

QUARTERLY PLANTILLA UPDATE

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

What are the Requirements:

Letter of request

Duration: 1 day, 80 minutes

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Sends request through phone	Receives monthly plantilla updates from Admin; stamps date of receipt on the request and submits the same to the Manager	5 minutes	Executive Assistant		Plantilla of Personnel and Salary Adjustment Form
2		Forwards the plantilla to the Budget Officer III through the Assistant Manager and Budget Division Chief	5 minutes	Manager		
3		Compares plantilla with last quarter's submission to DBM, prepares transmittal to DBM, and submits to Division Chief for review	30 minutes	Budget Officer III		
4		Reviews the draft transmittal, notes corrections on the draft and submits to the Manager through the Assistant Manager for review	15 minutes	Division Chief, Budget		
5		Reviews the draft transmittal, if OK- instructs the Division Chief to finalize otherwise, returns them to the Division Chief with instructions	15 minutes	Assistant Manager Manager		

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
6		Submits the letter and plantilla to the Manager through the Assistant Manager for approval and signature	5 minutes	Division Chief, Budget		
7		Signs the letter for release to DBM	5 minutes	Manager		
8	Receipt of plantilla update	Releases the report to DBM	1day	Executive Assistant		

Quarterly Plantilla Update to DBM

