming documents)	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
	Receive the letter request with supporting documents and directive from the Regional Director. Affix initial/signature on the incoming logbook .	None	15 minutes	Administrative Officer V (HRMO III)/ Special Investigator III
	Evaluate merits of the request. Prepare indorsement letter to the BLGF Central Office for their further evaluation and issuance of Notice/Order for the Relief of the Treasurer or Assistant Treasurer. Attach and fill-up cleared for release slip. *If the Treasurer is relieved a designation order shall follow to temporarily replace the treasurer	None	2 days	Administrative Officer V (HRMO III)/Special Investigator III
	Review/Approve/Sign indorsement letter. Approve cleared for release slip.	None	1 hour	Regional Director
	Record and release signed indorsement letter with the attached letter request and supporting documents. (Refer to process on release of outgoing document	None	10 minutes	Admistrative Officer I (Records Officer)/ Aministrative Aide IV
	TOTAL:		***2 days, 1 hour and 25 minutes***	

REVIEW AND ISSUANCE OF CERTIFICATION ON THE PROPOSED SMV

Review of the proposed Schedule of Market Values within the Regional Office' jurisdiction and Issuance of Certification in compliance with BLGF MC No. 20-2012.

Office or Division:	Regional Office
Classification:	Highly Technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	Local Government Units (LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Indorsement Letter GR Forms Tax Impact Study	MRPAAO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit proposed SMV with complete documentary requirements	Stamp receipt the proposed SMV. (Refer to Process on Receiving Incoming Documents)	None	35 minutes	Administrative Officer I (Records Officer)/ Receiving Officer
	Receives SMV proposal in the log book and through DMAS with the directive from the Regional Director. Affix initial/ signature on the incoming logbook.	None	10 minutes	LAOOs
	Review the SMV proposal as to its compliance with existing rules and regulations governing appraisal and assessment (ex. MAG, PVS, MRPAAO). Check the submitted requirements, computations, and attachments.	None	13 days	LAOOs
	Prepares certification on the SMV proposal and transmittal to concerned office/ LGU. Attach and fill-up cleared for release slip.	None	1 day	LAOOs
	Review and Approve/ Sign Certification and transmittal letter. Approve cleared for release slip.	None	2 hours	Regional Director
	Records outgoing document (See process on Releasing of Outgoind Document)	None	1 hour, 5 minutes	Admistrative Officer I (Records Officer)/ Aministrative Aide IV
Receives certification on the reviewed SMV proposal and affix signature in the logbook.	Sends/ Delivers Certification of SMV proposal	None	4 hours	Admistrative Officer I (Records Officer)/ Aministrative Aide IV
	END PROCESS			
	TOTAL:		***15 days***	

1. **Request for Leave Monetization**

The monetization of leave credits shall be processed by the Bureau, subject to the provisions of the Civil Service Commission (CSC) Memorandum Circular (MC) Nos. 41, s. 1998[1] and 16, s. 2002[2] and other related rules and regulations of the CSC and the Department of Budget and Management (DBM).

Office or Division:	Bureau of Local Government Finance – Administrative Division
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	BLGF Central Office Officials and Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Application for Leave Form (CSC Form No. 6)	Administrative Division/CSC Online Website
Letter-request for application of leave monetization	
Pertinent attachments to support application, if applicable	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the accomplished CSC Form No. 6, with attached pertinent documents if applicable, to the Personnel Officer	Receive and verify the completeness and accuracy of form and supporting documents	None	5 minutes	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
	Verify availability of leave credits; certify the deduction of the number of days being applied for; and record transaction in the leave card	None	10 – 30 minutes	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
	Release the form to the applicant	None	5 – 20 minutes	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)

[1] Amendments to Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Oder No. 292), dated December 24, 1998

[2] Amendment to Section 23, Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987, also known as the Omnibus Rules on Leave, dated June 2, 2002

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Forwards the certified form to his/her immediate supervisor	Recommend approval/disapproval of the applied monetization of leaves by affixing signature	None	5 minutes	Immediate supervisor of the employee
	Release form to the client	None	5 minutes	Immediate supervisor of the employee
Submits the entire documents with recommendation to the AFMS Director coursed thru the Administrative Assistant	Receive and record documents for AFMS Director	None	5 – 10 minutes	Administrative Assistant of AFMS
	Signify acknowledgment by affixing initial signature	None	5 – 10 minutes	AFMS Director
	Record and release signed application to OED	None	10 minutes	Administrative Assistant AFMS
	Receive and record documents for Executive Director	None	5 – 10 minutes	Administrative Assistant OED
	Review and approve/disapprove request for monetization of leaves	None	20 minutes	Executive Director
	Record and release approved monetization to HRMO	None	5 – 10 minutes	Administrative Assistant OED
	Record and endorse monetization of leaves to Accounting	None	20 minutes	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
Receives complete documents from HR		None	10 minutes	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
	TOTAL		**1 hour 50 minutes to 2 hours, 45 minutes**	

2. **Application for Leave of Absence (Rank and File)**
Application for vacation, sick leave or special privilege leave for one (1) full day or more shall be made on this Form (CSC Form No. 6) and to be accomplished at least in duplicate. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going into such leave. Application for sick leave filed in advance, or exceeding five (5) days shall be accompanied by a medical certificate.

