



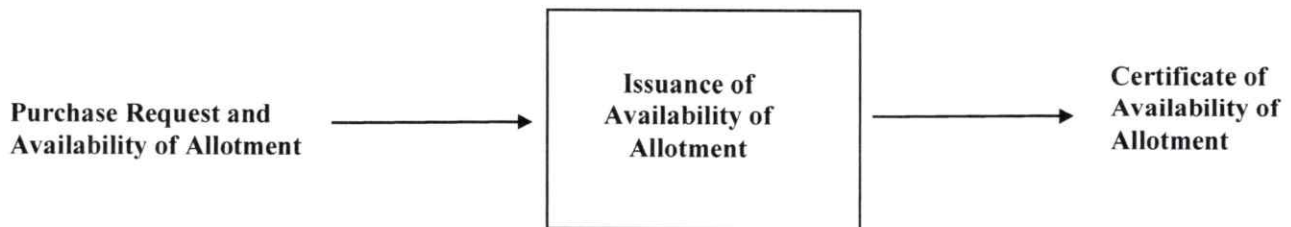
**QUALITY OPERATING PROCEDURE**

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<b>TITLE</b>	<b>ISSUANCE OF AVAILABILITY OF ALLOTMENT</b>
<b>PURPOSE</b>	This procedure defines the process of issuing availability of allotment for procurement of goods, infrastructure, and consultancy services indicated in the Purchase Request and Availability of Allotment (PRAA) forwarded to the Budget Division.
<b>SCOPE</b>	This process covers procedures from the receipt of PRAA up to the issuance of Certificate of Availability of Allotment.
<b>DEFINITION OF TERMS</b>	Certificate of Availability of Allotment – A document that shows that there is available allotment to cover the proposed activity/procurement.

**PROCESS DESCRIPTION**

The process manages the issuance of availability of allotment for the procurement of goods, infrastructure, and consultancy services.



**PROCESS FLOW**

STEP NO.	PROCESS / STEPS	DETAILS	RESPONSIBLE PERSON	REFERENCE / INTERFACE
	<b>START</b>			
1.	Receipt of Purchase Request and Availability of Allotment (PRAA)	<ul style="list-style-type: none"> <li>The duly approved PRAA is received by the Administrative Assistant III from the Procurement Management Division</li> </ul>	Administrative Assistant III	<ul style="list-style-type: none"> <li>Purchase Request and Availability of Allotment</li> </ul>
2.	Logging of PRAA	<ul style="list-style-type: none"> <li>Log the PRAA received in the Record Book</li> <li>Attach accomplished CAA Routing Slip</li> </ul>	Administrative Assistant III	<ul style="list-style-type: none"> <li>Record Book</li> <li>Purchase Request and Availability of Allotment</li> <li>CAA Routing Slip</li> </ul>



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3.	Referral of the PRAA	<ul style="list-style-type: none"> <li>Forward the PRAA to the focal person</li> </ul>	Administrative Assistant III	<ul style="list-style-type: none"> <li>Purchase Request and Availability of Allotment</li> <li>CAA Routing Slip</li> </ul>
4.	Review and Evaluation	<ul style="list-style-type: none"> <li>Check if the activity indicated in the PRAA is included in the Work and Financial Plan</li> <li>Check if the box “Included in the Annual Procurement Plan” is duly verified by the procurement unit personnel</li> <li>Check if there is allocation available for the requested procurement</li> <li>If allocation for a specific expense item (e.g. office supplies, consultancy services, etc.) is not sufficient, request end-user to accomplish internal Reallocation Advice Form (RAF).</li> </ul>	Budget Officer/ Focal Person	<ul style="list-style-type: none"> <li>Purchase Request and Availability of Allotment</li> <li>List of CAA Issued</li> <li>Work and Financial Plan</li> <li>Annual Procurement Plan</li> <li>Reallocation Advice Form</li> </ul>
5.	Encoding of PRAA information	<ul style="list-style-type: none"> <li>Encode the information in the NGAS</li> <li>Fill up Box 6 of the PRAA Certificate of Availability of Allotment indicating availability and validity of allotment</li> <li>Initial under name of the Chief of the Budget Division</li> <li>Accomplish attached CAA Routing slip</li> <li>Record CAA number in the List of Availability of allotment</li> </ul>	Budget Officer/ Focal Person	<ul style="list-style-type: none"> <li>Purchase Request and Availability of Allotment</li> <li>List of CAA Issued</li> <li>CAA Routing Slip</li> </ul>
6.	Signing of CAA	<ul style="list-style-type: none"> <li>Sign CAA in Box 6 of PRAA</li> <li>Accomplish attached CAA Routing slip</li> <li>Forward to Administrative Assistant III for release to PMD</li> </ul>	Chief Administrative Officer	<ul style="list-style-type: none"> <li>Certificate of Availability of Allotment</li> <li>CAA Routing Slip</li> </ul>

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7.	Release of PRAA	<ul style="list-style-type: none"> <li>• Detach one copy of the PRAA with CAA for BD file</li> <li>• Release PRAA to PMD</li> <li>• Accomplish and detach CAA Routing Slip</li> </ul>	Administrative Assistant III	<ul style="list-style-type: none"> <li>• Record Book</li> <li>• CAA Monitoring Logsheet</li> <li>• CAA Routing Slip</li> </ul>
8.	Retention of Document Information	<ul style="list-style-type: none"> <li>• Retain all records in accordance with the Control of Documented Information Retained Procedure.</li> </ul>		<ul style="list-style-type: none"> <li>• All records relevant to certification of allotment</li> <li>• Control of Documented Information Retained Procedure</li> </ul>
	<b>END</b>			

<b>RECORDS GENERATED</b>	<ol style="list-style-type: none"> <li>1) Purchase Request and Availability of Allotment</li> <li>2) List of CAAs Issued</li> <li>3) Reallocation Advice Form</li> <li>4) Record Book</li> <li>5) Work and Financial Plan</li> <li>6) CAA Monitoring Log Sheet</li> <li>7) CAA Routing Slip</li> </ol>
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