



City Budget Office Internal Services



1. Release of Obligation Request

Obligation requests from various sources like General Fund and Special Education Fund are being released to departments, offices, and units. The classification of services is considered highly technical since it requires the use of technical knowledge, skills, or training in the processing and/or evaluation thereof.

Office or Division:	City Budget Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Barangays and Sangguniang Kabataan Federations of the City.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Normal and Regular Expenditures (varies with the nature of the request)				
1. Obligation request duly signed by the end user (1 Original Copy, 1 Photocopy)	Concerned Office, Department, or Unit			
2. Approved Activity Design (1 original copy), 1 Photocopy)	Concerned Office, Department, or Unit			
3. Duly signed payroll sheet (1 original copy), 1 Photocopy)	Concerned Office, Department, or Unit			
4. Medical Assessment Report with supporting documents from CSWDO (1 original copy), 1 Photocopy)	Concerned Office, Department, or Unit			
For Procurement Request (varies with the nature of project activity)				
1. Duly signed BAC Documents	City Procurement Office			
2. Duly signed Purchase Order (PO)/Purchase Request (PR), and other documentary requirements as specified in the COA Circular No. 2012-001 dated June 14, 2012 (1 original copy), 1 Photocopy)	City Procurement Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit an Obligation request to the front desk for assessment as to the completeness of the documents.	1. Receive the documents and assess the following: a. Appropriate signature b. Completeness of documents	None	1 minute per document	<i>Admin Aide II</i> City Budget Office
	1.1 Evaluate the request and update the	None	3 minutes per document	<i>Budgeting Assistant</i> City Budget



	<p>corresponding Registry of Appropriation Ledger in the respective expenditure class and offices.</p> <p>1.2 Review and certify the obligation request as to the existence of available appropriation.</p> <p>1.3 Forward/transmit documents to the Accounting Office using the logbook.</p>	<p>None</p> <p>None</p>	<p>2 minutes per document</p> <p>1 minute per document</p>	<p>Office</p> <p><i>City Government Department Head I (City Budget Officer) Or Budget Officer III</i> City Budget Office</p> <p><i>Admin Aide II</i> City Budget Office</p>
	TOTAL:	None	7 Minutes per document	



2. Release of Certification on Appropriation Balances and Use of Savings for Augmentation of Deficient PPAs

The documents are being processed only upon the request of various department/units and offices. The classification of services is considered complex since it requires further evaluation in the processing thereof. All request must be duly approved by the Local Chief Executive prior to processing.

Office or Division:	City Budget Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Department, Offices, Unit Heads, Barangay Council and other NGAs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Appropriation Balances				
1. Request Letter (1 Original Copy, 1 Photocopy)		Requesting Client		
Request for Use of Savings				
1. BED No. 1 – Financial Plan (1 Original Copy, 1 Photocopy)		Requesting Client		
2. BED No. 2 – Physical Plan (1 Original Copy, 1 Photocopy)		Requesting Client		
3. Certification on how the savings generated pursuant to the AIP (1 Original Copy, 1 Photocopy)		Requesting Client		
4. Request letter with justification duly approved by the LCE (1 Original Copy, 1 Photocopy)		Requesting Client		
5. Details of Savings and Augmentation of Deficient PPAS (1 Original Copy, 1 Photocopy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Appropriation Balances				
1. Submit an Obligation request to the front desk for assessment as to the completeness of the documents.	1. Evaluate the request and prepare the Appropriation Slip Document.	None	1 day	<i>Budget Officer II Or Budgeting Assistant City Budget Office</i>
	TOTAL:	None	1 Day (or may vary depending on the number of PPAs)	
For Request on Use of Savings				



1. Receive acknowledgement receipt on duly approved request on use of savings.	1. Evaluate the request and update the corresponding Registry of Appropriation Ledger in the respective expenditure class and office.	None	3 days	<i>City Government Department Head I (City Budget Officer) Or Budget Officer III Or Budgeting Assistant City Budget Office</i>
	TOTAL:	None	3 Days	