Office or Division:	Bureau of Local Government Finance – Administrative Division
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	BLGF Central Rank and File Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Application for Leave Form (CSC Form No. 6)	Administrative Division/CSC Online Website
Medical Certificate (if applicable)	Personal document
Pertinent documents for Maternity/Paternity/Rehabilitation/Study Leave	Personal documents

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the accomplished CSC Form No. 6, with attached pertinent documents if applicable, to the Personnel Officer	Receive and check the document/s of its completeness and accuracy	None	5 minutes	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
	Verify availability of leave credits; certify the deduction of the number of days being applied for; and record transaction in the leave card	None	10 – 30 minutes	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
	Release the form to the applicant	None	5 – 20 minutes	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
Forwards the certified form to his/her immediate supervisor	Recommend approval/disapproval of the applied leaves	None	5 minutes	Immediate supervisor of the employee

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Release form to the employee	None	5 minutes	Immediate supervisor of the employee
Send the form with recommendation to the AFMS Director coursed thru the Administrative Assistant	Receive and record documents for AFMS Director	None	5 – 10 minutes	Administrative Assistant of AFMS
	Approve/disapprove the leave application	None	10 minutes	AFMS Director
	Record and release signed application to OED	None	10 minutes	Administrative Assistant AFMS
	Prepare certification for disapproval of scheduled mandatory/forced leaves, if applicable	None	1 day	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
	Release the duplicate copy of the approved/disapproved application to applicant	None	5 – 10 minutes	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
	TOTAL		**1 day 1 hour to 1 day, 1 hour, 40 minutes**	

3. **Application for Leave of Absence (Division Chiefs and Service Directors)**
Application for vacation, sick leave or special privilege leave for one (1) full day or more shall be made on this Form (CSC Form No. 6) and to be accomplished at least in duplicate. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going into such leave. Application for sick leave filed in advance, or exceeding five (5) days shall be accompanied by a medical certificate.

Office or Division:	Bureau of Local Government Finance – Administrative Division
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	BLGF Central Division Chiefs and Service Directors
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Application for Leave Form (CSC Form No. 6)	Administrative Division/CSC Online Website
Medical Certificate (if applicable)	Personal document
Pertinent documents for Maternity/Paternity/Rehabilitation/Study Leave	Personal documents

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the accomplished CSC Form No. 6, with attached pertinent documents if applicable, to the Personnel Officer	Receive and check the document/s of its completeness and accuracy	None	5 minutes	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
	Verify availability of leave credits; certify the deduction of the number of days being applied for; and record transaction in the leave card	None	10 – 30 minutes	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
	Release form to Administrative Assistant of the originating office	None	10 minutes	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
	Receive and record details of documents	None	10 minutes	Administrative Assistant of Service Director (for Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Chief applicants); Administrative Assistant of Deputy Executive Director (for Service Director applicants)
	Validate information on the form and supporting documents, and recommend approval/disapproval of the applied leaves	None	30 minutes	Service Director (for Division Chiefs) Deputy Executive Director (for Service Director)
	Release form to the OED for approval	None	5-10 minutes	Administrative Assistant of Service Director (for Division Chief applicants); Administrative Assistant of Deputy Executive Director (for Service Director applicants)
	Receive and record form for Executive Director	None	5-10 minutes	Administrative Assistant of OED
	Review and approve/disapprove leave of application	None	30 minutes	Executive Director
	Record and release form to HRMO	None	5-10 minutes	Administrative Assistant of OED
	Prepare certification for disapproval of scheduled mandatory/forced leaves, if applicable	None	1 day	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
	Release form to the employee	None	5 minutes	Immediate supervisor of the employee
	Prepare certification for disapproval of scheduled	None	1 day	Administrative Officer II (HRMO I),

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	mandatory/forced leaves, if applicable			Administrative Officer IV (HRMO II)
	Release the duplicate copy of the approved/disapproved application to applicant	None	5 – 10 minutes	Administrative Officer II (HRMO I), Administrative Officer IV (HRMO II)
	TOTAL		**2 days 2 hours to, 2 days 2 hours and 40 minutes**	

4. **Application for Leave of Absence (Deputy Executive Directors)**
Application for vacation, sick leave or special privilege leave for one (1) full day or more shall be made on this Form (CSC Form No. 6) and to be accomplished at least in duplicate. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going into such leave. Application for sick leave filed in advance, or exceeding five (5) days shall be accompanied by a medical certificate.

