



2. PREPARATION OF ADVICE OF ALLOTMENT

Advice of Allotment (AA) is prepared and generated based on the review, evaluation, and recommendation of this Department on the Work and Financial Plan and Request for Allotment (WFPRA) submitted by different Departments for approval of the City Mayor.

Office or Division:	Budget Management and Information Services Division			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Departments/Offices under Quezon City Local Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Work and Financial Plan and Request for Allotment (WFPRA) – two (2) original copies supported with a copy of approved Project Procurement Management Plan (PPMP) except for salaries, allowances and other benefits.		Requesting Department/Office/Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit WFPRA with approved PPMP except for salaries, allowances and other benefits	1.1 Receive WFPRA, stamp the date and time received, and distribute to assigned budget analyst	None	10 minutes	<i>Receiving Clerk</i>
	1.2 Evaluate submitted WFPRA with attachment, and recommend amount for release	None	2 days	<i>Budget Analyst, Division Head</i>
	1.3 Approve WFPRA			<i>Asst. Dept. Head, Dept. Head</i>
	1.4 Prepare and generate Advice of Allotment (AA)			<i>BMIS Division Encoder</i>
	1.5 Review generated AA and recommend approval			<i>Budget Analyst, Division Head, Asst. Dept. Head, Dept. Head,</i>
	1.6 Transmit AA to the Office of the City Mayor (OCM)			<i>Releasing Clerk</i>
	1.7 Receive the approved AA from the OCM			<i>Receiving Clerk</i>
	1.8 Transmit the original copy of approved AA to the City Accounting Department.	None	30 minutes	<i>Releasing Clerk</i>