

**BUDGET DIVISION - FINANCE DEPARTMENT**  
**CAAP Central Office**

**FUNDING OF PAYMENT**

**Schedule of Availability of Service:**

Monday – Friday (8:00 AM to 5:00 PM)

No Noon Break

**Who may avail of this Service:**

Contractors, Suppliers and CAAP Employee

**What are the requirements:**

1. Budget Utilization Request (BUR)
2. Disbursement Voucher (DV)
3. For supporting documentary requirements, please see list for each transaction

**HOW TO AVAIL OF THE SERVICE:**


| Step | Client                    | Activity  | Fees | Forms      | Duration of Activity | Person in Charge       |
|------|---------------------------|---|------|------------|----------------------|------------------------|
| 1    | 1. Submit claims document | 1. Check and receive completeness of documents submitted;<br><br>Enter record in database     |      |            | 15 min               | Receiving Officer      |
|      |                           | 2. Review documents submitted;<br><br>Validate fund allocation;<br><br>Record fund allocation |      |            | 1 hour               | Budget Officer         |
|      |                           | 3. Review and certifies fund availability   |      | <b>BUR</b> | 1 hour               | Chief, Budget Division |
|      |                           | 4. Record and   |      |            | 15 min               | Budget                 |

|                                   |  |  |  |  |                            |           |
|-----------------------------------|--|--|--|--|----------------------------|-----------|
|                                   |  | forward documents to Accounting Division |  |  |                            | Assistant |
| <b>TOTAL DURATION OF ACTIVITY</b> |  |  |  |  | <b>2 hours<br/>32 mins</b> |           |


**Prepared by:**

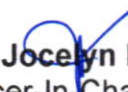
*for*   
**Insirah G. Micawayan**  
 Accountant II

**Approved by:**

  
**Rosario V. Nalugon**  
 Chief, Budget Division

**Noted by:**

  
**Ms. Aida S. Romulo**  
 Chairperson, Citizen's Charter Team

  
**Ms. Jocelyn L. Ching**  
 Officer-In-Charge  
 Admin and Finance Service