

1. Issuance of Certificate of Availability of Appropriation

This service caters the Certificate of Availability of Appropriation to requesting office which serves as a legal basis to validate the availability of appropriation for their financial transaction.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All LGU Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request			Respective Offices/Departments	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Certificate of Availability of Appropriation	1.1 Check Availability of Appropriation	None	15 minutes	<i>Process Server Administrative Aide IV Senior Administrative Assistant I Municipal Budget Office</i>
	1.2 Issue Certificate of Availability of Appropriation	None	30 Minutes	<i>Administrative Aide IV /Senior Administrative Assistant I Municipal Budget Officer Municipal Budget Office</i>
	TOTAL:		45 inutes	