Office or Division:	Bureau of Local Government Finance – Administrative Division
Classification:	Complex
Type of Transaction:	G2G
Who may avail:	BLGF Deputy Executive Directors
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Application for Leave Form (CSC Form No. 6)	Administrative Division/CSC Online Website
Medical Certificate (if applicable)	Personal document
Pertinent documents for Maternity/Paternity/Rehabilitation/Study Leave	Personal documents

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Forward the accomplished CSC Form No. 6, with attached pertinent documents if applicable, to the Personnel Officer	Receive and check the document/s of its completeness and accuracy	None	5 minutes	HRMO
	Verify availability of leave credits; certify the deduction of the number of days being applied for; and record transaction in the leave card	None	10-30 minutes	HRMO
	Release form to DED Administrative Assistant of counterpart DED	None	10 minutes	HRMO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Receive and record details of documents	None	10 minutes	Administrative Asst of DED Operations (for DED for Admin) Administrative Assistant of DED Admin (for DED Operations)
	Validate information on the form and supporting documents, and recommend approval/disapproval of the applied leaves	None	30 minutes	DED Operations (for DED for Admin) DED Admin (for DED Operations)
	Release form to the AFMS Director	None	5-10 minutes	Administrative Asst of DED Operations (for DED for Admin) Administrative Assistant of DED Admin (for DED Operations)
	Receive and record document for the AFMS Director	None	10 minutes	AFMS Administrative Assistant
	Review and verify application thru affixing initial signature	None	30 minutes	AFMS Director
	Forward the documents to the Office of the Executive Director	None	10 minutes	AFMS Administrative Assistant
	Receive and record form for Executive Director	None	5-10 minutes	Administrative Asst of OED
	Review and approve/disapprove leave of application	None	30 minutes	Executive Director
	Record and release form to HRMO	None	5-10 minutes	Administrative Asst of OED
	Prepare certification for disapproval of scheduled mandatory/forced leaves, if applicable	None	1 day	HRMO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Release the duplicate copy of the approved/disapproved application to applicant	None	5-10 minutes	HRMO
	TOTAL:		**1 day 1 hour to 1 day, 1 hour, 40 minutes**	

5. **Application for Pass Slip (Official Business) for Rank and File**
An employee, who will be out for Official Business (OB), for at least four (4) hours, but not exceeding one (1) day, shall file with the Personnel Section a Pass Slip (PS) before proceeding to his/her assignment and or designation. In case of urgent OB and the employee needs to directly proceed to his/her assignment, he shall submit the same pass slip with the required documents within two (2) days upon his/her return to the office.

Office or Division:	Bureau of Local Government Finance – Administrative Division
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	BLGF Central Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Pass Slip Form	Administrative Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit fully-accomplished pass slip before proceeding to the assigned destination	Approve the application	None	10 minutes	Immediate Supervisor of applicant
Send the approved application to AFMS Service Director for notification	Receive and record pass slip for AFMS Director	None	5 minutes	Administrative Assistant, AFMS
	Acknowledge approval by affixing signature	None	5 minutes	AFMS Director

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Release document to applicant	None	5 minutes	Administrative Assistant, AFMS
Secure personal copy and submit original approved and acknowledged pass slip to HRMO	Receive pass slip which will serve as supporting document to DTR	None	5 minutes	HRMO
	TOTAL:		**30 minutes**	

6. **Application for Pass Slip (Official Business) for Division Chiefs**
An employee, who will be out for Official Business (OB), for at least four (4) hours, but not exceeding one (1) day, shall file with the Personnel Section a Pass Slip (PS) before proceeding to his/her assignment and or designation. In case of urgent OB and the employee needs to directly proceed to his/her assignment, he shall submit the same pass slip with the required documents within two (2) days upon his/her return to the office.

Office or Division:	Bureau of Local Government Finance – Administrative Division
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	BLGF Central Officials and Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Pass Slip Form	Administrative Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit fully-accomplished pass slip before proceeding to the assigned destination	Verifies and recommends the approval of the Pass Slip	None	30 minutes	Immediate Supervisor of applicant
Transmit Pass Slip to the ADMIN Division	Records and routes the document to the Personnel Officer (or officer-in-charge)	None	10 minutes	Administrative Aide of the originating unit Administrative Aide of ADMIN Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Verifies completeness of form and supporting documents	None	30 minutes	HRMO
	Endorses the application for approval of AFMS Director	None	30 minutes	Chief Administrative Officer, ADMIN
	Receive and approve Pass Slip	None	30 minutes	AFMS Director
Secure personal copy and submit original approved and acknowledged pass slip to HRMO	Posts Pass Slip information to time and attendance ledger	None	30 minutes	HRMO
TOTAL:			**2 hours and 40 minutes**	

7. **Issuance of Certifications or Service Record**
Service Records and other personnel related certifications are requested by officials and employees as supporting documents for government transaction such as GSIS, PAG-IBIG, etc.

