



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	Admin Aide II City Budget Office
	1.1 Evaluate the request and update the corresponding Registry of	None	3 minutes per document	Budget Officer II Or Admin Aide II City Budget Office



	Appropriation Ledger in the respective expenditure class and offices.			
	1.2 Review and certify the obligation request as to the existence of available appropriation.	None	2 minutes per document	<i>Officer-in-Charge</i> City Budget Office
	1.3 Forward/transmit documents to the Accounting Office using the logbook.	None	1 minute per document	<i>Admin Aide II</i> City Budget Office
	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	Budget Officer II Or Budgeting Assistant City Budget Office
	TOTAL:	None	1 Day (or may vary depending on the number of PPAs)	
For Request on Use of Savings				
1. Receive	1. Evaluate the	None	3 days	City



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



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.

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 Annual Budget		
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)		
For SK Annual Budget		
1. Annual Barangay Youth Investment Plan (ABYIP) (2 Original Copies, 20 Photocopies)	Respective Sangguniang Kabataan	



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)				
For supplemental budget				
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)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the logbook.	1. Give the logbook to the client.	None	1 minute	<i>Admin Aide III</i> City Budget Office
2. Submit a copy of the Annual and/or supplemental budget.	2. Check the completeness of the required supporting documents. *If incomplete, return immediately to the client	None	20 minutes	<i>Budget Officer III</i> City Budget Office



	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. 3.1 Proceed with the technical review and ensure compliance with the mandatory requirements.	None None	5 minutes 12 days per annual budget 5 days per supplemental budget	<i>Budget Officer III</i> City Budget Office <i>Budget Officer III</i> 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>Officer-in-Charge</i> City Budget Office
5. Return the final Annual and/or Supplemental Budget.	5. Check the completeness of the required supporting documents. *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> Or <i>Admin Aide III</i> <i>Budgeting Assistant</i> 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. 6.1 Proceed with the technical	None None	5 minutes 5 days per Annual Budget	<i>Admin Aide III</i> City Budget Office <i>Officer-in-Charge</i>



	review and ensure compliance with the mandatory requirements		1 day per supplemental budget	City Budget Office
	6.2 Prepare and attach Review Letter to the Sangguniang Panlungsod.	None	1 day	<i>Officer-in-Charge</i> City Budget Office
	TOTAL:	None	19 Days and 41 Minutes (for Annual Budget) 8 Days and 41 Minutes (for supplemental budget)	