

## 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.

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| <b>Office or Division:</b>   | City Budget Office   |                                       |                        |  |
| <b>Classification:</b>   | Highly Technical   |                                       |                        |  |
| <b>Type of Transaction:</b>  | G2G – Government to Government   |                                       |                        |  |
| <b>Who may avail:</b>  | Barangays and Sangguniang Kabataan Federations of the City.  |                                       |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>                |                        |  |
| <b>For Normal and Regular Expenditures (varies with the nature of the request)</b>   |  |                                       |                        |  |
| 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 |                        |  |
| <b>For Procurement Request (varies with the nature of project activity)</b>  |  |                                       |                        |  |
| 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               |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                  |
| 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:<br><br>a. Appropriate signature<br>b. Completeness of documents | None                                  | 1 minute per document  | <i>Admin Aide II</i><br>City Budget Office |
|  | 1.1 Evaluate the request and update the  | None                                  | 3 minutes per document | <i>Budgeting Assistant</i><br>City Budget  |

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|  | <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> | None        | 2 minutes per document        | <p>Office</p> <p><i>City Government Department Head I (City Budget Officer) Or Budget Officer III</i></p> <p>City Budget Office</p> |
|  | <p>1.3 Forward/transmit documents to the Accounting Office using the logbook.</p>   | None        | 1 minute per document         | <p><i>Admin Aide II</i></p> <p>City Budget Office</p>   |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>7 Minutes per document</b> |   |

## 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.

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| <b>Office or Division:</b>  | City Budget Office   |                        |  |  |
| <b>Classification:</b>  | Complex  |                        |  |  |
| <b>Type of Transaction:</b>   | G2G – Government to Government                                       |                        |  |  |
| <b>Who may avail:</b>   | Department, Offices, Unit Heads, Barangay Council and other NGAs     |                        |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b> |  |  |
| <b>Request for Appropriation Balances</b>   |  |                        |  |  |
| 1. Request Letter (1 Original Copy, 1 Photocopy)  |  | Requesting Client      |  |  |
| <b>Request for Use of Savings</b>   |  |                        |  |  |
| 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      |  |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>                                     | <b>PERSON RESPONSIBLE</b>  |
| <b>For Appropriation Balances</b>   |  |                        |  |  |
| 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> |
|   | <b>TOTAL:</b>  | <b>None</b>            | <b>1 Day (or may vary depending on the number of PPAs)</b> |  |
| <b>For Request on Use of Savings</b>  |  |                        |  |  |



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| 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. | <b>None</b> | <b>3 days</b> | <i>City<br/>Government<br/>Department<br/>Head I (City<br/>Budget Officer)<br/>Or<br/>Budget Officer<br/>III<br/>Or<br/>Budgeting<br/>Assistant<br/>City Budget<br/>Office</i> |
| <b>TOTAL:</b>  |   | <b>None</b> | <b>3 Days</b> |  |



## City Budget Office External Services

## 1. Review in the Approved Barangay and SK Annual/Supplemental Budget

This service provides technical assistance and advice to barangays and Sangguniang Kabataan (SKs) concerning their budgetary requirements and limitations for their annual budget preparations. Their respective supplemental budget is also evaluated for submission to the Sangguniang Panlungsod. Such complies with the regular procedure pursuant to section 318 of RA 7160.

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| <b>Office or Division:</b>   | City Budget Office  |
| <b>Classification:</b>   | Highly Technical  |
| <b>Type of Transaction:</b>  | G2G – Government to Government                              |
| <b>Who may avail:</b>  | Barangays and Sangguniang Kabataan Federations of the City. |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   |
| <b>WHERE TO SECURE</b>   |   |
| <b>For Annual Budget</b>   |   |
| 1. Transmittal Letter (1 Original Copy, 1 Photocopy)   | Respective Barangay   |
| 2. BBP Form No. 1 Budget – Expenditure and Sources of Financing duly approved by City Accountant and Barangay Officials (1 Original Copy, 1 Photocopy) |   |
| 3. BBP Form No. 2 to BBP Form No. 4 (2 Original Copies, 20 Photocopies)  |   |
| 4. Appropriation Ordinance (2 Original Copies, 20 Photocopies)   |   |
| 5. Plantilla of Personnel (2 Original Copies, 20 Photocopies)  |   |
| 6. List of Projects chargeable against 20% Development Fund (2 Original Copies, 20 Photocopies)  |   |
| 7. Statement of indebtedness (2 Original Copies, 20 Photocopies)   |   |
| 8. Sangguniang Approved Annual Investment Program (AIP) (2 Original Copies, 20 Photocopies)  |   |
| 9. DILG-endorsed GAD Plan and Budget (2 Original Copies, 20 Photocopies)   |   |
| 10. Others as indicated in the DBM Local Budget Memorandum Circular for the budget year. (2 Original Copies, 20 Photocopies)                           |   |
| <b>For SK Annual Budget</b>  |   |
| 1. Annual Barangay Youth Investment Plan (ABYIP) (2 Original Copies, 20  | Respective Sangguniang Kabataan                             |