Office or Division:	Bureau of Local Government Finance – Administrative Division
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	BLGF Officials and Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Service Request/Certification Request Form	Administrative Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits fully accomplished request form with attached documentary requirements	Receives the request for service records and other personnel-related Certification	None	10 minutes	HRMO
	Prepares Service Request/ Certification	None	30 minutes	HRMO
	Verifies completeness of form and supporting documents	None	30 minutes	Chief Administrative Officer ADMIN

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Signs the Service Record/ Certification	None	10 minutes	Chief Administrative Officer, ADMIN
	Transmits approved Service Record/Certification to requesting employee	None	1 day	Records Officer
	TOTAL:		**1 day, 1 hour and 10 minutes**	

8. **Employee Resignation**
   Section 1, Rule XII of the CSC, Rules Implementing Book V of EO 2912 relative to resignation

Office or Division:	Bureau of Local Government Finance – Administrative Division
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	BLGF Officials and Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Voluntary written notice of the employee informing the appointing authority that he/she is relinquishing his/her position and the effectivity date of resignation	Administrative Division
2. Acceptance of resignation in writing by the agency head or appointing authority which shall indicate the date of effectivity of said resignation.	Administrative Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits voluntary written notice of resignation	Receives and records Resignation Letter with documentary requirements and forwards to the HR ADMIN	None	15 minutes	Records Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Reviews and evaluates the Resignation letter and the supporting documents	None	30 minutes	HRMO
	Prepares and finalizes the draft memorandum relative to the resignation and acceptance letter address to the resigning employee and for the compliance of the requirements for resignation	None	30 minutes	HRMO
	Reviews the draft memorandum relative to the resignation and the acceptance letter with documentary requirements	None	30 minutes	Chief Administrative Officer – ADMIN
	Reviews the draft memorandum relative to the resignation and the acceptance letter with documentary requirements	None	10 minutes	AFMS Director
	Records and transmits the draft memorandum relative to the resignation and the acceptance letter with documentary requirements to DED of ADMIN	None	30 minutes	Administrative Assistant of AFMS
	Receives and reviews the draft memorandum relative to the resignation and the acceptance letter with documentary requirements	None	1 hour	DED for ADMIN

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Transmits the reviewed memorandum relative to the resignation and the acceptance letter with documentary requirements to the OED	None	10 minutes	Administrative Assistant DED for ADMIN
	Receives and proofreads the draft memorandum relative to the resignation and the acceptance letter with documentary requirements	None	1 hour	Executive Assistant OED
	Review and approve the memorandum relative to the resignation and the acceptance letter with documentary requirements	None	1 hour	Executive Director
	Transmits the approved memorandum relative to the resignation and the acceptance letter with documentary requirements to the ADMIN division	None	10 minutes	Administrative Assistant OED
	Receives and records the approved memorandum relative to the resignation and the acceptance letter with documentary requirements	None	10 minutes	HRMO
	Transmits approved memorandum relative to the resignation and the acceptance letter with documentary	None	10 minutes	Records Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	requirements to the resigning employee			
TOTAL:			**6 hours and 5 minutes**	

9. **Employee Retirement Process**

Office or Division:	Bureau of Local Government Finance – Administrative Division
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	BLGF Central and Regional Office Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BLGF Retirement Form	Administrative Division
GSIS Form No. A-RETB-03-01	GSIS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits properly accomplished BLGF Retirement Form and GSIS Form No. A-	Receives and records employee application for retirement benefits with supporting documents	None	15 minutes	Records Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
RETB-03-01 (application for retirement benefit) with supporting documents				
	Forwards the employee application for retirement benefits with supporting documents to the OED	None	15 minutes	Records Officer
	Routes the employee application for retirement benefits with supporting documents to the DED ADMIN and/or AFMS Service Director	None	15 minutes	Executive Director
	Routes the employee application for retirement benefits with supporting documents to the Action officer	None	10 minutes	Chief Administrative Officer ADMIN
	Examines the qualification and verifies the completeness of the documents	None	30 minutes	HRMO
	Prepares draft ED endorsement letter to the GSIS and memorandum for FMD	None	1 hour	HRMO
	Reviews and endorses the draft ED endorsement letter to GSIS and memorandum for FMD to the AFMS Director	None	30 minutes	Chief Administrative Officer ADMIN
	Reviews the draft ED endorsement letter to GSIS and memorandum for	None	30 minutes	AFMS Director

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	FMD to the DED for ADMIN			
	Reviews and endorses the draft ED endorsement letter to GSIS and memorandum for FMD to the ED	None	30 minutes	DED for ADMIN
	Reviews and approves the draft ED endorsement letter to GSIS and memorandum for FMD	None	30 minutes	Executive Director
	Transmits the approved ED endorsement letter to GSIS and memorandum for FMD	None	1 day	Records Officer
	Notifies employee on the status of application for retirement benefits	None	1 day	HRMO
	TOTAL:		**2 days, 4 hours and 45 minutes**	

10. **Retrieval of Records**

To ensure proper, accurate and complete identification and traceability of archived records and sustains the safekeeping and proper storage of archived records pursuant to the rules and regulations of the National Archives of the Philippines (NAP)

