

Citizen's Charter No. SSB/FMD-02







Name of Office : **Budget Section, Financial and Management Division, Support Services Branch
National Mapping and Resource Information Authority**






Frontline Service : **Fund Allotment for Disbursement Vouchers (DVs)**






Schedule of Availability of Service : **Monday – Friday, 8:00 AM – 5:00 PM**




Who May Avail of the Service : **Internal Clients**

How to Avail of the Service : **Walk- in**

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1.	Endorse DVs for funding 	Verify and classify DVs as to expense class 	 LILIA R. CABATAY Seaman 3 rd Class	2 minutes		
		Record DV number in the logbook 	LILIA R. CABATAY Seaman 3 rd Class	1 minute		
		Prepare the Obligation Request 	 NILDA DC. LOPEZ Accounting Assistant II	5 minutes		

		<p>Release Obligation Request to the budget officer for approval</p> 	 <p>AURETTE D. RAGAY Account Officer I</p>  <p>NILDA DC. LOPEZ Accounting Assistant II</p>	<p>10 minutes</p>		
		<p>Review, approve/sign, and endorse the Obligation Request</p> 	 <p>GRACE A. TOLENTINO Budget Officer III</p>			

		<p>Release obligation request to Chief, Finance for approval</p> 	 <p>JUVY S. TUBIG Budget Officer I</p>  <p>ELVIRA DC. GRAFIL Budget Officer I</p>	<p>1 minute</p>		
		<p>Sign the Obligation Request</p> 	 <p>NOEL R. VEGA Accountant IV</p>	<p>2 minutes</p>		

			 LILIA R. CABATAY Seaman 3rd Class  NILDA DC. LOPEZ Accounting Assistant II	1 minute	Log Book	
		Endorse the Disbursement Voucher to Accounting Section		Total Duration 22 minutes		