



# Citizen's Charter

HGC-CHAR-TREA  
REV. 01 / MAY 26, 2017

## BUDGET UTILIZATION REQUEST (BUR)

### DESCRIPTION OF SERVICE

Request for approval of BUR. Processing of BUR approval shall commence upon submission by the client of DV, BUR and JEV properly signed.

### SCHEDULE OF AVAILABILITY OF SERVICE

Monday – Friday, 8:00 am – 5:00 pm

### DOCUMENTARY REQUIREMENTS

- Disbursement Voucher (DV)
- Budget Utilization Request (BUR)
- Journal Entry Voucher (JEV)

### CLIENTS

Groups and Operating Units (GAOUs)

#### ADDRESS AND CONTACT INFORMATION

**Budget Division, Treasury Department**  
Corporate Services Group  
Home Guaranty Corporation  
2/F Jade Building  
335 Sen. Gil Puyat Avenue, Makati City

Direct Lines : (632) 897-31-69  
Website : www.hgc.gov.ph

### DURATION OF ACTION

Two (2) working days from submission of properly accomplished documentary requirements

HOW TO AVAIL OF THE SERVICE					
STEP No.	CLIENT’S STEP	AGENCY’S ACTION	DURATION OF ACTION	PERSON-IN-CHARGE	OFFICE LOCATION
1	Submit DV with corresponding BUR and JEV	1. Check if documents submitted are complete (DV, BUR and JEV), properly signed, and if the expenditure is included and within the amount approved in the Corporate Operating Budget (COB).	1 day	Budget Officer	2nd Floor Jade Bldg . 335 Sen. Gil Puyat Ave., Makati City
		2. Forward the documents to Budget Officer V.			
		3. Review and initial Box B and forward documents to Manager.		Budget Officer V	
		4. Sign Box B and approve in the AX for transactions below P1Million.  Initial Box B for transactions above P1 million and treasury disbursements in which the person responsible is signatory of Box A.	1 day	Manager/ Budget Officer V	
		5. Forward the documents to Authorized Officer/Budget Officer.			
		6. Forward the documents to concerned GAOU.		Budget Officer	
End of Transaction					

