

**Process: Processing of Documents**

**Department/Division:** Budget Division

No	Functional Objectives	KPIs	Target	Functional Unit	Time Frame	Monitoring Method/	Frequency of Monitoring	Actual Accomplishment
1	To release/approve BUR/ORS (Budget Utilization Request/Obligation Request and Status) to all the requesting parties upon approval of the Commission	No. of requests approved by the Commission	10 BUR per day	Budget office/ED/Accounting/DED-FAS	Daily	Record on Log Book and retain a copy of BUR/ORS (Hard Copy) Record data of the BUR/ORS on Computer (Soft Copy)	Daily	
2	Financial Accountability Report (FAR)	Obligations and Disbursements	100% Compliance	Budget office/ED/Accounting/DED-FAS	Quarterly	Copy or the Report/Receiving copy/File/Website	Quarterly	
3	Statement of Allotment, Obligations and Balances (SAOB)	Obligations and Disbursements	100% Compliance	Budget office/ED/Accounting/DED-FAS	Monthly	Copy or the Report/Receiving copy/File/Website	Monthly	
4	Appropriation, Obligation and Disbursements Flash Report	Obligations and Disbursements	100% Compliance	Budget office/ED/Accounting/DED-FAS	Monthly	Copy or the Report/Receiving copy/File/Website	Monthly	
5	Summary List of Checks Issued and Cancelled (SLCIC)	Report of Checked Issued (Cashier)	100% Compliance	Budget Officer/Head of Accounting/Cashier/DED-FAS	Monthly	Copy of the Report/Receiving Copy/File	Monthly	
6	Budget Execution Documents (BEDs)	Disbursement Program	100% Compliance	Budget Officer/Head of Accounting/Planning/Head of the Agency	Annual	Log Book/Receiving Copy/File	Annual	
7	Financial Report of Operation	Allotment and Obligations	100% Compliance	Budget Officer/Head of Accounting/DED-FAS	Quarterly	Receiving Copy/File	Quarterly	