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| Photocopies)  |  |                                 |                        |   |
| 2. ABYIP Resolution with complete official signatories (2 Original Copies, 20 Photocopies)  |  |                                 |                        |   |
| 3. Letter Certification of 10% SK Fund from the Brgy. Treasurer(2 Original Copies, 20 Photocopies)                                      |  |                                 |                        |   |
| 4. Certificate of Review from DILG and LDYC (2 Original Copies, 20 Photocopies)   |  |                                 |                        |   |
| 5. SK Annual Budget Plan (2 Original Copies, 20 Photocopies)  |  |                                 |                        |   |
| 6. SK Annual Budget Resolution with complete official signatories (2 Original Copies, 20 Photocopies)                                   |  |                                 |                        |   |
| 7. Other requirements as specified in the DBM Budget Call Memorandum applicable for the budget year (2 Original Copies, 20 Photocopies) |  |                                 |                        |   |
| <b>For supplemental budget</b>  |  |                                 |                        |   |
| 1. Transmittal Letter (1 Original Copy, 1 Photocopy)  |  | Respective Sangguniang Kabataan |                        |   |
| 2. Statement of Sources and Usage of Fund duly certified by the City Accountant (1 Original Copy, 1 Photocopy)                          |  |                                 |                        |   |
| 3. Appropriation Ordinance (1 Original Copy, 1 Photocopy)   |  |                                 |                        |   |
| 4. Approved Supplemental AIP with Resolution(1 Original Copy, 1 Photocopy)  |  |                                 |                        |   |
| 5. Council Resolution (if applicable) (1 Original Copy, 1 Photocopy)  |  |                                 |                        |   |
| 6. Other documentary requirements as may be required by the Sangguniang Panlungsod. (1 Original Copy, 1 Photocopy)                      |  |                                 |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>          | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                       |
| 1. Sign in the logbook.   | 1. Give the logbook to the client.   | None                            | 1 minute               | <i>Admin Aide II</i><br>City Budget Office      |
| 2. Submit a copy of the Annual and/or supplemental budget.  | 2. Check the completeness of the required supporting documents.<br><br>*If incomplete, | None                            | 20 minutes             | <i>Budget Officer III</i><br>City Budget Office |

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|   | return immediately to the client through acknowledgement in the logbook or accomplish the return slip form.   |      |   |   |
| 3. Receive the Acknowledgement Receipt/Copy of the submitted Annual and/or Supplemental Budget with the stamp received.           | 3. Acknowledge the submission of the Annual and Supplemental Budget.<br><br>3.1 Proceed with the technical review and ensure compliance with the mandatory requirements.                      | None | 5 minutes   | <i>Budgeting Assistant</i><br>City Budget Office  |
|   |   | None | 12 days per annual budget<br><br>5 days per supplemental budget | <i>City Budget Officer</i><br>Or<br><i>Budget Officer III</i><br>City Budget Office                                     |
| 4. Receive the reviewed Barangay and SK Annual and/or Supplemental budget with the findings and review the action report, if any. | 4. Return the reviewed Annual/ Supplemental to the concerned LGU with the findings and review the action report, if any.  | None | 1 day   | <i>City Government Department Head I (City Budget Officer)</i><br>Or<br><i>Budget Officer III</i><br>City Budget Office |
| 5. Return the final Annual and/or Supplemental Budget.  | 5. Check the completeness of the required supporting documents.<br><br>*If incomplete, return immediately to the client thru acknowledgment in the logbook or accomplish the return slip form | None | 10 minutes  | <i>Budget Officer II</i><br>Or<br><i>Budgeting Assistant</i><br>City Budget Office                                      |
| 6. Receive the Acknowledgement receipt/copy for the final Annual and/or Supplemental budget.                                      | 6. Acknowledge the submission of the Annual and Supplemental Budget.  | None | 5 minutes   | <i>Budgeting Assistant</i><br>City Budget Office  |
|   |   | None | 5 days per  | <i>City</i>   |

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|  | 6.1 Proceed with the technical review and ensure compliance with the mandatory requirements |             | Annual Budget<br><br>1 day per supplemental budget  | <i>Government Department Head I (City Budget Officer)</i><br>Or<br><i>Budget Officer III</i><br>City Budget Office      |
|  | 6.2 Prepare and attach Review Letter to the Sangguniang Panlungsod.                         | None        | 1 day   | <i>City Government Department Head I (City Budget Officer)</i><br>Or<br><i>Budget Officer III</i><br>City Budget Office |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>19 Days and 41 Minutes (for Annual Budget)</b><br><br><b>8 Days and 41 Minutes (for supplemental budget)</b> |   |