Office or Division:	Bureau of Local Government Finance – Administrative Division (Records Section)
Classification:	Simple
Type of Transaction:	G2B,G2C,G2G
Who may avail:	BLGF Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Documents/Letter	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit to the Records Section accomplished Form (Request for Previous Records)	Receive the accomplished Request Form	None	5 minutes	Administrative Aide II
	Retrieve the records/docket from the Storage	None	3 hours '8:00 AM- 11:00 AM -11:00 AM - Retrieval 11:01 AM- 3:00 PM 3:00 PM retrieval 3:01 PM onwards 8:00 AM next day- retrieval	Administrative Aide II
Borrower affixes signature	Record details in the borrower's logbook.	None	15 minutes	Administrative Aide II
Return borrowed documents	Return the borrowed record/docket Borrower affixes signature in the borrower's logbook countersigned by the Receiving Record's Personnel	None	15 minutes	Administrative Aide II
	TOTAL:		**3 hours and 35 minutes**	

11. **Procurement of Goods and Services without Bidding**

To ensure that approved purchase requests (PRs) are properly documented, procured according to specifications, delivered on time, and compliant with the R.A. No. 9184 (Government Procurement Reform Act). This procedure covers the receipt of approved PR based on the approved APP, posting in PhilGEPS, preparation of Abstract of Canvass (AOC) and evaluation of quotations, selection of supplier, preparation and approval of Purchase Orders (PO), delivery, inspection and acceptance of delivered goods and services as per PO, and delivery to end-user.

This procedure does NOT cover bidding or procurement of goods and services amounting to PHP 1 Million and above. (Refer to Procedure: Procurement of Goods and Services with Bidding).

Office or Division:	Bureau of Local Government Finance – Administrative Division (Records Section)
Classification:	Highly Technical
Type of Transaction:	G2G
Who may avail:	BLGF Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Purchase Request	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits approved Purchase Request (PR)	Receives and reviews the approved PR for completeness and accuracy based on the approved Annual Procurement Plan (APP)	None	30 minutes	Administrative Officer V (Supply Officer III) Administrative Officer III (Supply Officer II)
	Identifies the mode of procurement of goods or service	None	10 minutes	Administrative Officer V (Supply Officer III) Administrative Officer III (Supply Officer II)
	Conducts canvass and posts to PhilGEPS	None	3 days	Administrative Officer V (Supply Officer III) Administrative Officer III (Supply Officer II)
	Prepares Abstract of Canvass (AOC)	None	20 minutes	Administrative Officer V (Supply Officer III) Administrative Officer III (Supply Officer II)
	Reviews and approves the AOC	None	30 minutes	Concerned Service Director and Division Chief, Bids and Awards Committee (BAC)
	Prepares Purchase Order (PO)/Contract	None	20 minutes	Administrative Officer V (Supply Officer III) Administrative Officer III (Supply Officer II)
	Routes the PO/Contract to BAC and HOPE	None	20 minutes	Administrative Officer V (Supply Officer III) Administrative Officer III (Supply Officer II)
	Receives the PO/Contract for review and signature and forwards the same to the HOPE	None	20 minutes	BAC
	Receives the PO/Contract for	None	15 minutes	Administrative Assistant OED

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	review and signature of HOPE			
	Reviews and approves PO/Contract	None	45 minutes	Executive Director (HOPE) Budget Officer Accountant
	Forwards PO/Contract to the Budget Section for the preparation of Obligation Request Status (ORS) for approval of Chief Accountant	None	45 minutes	Administrative Officer (Budget Officer I) chief accountant
	Receives and forwards the approved PO/Contract and ORS with attachments	None	15 minutes	Administrative Officer V (Supply Officer III)
	Provides copy of Signed/Approved PO/Contract to the supplier, 1st copy for supplier, 2nd copy for FMD, 3rd copy for COA and photocopy for the Property Section, and supporting documents for file and reference	None	1 day	Administrative Officer V (Supply Officer III)
	Receives and requests for inspection of goods and services	None	1 day	Administrative Officer V (Supply Officer III), Administrative Officer III (Supply
	Accepts the delivery of goods and services	None	10 minutes	Administrative Officer V (Supply Officer III), Administrative Officer III (Supply
	Delivers goods to end user with property number a. For Semi-expendable goods (value is PhP 15k or	None	1 day	Administrative Officer V (Supply Officer III), Administrative Officer III (Supply Officer II), Property Appraiser I (CTI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	below): issue **Inventory Custodian Slip (ICS)** b. For Non semi-expendable goods (value is higher than P15k): issue **Property Acknowledgment Receipt (PAR)**			
	Forward PO/Contract and supporting documents to Accounting When supplier issued a Delivery Receipt and Sales Invoice, forwards Inspection and Acceptance Report and Delivery Receipt to the Accounting Section	None	1 day	Administrative Officer V (Supply Officer III), Administrative Officer III (Supply Officer II)
	Retains ICS and PAR for file and reference	None	10 minutes	Administrative Officer V (Supply Officer III), Administrative Officer III (Supply Officer II)
TOTAL:			**7days, 4 hours and 50 minutes**	

INTERNAL SERVICES

Regional Transactions

1. **Application for Leave of Absence (Regional Director)**

Application for vacation, sick leave or special privilege leave for one (1) full day or more shall be made on this Form (CSC Form No. 6) and to be accomplished at least in duplicate. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going into such leave. Application for sick leave filed in advance, or exceeding five (5) days shall be accompanied by a medical certificate.

