

## BUDGETARY REQUIREMENTS

### Schedule of Availability of Service

Monday to Friday  
8:00 A.M. to 5:00 P.M.

### Who may avail of the Service

Department of Budget and Management  
House of Representatives  
Senate of the Philippines

### What are the Requirements:

Letter of request

**Duration:** 11 days, 55 minutes

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Sends the request thru fax and mail	Receives the request for PNOC's submission of the budgetary requirements; stamps date of receipt on the request and submits the same to the Manager	5 minutes	Executive Assistant		Budget Forms
2		Forwards the request to the Assistant Manager for preparation of memo to other Departments and/or PNOC Subsidiaries on requirements to be accomplished by them and instructs the Budget Officers / Planning Officers through the Assistant Manager and Division Chiefs to prepare the requirements	5 minutes	Manager		
3		Prepares memo to concerned offices and submits the same to the Manager for signature	5 minutes	Assistant Manager		
4		Signs the memo and gives the same to the Executive Assistant for release to concerned offices	5 minutes	Manager		
5		Releases the memo to concerned offices	20 minutes	Executive Assistant		

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
6		Receives the replies from concerned offices and submits the same to the Manager	3 days	Executive Assistant		
7		Forwards the reports from concerned offices to the Budget Officers / Planning Officers through the Assistant Manager and Division Chiefs	5 minutes	Manager		
8		Prepares the requirements and submits the same to the Division Chiefs for review	3 days after receipt of complete documents from concerned offices	Planning Officer IV Planning Officer III  Budget Officer IV Budget Officer III		
9		Reviews the documents, notes corrections on them and submits them together with the transmittal letters to the requesting party to the Manager through the Assistant Manager for review	1 day	Division Chief, Budget  Division Chief, SP		
10		Reviews the documents, if OK- forwards the same to the Budget Officers / Planning Officers through the Division Chiefs to finalize, otherwise returns them to the Division Chiefs with instructions	1 day	Assistant Manager  Manager		

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
11		Finalizes or revises the documents and submits them to the Division Chiefs for review	1 day	Planning Officer IV Planning Officer III Budget Officer IV Budget Officer III		
12		Submits the documents to the Manager through the Assistant Manager for review		Division Chief, Budget  Division Chief, SP		
13		Forwards the documents to the Executive Assistant for release to the SVP for MS for review and approval	5 minutes	Manager		
14		Transmits the documents to SVP-MS for approval	5 minutes	Executive Assistant		
15		Approves the reports, signs the transmittal letter to requesting party and returns the same to the Manager	1 day	Sr. Vice-President for MS		
16		Receives the signed letter and reports and submits them to the Manager		Executive Assistant		
17		Clears the signed letter and reports for release to requesting party		Manager		
18	Receipt of budgetary requirements	Releases documents to requesting party	1 day	Assistant Manager		

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