CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



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OFFICE OF THE CITY BUDGET OFFICER

Internal Services

1. Earmarked of Purchase Requests (Obligations for General Fund and Special Education Fund)

An earmarked Purchase Request is a document that initiates procurement and for which funds have been specifically set aside or reserved.

Office or Division:	Office of the City Budget Officer
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Offices of the City Government of Meycauayan

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
FOR PURCHASE OF SUPPLIES / MATERIALS / EQUIPMENT:	
Purchase Request (2 original copies)	Requisitioning Office
FOR PROGRAMS/PROJECTS/ACTIVITIES:	
Project Proposal signed by concerned signatories (1 original copy)	Requisitioning Office / Office of the City Accountant / Office of the City Planning and Development Coordinator / Office of the City Mayor
Purchase Request (2 original copies)	Requisitioning Office
FOR MEALS:	
Request Letter approved by the City Mayor (1 original copy or 1 photo copy)	Requisitioning Office
Project Proposal signed by concerned signatories (1original copy)	Requisitioning Office / Office of the City Accountant / Office of the City Planning and Development Coordinator / Office of the City Mayor
Purchase Request (2 original copies)	Requisitioning Office
FOR GOVERNMENT FACILITIES / INFRASTRUCTURES:	
Program of Work for Infrastructure Project signed by concerned signatories (1 original copy)	Requisitioning Office / Office of the City Engineer / Office of the City Planning and Development Coordinator / Office of the City Mayor
Purchase Request (2 original copies)	Requisitioning Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the required documents	1.1 Receive the required document	None	1 minute per Purchase Request	Administrative Aide III Administrative Assistant I Job Order Office of the City Budget Officer

	1.2 Forward the received documents to assigned personnel	None	1 minutes per Purchase Request	Administrative Aide I (Special Education Fund) Administrative Assistant I (General Fund-Maintenance and Other Operating Expenses and Capital Outlay) Administrative Officer V (General Fund-Maintenance and Other Operating Expenses and Capital Outlay) Job Order Office of the City Budget Officer
	1.3 The assigned personnel will verify if the request is included in the PPMP. If not included in the PPMP, it shall be returned to the requesting department. If included, it will be processed.	None	3 minutes per Purchase Request	
	1.4 Record to the Registry of Appropriations for Purchase Request.	None	3 minutes per Purchase Request	
	1.5 Stamped and signed the Purchase Request as “OK as to Appropriation” certifying the availability of funds.	None	3 minutes per Purchase Request	Administrative Officer V Administrative Assistant I Administrative Aide I Job Order Office of the City Budget Officer
2. Receive requested document	2.1 Record the earmarked Purchase Request in the logbook and released to the requesting offices.	None	3 minutes per Purchase Request	Administrative Assistant I Administrative Aide III Job Order Office of the City Budget Officer
	TOTAL:	**None**	**14 minutes per Purchase Request**	

2. Processing of Obligation Request Slip (Payrolls / Obligations for General Fund and Special Education Fund)

Obligation Request Slip for certification as to the existence of Appropriation and Allotment.

Office or Division:	Office of the City Budget Officer
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Offices of the City Government of Meycauayan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Obligation Request (3 original copies)	Requisitioning Office
FOR PAYROLL:	
Payrolls (1 original copy)	Requisitioning Office
FOR UTILITY BILLS:	
Statement of Account	Office of the City Accountant
FOR TRAVELLING EXPENSES:	
Travel Order	Office of the City Human Resource Management Officer / Office of the City Administrator
FOR PURCHASE OF SUPPLIES / MATERIALS / EQUIPMENT:	
Earmarked Purchase Request	Requisitioning Office
Purchase Order for goods (2 original copies)	Office of the City General Services Officer
FOR PROGRAMS/PROJECTS/ACTIVITIES:	
Project Proposal signed by concerned signatories (1 original copy)	Requisitioning Office / Office of the City Accountant / Office of the City Planning and Development Coordinator / Office of the City Mayor
Earmarked Purchase Request	Requisitioning Office
Purchase Order (2 original copies)	Office of the City General Services Officer
FOR MEALS:	
Request Letter approved by the City Mayor (1 original copy or 1 photo copy)	Requisitioning Office
Project Proposal signed by concerned signatories (1original copy)	Requisitioning Office / Office of the City Accountant / Office of the City Planning and Development Coordinator / Office of the City Mayor
Earmarked Purchase Request	Requisitioning Office
Purchase Order (2 original copies)	Office of the City General Services Officer
FOR FINANCIAL / BURIAL / MEDICAL / OTHER ASSISTANCE:	
Request Letter approved by the City Mayor (1 original copy or 1 photo copy)	Requisitioning Office
Social Case Study (1 original copy or 1 photo copy)	Requisitioning Office
FOR GOVERNMENT FACILITIES / INFRASTRUCTURES:	

Program of Work for Infrastructure Project signed by concerned signatories (1 original copy)			Requisitioning Office / Office of the City Engineer / Office of the City Planning and Development Coordinator / Office of the City Mayor	
Earmarked Purchase Request			Requisitioning Office	
Purchase Order (2 original copies)			Office of the City General Services Officer	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit all documents required	1.1 Check the date and signature of the requesting officer.	None	1 minute per Obligation Request Slip	Administrative Aide III Administrative Assistant Office of the City Budget Officer
	1.2 Scrutinize the earmarked Purchase Request, Obligation Request, Purchase Order and supporting documents.	None	2 minutes per Obligation Request Slip and its supporting documents	Administrative Aide I (Special Education Fund) Administrative Assistant I (General Fund-Payroll) Administrative Officer V (General Fund-Maintenance and Other Operating Expenses and Capital Outlay) Office of the City Budget Officer
	1.3 Verify the earmarked Purchase Request, Obligation Request and Purchase Order. May return to requesting offices if there are deficiencies.	None	3 minutes per voucher	
	1.4 Record Obligation Request and assign series obligation number.	None	3 minutes per Obligation Request Slip	
	1.5 Certify the existence of available appropriation and sign for release of allotment.	None	3 minutes per Obligation Request Slip	Administrative Officer V City Budget Officer Office of the City Budget Officer
2. Receive requested document	2.1 Record the Certified Obligation Request Slip in the logbook and release it to the requesting offices.	None	2 minutes per Obligation Request Slip	Administrative Assistant I Administrative Aide III Office of the City Budget Officer
	TOTAL:	**None**	**14 minutes per Obligation Request Slip**	

3. Certifications as to Availability of Funds and Utilization as to Appropriation

Issuance of Certification of Availability of Funds and Utilization as to Appropriation.

Office or Division:	Office of the City Budget Officer
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Offices of the City Government of Meycauayan

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request letter of the Department Head addressed to the Office of the City Budget Officer	Requisitioning Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit letter request	1.1 Verify records in the Registry of Appropriation, Allotments and Obligations. Prepare and print certification.	None	5 minutes	Administrative Assistant I Administrative Officer V Office of the City Budget Officer
	1.2 Sign the Certification of Availability of Funds and Utilization as to Appropriation.	None	10 minutes	City Budget Officer Office of the City Budget Officer
2. Receive the requested Certification	2.1 Record and issue the Certification to the requesting office.	None	2 minutes	Administrative Assistant I Administrative Officer V Office of the City Budget Officer
	Total:	**None**	**17 minutes**	