Office or Division:	Bureau of Local Government Finance – Administrative Division
Classification:	Complex
Type of Transaction:	G2G
Who may avail:	BLGF Regional Directors
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Application for Leave Form (CSC Form No. 6)	Administrative Division/CSC Online Website
Medical Certificate (if applicable)	Personal document
Pertinent documents for Maternity/Paternity/Rehabilitation/Study Leave	Personal documents

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the accomplished CSC Form No. 6, with attached pertinent documents if applicable, to the Personnel Officer	Receive and check the document/s of its completeness and accuracy; Verify availability of leave credits; certify the deduction of the number of days being applied for; and record transaction in the leave card Note: In case that the Personnel Officer is not the Administrative Officer V of the Region, PO shall affix initial signature and the AOV his/her signature	None	30 minutes	Regional Office Personnel/ Administrative Officer V
	Forward the certified Application for Leave to Central Office with transmittal letter	None	1 day	Regional Office Personnel Officer/Authorized Personnel
	Receive mailed or personally delivered documents	None	10 minutes	Central Office Records Officer
	Route the documents to the Office of the Executive Director (OED)	None	5 minutes	Central Office Records Officer
	Verify and route recommending approval/disapproval of leave application to AFMS	None	1 day	AFMS Director and AFMS Administrative Asst
	Send Notification of Deficiency, if applicable	None	10 minutes	HRMO
	Prepare in advance the transmittal letter of approved leave application	None	1 day	HRMO
	Check and signify accuracy of the transmittal letter by affixing initial signature	None	1 day	Chief Administrative Officer of Administrative Division
	Receive and record document for the AFMS Director	None	10 minutes	AFMS Administrative Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Verify and signify the accuracy of the transmittal letter by affixing initial signature	None	1 day	AFMS Director
	Route the documents to the Deputy Executive Director	None	10 minutes	AFMS Administrative Assistant
	Receive and record document for the Deputy Executive Director (DED)	None	10 minutes	DED Administrative Assistant
	Review and sign the transmittal letter in advance	None	1 day	DED
	Route the documents to the Office of the Executive Director	None	10 minutes	DED Administrative Assistant
	Review and approve/disapprove the application for leave	None	1 day	Executive Director
	Receive and record the details of documents	None	10 minutes	Administrative Assistant of SD (for Division Chief applicants), Administrative Assistant of DED (for SD applicants)
	Record and release signed form to HRMO	None	5-10 minutes	Administrative Assistant of OED
	Record and release the signed documents to the Records Section for delivery	None	10 minutes	HRMO
	Record, prepare and deliver documents to the Regional Office	None	30 minutes	Records Officer
	Prepare certification for disapproval of scheduled mandatory/forced leaves, if applicable	None	1 day	HRMO
	TOTAL		**7 days, 1 hour and 45 minutes to 7 days, 1 hour and 40 minutes**	

2. Employee Retirement Process for Regional Office

Office or Division:	Bureau of Local Government Finance – Administrative Division
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	BLGF Regional Office Officials and Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
BLGF Retirement Form	Administrative Division
GSIS Form No. A-RETB-03-01	GSIS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Employee fills-up the BLGF Retirement Form and the GSIS Form No. A-RETB-03-01 (application for retirement benefit) and attaches the	Receives and record employee application for retirement benefits documents	None	10 minutes	Regional Office Personnel/ Administrative Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
supporting documents				
	Verifies completeness of document and prepares the draft endorsement letter	None	30 minutes	Regional Office Personnel/ Administrative Officer
	Validates documents and endorses endorsement letter for signature of RD	None	30 minutes	Regional Office Personnel/ Administrative Officer V
	Validates and signs the endorsement letter to CO	None	30 minutes	Regional Director
	Transmits endorsement letter, employee application for retirement benefits with supporting documents to the Central Office	None	1 day	Regional Office Personnel/ Administrative Officer
	Notifies the employee through writing/email of the status of the application for retirement benefits	None	30 minutes	Regional Office Personnel/ Administrative Officer
	TOTAL		**1 day, 2 hours and10 minutes**	

FEEDBACK SUBMISSION	
How to send feedback	1. Accomplish the Customer Feedback Form and submit to the ARTA Focal Person 2. For inquiries and follow-up, client/customer may contact (02) 8522-8767 or send email at eodb.complaints@blgf.gov.ph

FEEDBACK PROCESSING	
How feedbacks are processed	1. The ARTA Focal Persons and Web Administrator shall consolidate and process every Monday all the feedbacks received from the preceding week 2. Feedback results shall be forwarded to the ARTA Secretariat for consolidation which will be referred to the concerned Office within 1-day from receipt of feedback requiring appropriate answers 3. The concerned Office shall be required to reply within 3 days from receipt of the referral memo; they shall notify the customer, copy furnished the ARTA Secretariat on action taken through postal/email as indicated in the accomplished form 4. The ARTA Focal persons and Web Administrator shall submit to the ARTA Secretariat a monthly report on feedback received every 5th day of the preceding month 5. For inquiries and follow-ups, client/customer may contact (02) 8522-8767 or send email at eodb.complaints@blgf.gov.ph

