



OFFICE OF THE CITY BUDGET OFFICER

EXTERNAL SERVICES



1. AVAILING ASSISTANCE IN THE REVIEW OF BARANGAY ANNUAL BUDGET/SUPPLEMENTAL BUDGET

The City Budget Officer assist the Sangguniang Panlungsod in the review of the Barangay Appropriation Ordinance to ensure compliance thereof with all the budgetary requirements and limitations provided in RA 7160.

Office or Division:	City Budget Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Client	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Transmittal Letter	Respective Barangay	
2. Barangay Budget Message	Respective Barangay	
3. Sangguniang Brgy. Resolution Appropriating the Annual Budget	Respective Barangay	
4. Brgy. Appropriation Ordinance a. Budget of Expenditures and Sources of Financing b. Programmed Appropriation	Respective Barangay	
5. Sangguniang Barangay Resolution on 20% Development Fund	Respective Barangay	
6. Certificate of Review & Endorsement by the City Planning & Development Coor. a. List of Projects Chargeable against the 20% Development Fund b. List of Projects Chargeable against the 1% Senior Citizen & PWD Fund c. List of Projects Chargeable against the 1% Protection for Children Fund d. List of Projects for Combatting AIDS e. Plantilla of Personnel f. Statement of Indebtedness	City Planning & Development Coordinator	
7. Sangguniang Brgy. Resolution on AIP	Respective Barangay	
8. Certificate of Review & Endorsement by the City Planning & Development Coordinator a. Annual Investment Plan (AIP)	City Planning & Development Coordinator	
9. Indicative Annual Procurement Plan (APP)	Respective Barangay City Planning & Development Coor.	



a. Certificate of Review & Endorsement by the City Planning & Development Coordinator				
10. Sangguniang Brgy. Resolution on 5% GAD Plan & Budget		Respective Barangay		
11. Certificate of Review & Endorsement by the City Planning & Development Coor. a. DILG Certificate of Review & Endorsement of GAD Plan & Budget b. GAD Plan & Budget		City Planning & Development Coor. Department of Interior and Local Government (DILG) Respective Barangay		
12. Sangguniang Barangay Resolution on 5% BDRRM Fund a. CDRRM Certificate of Review & Endorsement of BDRRM Plan & Budget b. BDRRM Plan and Budget		Respective Barangay City Disaster Risk Reduction Management Office (CDRRMO) Respective Barangay		
13. Certificate of Review & Endorsement by the City Planning & Development Coordinator		City Planning & Development Coor.		
14. Sangguniang Kabataan Resolution on SK Fund Appropriation a. Estimates of Income and Expenditures Program b. Annual Barangay Youth Investment Program (ABYIP)		Respective Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook in the office.	1. Give the logbook to the client	None	2 minutes	<i>Administrative Assistant I</i> (Office of the City Budget)
2. Submit Barangay Annual/Supplemental Budget for verification review.	2. Receive Barangay Annual/Supplemental Budget for verification of approved budget documents.	None	5 minutes	<i>Administrative Assistant I</i> (Office of the City Budget)
.	3. Review/evaluate the provisions of the appropriation Ordinance for compliance with the budgetary requirements and general limitations.	None	10 days	<i>Budget Officer III</i> <i>Administrative Assistant I</i> (Office of the City Budget)



	AIP and other items that are prohibited by laws.			
	4. Review Action prepared after evaluation of the Appropriation Ordinance with complete supporting documents for approval.	None	7 days	<i>Budget Officer III Administrative Assistant I (Office of the City Budget)</i>
	5. Approved /signed Recommendation letter and review action.	None	1 day	<i>City Budget Officer (City Budget Office)</i>
	6. Endorse to Sangguniang for recommendation/a appropriate action thereof and approval in aid of legislation.	None	1 day	<i>Receiving Officer (Office of the Sangguniang Panlungsod)</i>
1. Submit the actual income and expenditures for the preceding year and actual income and expenditures for the first semester of the current year for review.	Assist to determine the Actual Income and Expenditures for the next preceding year and for the first Semester of the current year	None	30 minutes	<i>Budget Officer III Administrative Assistant I (Office of the City Budget)</i>
2. Request to assist in the computation of the Honorarium of the Barangay Officials and other pursuant.	Assist for the computation of Honorarium of the Barangay officials and other personnel.	None	30 minutes	<i>Budget Officer III Administrative Assistant I (Office of the City Budget)</i>
3. Request to assist in the computation of Leave Credits of Barangay Officials.	Assist for the computation of Leave Credits of the Barangay officials and other personnel.	None	30 minutes	<i>Budget Officer III Administrative Assistant I (Office of the City Budget)</i>
4. Request to assist in the computation in the statutory	Assist for the computation of the	None	30 minutes	<i>Budget Officer III Administrative Assistant I</i>



obligation of the Barangay such as: 20% DF, 10% SK Fund, 5% CL Fund, 5% GAD, 1% SC Fund,	Statutory Obligation.			(Office of the City Budget)
TOTAL		None	21 Days, 7 Minutes	



2. ISSUANCE OF CERTIFICATION OF EXISTENCE OF AVAILABLE APPROPRIATIONS

The City Budget Officer certifies as to the existence and availability of appropriations and allotments for obligations request of Department/Offices pursuant to Section 344 of RA 7160.

Office or Division:	City Budget Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Regular: 1. ALOBS 2. Payroll		Respective Offices Accounting Office		
2. Vouchers: 1. ALOBS 2. Voucher 3. Purchase Request 4. Purchase Order 5. Quotation 6. Abstract 7. Inspection Report.		Respective Offices Respective Offices Respective Offices Respective Offices Different Suppliers/Dealers Respective Offices Accounting Office		
3. Cash Advance: 1. ALOBS 2. Voucher 3. Itinerary of Travel 4. Memo 5. Invitation		Respective Offices City Mayor's Office Inviting Offices (National/Local)		
4. Casual Wages: 1. ALOBS 2. Payroll 3. Summary of Payroll 4. Agreement 5. DTR		Respective Offices Respective Offices Respective Offices CHRMO Respective Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook in the office.	1. Give logbook to the client	None	2 minutes	<i>Officer of the Day</i> (Office of the City Budget)
2. Submit documents for verification: -Travel expenses -Purchase Request -Payrolls/wages	2. Receive the required documents for verification as to the completeness of requirements.	None	5 minutes	<i>Receiving Clerk</i> <i>Accounting Clerk III</i> (Office of the City Budget)
	3. Record to logbook with	None	5 minutes	<i>Accounting Clerk III</i> (Office of the City Budget)



	corresponding control number			
	4. Assign Obligation Request Number on it.	None	2 minutes	<i>Budget Officer IV</i> (Office of the City Budget)
	5. Record expenses to Index card	None	5 minutes	<i>Administrative Aide III</i> <i>Administrative Aide I</i> (Office of the City Budget)
	6. Verify transaction as to the existence of available appropriation, validity of expenses and obligate expenses on the obligation request.	None	5 minutes	<i>Budget Officer III</i> <i>Budget Officer IV</i> (Office of the City Budget)
	7. Certified /Signed the documents as to existence of availability of fund.	None	5 minutes	<i>City Budget Officer</i> (Office of the City Budget)
	8. Release of documents and transmitted to Accounting Office.	None	2 minutes	<i>Releasing Officer</i> (Office of the City Budget)
	TOTAL	None	31 Minutes	