COMPLAINTS FILING	
How to file a complaint	1. Send your letter or complaint following these simple and easy instructions: • Indicate clearly your name, complete address and contact number (if any); • Explain clearly the details of your request or complaint; • Include photocopies of relevant documents that will help us understand your concern and in determining the appropriate action on client/customer concern.
How complaints are processed	1. Complaints management process involves the receipt and review of complaints to see that all required information has been included and that it is valid. It will be assessed. 2. The objective of this process is to address the concerns in a timely and appropriate manner to see if it can be referred for early resolution 3. An Action Document for guidance is prepared on how and where client/customer may follow-up concern; or call contact (02) 8522-8767 or send email at eodb.complaints@blgf.gov.ph 4. Complaints may also be filed in any of the following government agencies: **Contact Center ng Bayan (CCB)** G/F, Civil Service Commission Central Office, Batasan Hills, Diliman, Quezon City • Hotline: 1-6565 accessible via PLDT and Smart landlines nationwide • SMS/Text Access: 0908-8816565 • email@contactcenterngbayan.gov.ph • www.contactcenterngbayan.gov.ph • www.facebook.com/contactcenterngbayan other feedback facilities: • Text CSC: 0917-8398272 • Hotline: (02) 8932-0111 • paio@csc.gov.ph

COMPLAINTS FILING	
	Presidential Complaints Center (PCC) Office of the President Bahay Ugnayan, J.P. Laurel Street Malacañang, Manila pcc@malacanang.gov.ph • Telefax (02)-87368621 • (02) 8736-8645 • (02) 8736-8603 • (02) 8736-8629 • (02) 8736-8621 **Anti-Red Tape Authority (ARTA)** G/F, HPGV Building (Formerly Accelerando), 395 Senator Gil J. Puyat Avenue, 1200 Makati • info@arta.gov.ph • complaints@arta.gov.ph • (02) 8478-5091 | 478-5099

COMPLAINT PROCESSING	
How feedbacks are processed	1. The ARTA Focal Persons and Web Administrator shall submit daily to the Chief of Administrative Division (ADMIN) all complaints received 2. The ADMIN, within 1-day from receipt of the complaints from ARTA Focal Persons and Web Administrator, shall evaluate and prepare referral memo addressed to the Legal Service, copy furnished the customer. The disposition of complaints shall follow the procedures indicated in the 2017 Rules on Administrative Cases in the Civil Service 3. The customer shall be immediately informed of the decision of the complaints 4. For inquiries and follow-ups, client/customer may contact (02) 8522-8767 or send email at eodb.complaints@blgf.gov.ph

List of Central Officers		
Office	**Name of Officials**	**Contact Information**
Office of the Executive Director	**NIÑO RAYMOND B. ALVINA** Executive Director	(02) 8527-2780, (02) 8527-2790 nb.alvina@blgf.gov.ph
Local Fiscal Policy Service (LFPS) and Legal Service	**Atty. FLOSIE F. FANLO-TAYAG** Deputy Executive Director	(02) 8527-2780 ff.tayag@blgf.gov.ph
Administration and LGU Operations	**Engr. JOSE ARNOLD M. TAN** Deputy Executive Director	(02) 8522-8768 jm.tan@blgf.gov.ph
Administrative, Financial and Management Service	**ARMI M. ADVINCULA** Director II	(02) 8527-2780 am.advincula@blgf.gov.ph
Legal Service	**Atty. MENILBA M. NICOLAS** Director II	(02) 8527-3134 mm.nicolas@blgf.gov.ph
Local Fiscal Policy Service	**MA. PAMELA P. QUIZON** Director II	(02) 8522-8771 mp.quizon@blgf.gov.ph
LGU Operations Service	**RICARDO L. BOBIS, JR.** OIC Director II (Concurrent)	02) 8310-3135 Rl.bobis@blgf.gov.ph
Administrative, Financial and Management Service		
Administrative Division	MELCY M. BALUYAN Chief Administrative Officer	(02) 318-2527 mm.baluyan@blgf.gov.ph or admin@blgf.gov.ph
Central Records	ROSALIA B. NARANJO Administrative Officer V	(02) 8522-8767 records@blgf.gov.ph rb.naranjo@blgf.gov.ph
Property Section	ELENITA A. LORENZO Administrative Officer V	(02) 8527-2780 Ea.lorenzo@blgf.gov.ph
Financial Management Division	ERWIN DOMINGO OIC Chief	(02) 8527-2808 ec.domingo@blgf.gov.ph or fmd@blgf.gov.ph
Information Systems Management Division	RICARDO L. BOBIS, JR. Chief (Information Technology Officer III)	(02) 8310-3135 ismd@blgf.gov.ph

List of Central Officers		
Office	**Name of Officials**	**Contact Information**
Legal Service		
Internal Affairs Division	Atty. ESPERANZA LM. AGGALAO-TICANGAN OIC Chief	ea.ticangan@blgf.gov.ph or iad@blgf.gov.ph
Local Fiscal Policy Service		
Local Debt Monitoring and Evaluation Division	ERWINA GRACE P. MORALES Chief (Financial Analyst V)	eg.morales@blgf.gov.ph or ldmed@blgf.gov.ph
Local Financial Data Analysis Division	MARILOU Q. CANETE OIC Chief	(02) 8522-8771 lfdad@blgf.gov.ph
Policy Planning Programming and Standards	BRENDA L. MIRANDA Chief Tax Specialist	bl.miranda@blgf.gov.ph or pppsd@blgf.gov.ph
Local Government Units Operations Service		
Local Treasury Operations	JOSEPHINE A. ASEO OIC Chief	(02) 310-3139 ja.aseo@blgf.gov.ph or ltod@blgf.gov.ph
Local Assessment Operation	LUZ R. LAPID OIC Chief	(02) 310-3139 lr.lapid@blgf.gov.ph or laod@blgf.gov.p
Project Execution and Management	ANABELLE C. GARRIDO Chief (Development Management Officer V)	(02) 310-3139 ac.garrido@blgf.gov.ph or pemd@blgf.gov.ph
Capacity Building	RICARDO L. BOBIS, JR. OIC Chief (Concurrent)	(02) 310-3139 rl.bobis@blgf.gov.ph

List of Regional Officers		
Office	**Official and Address**	**Contact Information**
Cordillera Administrative Region	**MA. FLORIZELDA A. ENRIQUEZ** Regional Director 3/F, TG Home Builders Building No. 75 Fergusan Road, Guisad, Baguio City	(074) 442-8043 car@blgf.gov.ph
Region 1	**PETER PAUL D. BALUYAN** Regional Director 2/F, Kenny Plaza Building South Quezon Avenue San Fernando City, La Union	(072) 242-7080 Fax (072) 242-0503 region1@blgf.gov.ph
Region II	**MA. FLORIZELDA A. ENRIQUEZ** Designated Regional Director No. 12 Dalan na Pavvuluran, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	(078) 844-3305/ (078) 846-1786 Fax (078)844-1683 r2@blgf.gov.ph
Region III	**DIVINA M. CORPUZ** Regional Director Diosdado Macapagal Government Center, Mahusay Street, San Fernando City, Pampanga	(045) 961-1343/ 961-3041 r3@blgf.gov.ph
Region IVA	**GERIEBETH G. DELA TORRE** Acting Regional Director 3/F, Marcelita Building, National Highway Brgy. Real, Calamba City	(049) 545-0800 r4a@blgf.gov.ph
Region IVB	**CONSOLACION Q. AGCAOILI** Acting Regional Director 3/F, MB Building, Barangay Gulod Labac, Batangas City	(043) 723-2155/ 980-0212 r4b@blgf.gov.ph
Region V	**ANASTACIA R. LLANETA** Acting Regional Director Regional Government Center, Rawis, 4500 Legazpi City, Albay	(052) 481-2707/481-3846 r5@blgf.gov.ph
Region VI	**HERMINIGILDA G. GARSULA** Acting Regional Director 2nd Floor, Philippine Veterans Bank Bldg. corner Valeria-Delgado Streets, Iloilo City	(033) 336-0750/509-7956 r6@blgf.gov.ph

List of Regional Officers		
Office	**Official and Address**	**Contact Information**
Region VII	**JUNE ANN C. ABELLA** Financial Analyst IV / Caretaker 4/F, The Maxwell Hotel Annex Bldg, N. Escario Street, Kamputhaw, Cebu City	(032) 412-6778/254-4152/256-2797 r7@blgf.gov.ph
Region VIII	**CLARK TRISTAN F. DELVO** Regional Director 3/F, F. Mendoza Commercial Complex, 141 Sto. Niño Street Tacloban City	(053) 321-2018 r8@blgf.gov.ph
Region IX	**GILBERT B. GUMABAY** Regional Director Provincial Complex, Dao Pagadian City	(062) 215-4212 r9@blgf.gov.ph
Region X	**ELVIRA S. DARADAR** Acting Regional Director 6th Division corner Tejero Street, Patag, Cagayan de Oro City	(088) 858-3895 r10@blgf.gov.ph
Region XI	**PASCUALITO V. LAPIÑA** Regional Director JV'S Peak Realty, Roxas Avenue, Davao City	(082) 221-3054 r11@blgf.gov.ph
Region XII	**JEANY T. TEDERA** Regional Director Prime Regional Government Center Koronadal City	(083) 228-7575/520-1927 r12@blgf.gov.ph
CARAGA	**MELVIN JOY L. YU** Acting Regional Director 2/F, P.S. Arcade, J. P. Rosales Ave. Butuan City	(085) 815-9474/342-9465 caraga@blgf.gov.ph