

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	G2G – Government to Government			
Transaction:				
Who may avail:	Barangays and Sangguniang Kabataan Federations of the City.			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	
For Normal and Re	egular Expenditures	(varies witl	h the nature of the	e request)
1. Obligation reques	st duly signed by	Concerned	Office, Departmen	it, or Unit
the end user (1 Orig	ginal Copy, 1			
Photocopy)				
2. Approved Activity		Concerned	Office, Departmen	it, or Unit
copy), 1 Photocopy				
3. Duly signed payr		Concerned	Office, Departmen	it, or Unit
copy), 1 Photocopy		Concerned	Office Departmen	t or Unit
4. Medical Assessm		Concerned	Office, Departmen	it, or Unit
supporting docume				
(1 original copy), 1	Request (varies with	the neture	of project activity	^
			ement Office	()
1. Duly signed BAC 2. Duly signed Puro				
(PO)/Purchase Red		City Procurement Office		
other documentary	. , , , ,			
specified in the CO	-			
2012-001 dated Jur				
original copy), 1 Ph				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit an	1. Receive the	None	1 minute per	Admin Aide II
Obligation request	documents and		document	City Budget
to the front desk	assess the			Office
for assessment as	following:			
to the				
completeness of	a. Appropriate			
the documents.	signature			
	b. Completeness			
	of documents			
	1.1 Evaluate the	None	3 minutes per	Budget Officer II
	request and	INOTIE	3 minutes per document	Or
	update the		document	Admin Aide II
	corresponding			City Budget
	Registry of			Office





Appropriation Ledger in the respective expenditure cl and offices.	ass		
1.2 Review an certify the obligation requas to the existence of available appropriation.		2 minutes per document	Officer-in- Charge City Budget Office
1.3 Forward/trans documents to Accounting Of using the logb	the fice	1 minute per document	Admin Aide II 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	City Budget Office			
Division:				
Classification:	Complex			
Type of	G2G – Government to Government			
Transaction:				
Who may avail:	Department, Offices, Unit Heads, Barangay Council and other NGAs			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
Request for Appro	priation Balances			
1. Request Letter (Photocopy)	1 Original Copy, 1	Requesting	Client	
	f Cavings			
Request for Use o	noid Dian (1	Deguesting	Client	
1. BED No. 1 – Fina	•	Requesting	CIICIIL	
Original Copy, 1 Ph 2. BED No. 2 – Phy		Requesting	Client	
Original Copy, 1 Ph	`	Requesting	Ciletit	
3. Certification on h		Requesting	Client	
generated pursuant		rtoquootiiig	Ollotti	
Original Copy, 1 Ph	`			
4. Request letter wi		Requesting	Client	
approved by the LC		' 3		
Copy, 1 Photocopy)				
	5. Details of Savings and Requesting Client			
Augmentation of De	Augmentation of Deficient PPAS (1			
Original Copy, 1 Ph	,			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
For Appropriation	i e e e e e e e e e e e e e e e e e e e			
1. Submit an	1. Evaluate the	None	1 day	Budget Officer II
Obligation request	request and			Or
to the front desk	prepare the			Budgeting
for assessment as	Appropriation Slip			Assistant
to the	Document.			City Budget
completeness of				Office
the documents.				
	TOTAL:	None	1 Day (or may	
			vary	
			depending on	
			the number of PPAs)	
For Request on Us	so of Savings		rras)	
1. Receive	1. Evaluate the	None	3 days	City
1. INCOCIVE	i. Evaluate the	140116	Juays	City





acknowledgement	request and			Government
receipt on duly	update the			Department
approved request	corresponding			Head I (City
on use of savings.	Registry of			Budget Officer)
	Appropriation			Or
	Ledger in the			Budget Officer
	respective			- III
	expenditure class			Or
	and office.			Budgeting
				Assistant
				City Budget
				Office
	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	G2G – Government to Government		
Transaction:	C2G Government to Government		
Who may avail:	Barangays and San	gguniang Kabataan Federations of the City.	
	REQUIREMENTS	WHERE TO SECURE	
For Annual Budge	t		
1. Transmittal Lette	r (1 Original Copy,	Respective Barangay	
1 Photocopy)			
2. BBP Form No. 1	Budget –		
Expenditure and So	•		
duly approved by C	•		
Barangay Officials	(1 Original Copy, 1		
Photocopy)			
3. BBP Form No. 2			
(2 Original Copies,			
4. Appropriation Or	` •		
Copies, 20 Photoco	. ,		
5. Plantilla of Perso			
Copies, 20 Photoco	. ,		
20% Development			
Copies, 20 Photoco			
7. Statement of inde			
Original Copies, 20	`		
8. Sangguniang Ap	proved Annual		
Investment Progran	n (AIP) (2 Original		
Copies, 20 Photoco			
9. DILG-endorsed (
Budget (2 Original (Copies, 20		
Photocopies)			
10. Others as indica			
Local Budget Memo			
	(2 Original Copies,		
20 Photocopies)	dant		
For SK Annual Bu	•	Respective Sangguniang Kabataan	
1. Annual Barangay Plan (ABYIP) (2 Ori		Nespective Sangguniang Napataan	
Photocopies)	igiriai Copics, 20		
i notocopies)			





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) 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	on of 10% SK Fund	n of 10% SK Fund	20 Photocopies) 3. Letter Certificatio
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) 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			
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Photocopy)	budget or (1 Original Copy, urces and Usage of by the City inal Copy, 1 dinance (1 Original) emental AIP with al Copy, 1 on (if applicable) (1 notocopy) ary requirements as of the Sangguniang	budget r (1 Original Copy, urces and Usage of by the City nal Copy, 1 dinance (1 Original) emental AIP with al Copy, 1 on (if applicable) (1 notocopy) ary requirements as the Sangguniang	1. Transmittal Letter 1 Photocopy) 2. Statement of Sour Fund duly certified to Accountant (1 Origin Photocopy) 3. Appropriation Ord Copy, 1 Photocopy) 4. Approved Supple Resolution(1 Original Photocopy) 5. Council Resolution Original Copy, 1 Photocopy) 6. Other documental may be required by Panlungsod. (1 Original Copy)
CLIENT STEPS AGENCY FEES TO PROCESSING PERSON BE PAID TIME RESPONSIB	budget or (1 Original Copy, urces and Usage of by the City inal Copy, 1 dinance (1 Original) emental AIP with al Copy, 1 on (if applicable) (1 notocopy) ary requirements as of the Sangguniang ginal Copy, 1	budget r (1 Original Copy, urces and Usage of by the City nal Copy, 1 dinance (1 Original) emental AIP with al Copy, 1 on (if applicable) (1 notocopy) ary requirements as the Sangguniang ginal Copy, 1	1. Transmittal Letter 1 Photocopy) 2. Statement of Sour Fund duly certified to Accountant (1 Origin Photocopy) 3. Appropriation Ord Copy, 1 Photocopy) 4. Approved Supple Resolution(1 Original Photocopy) 5. Council Resolution Original Copy, 1 Photocopy) 6. Other documental may be required by Panlungsod. (1 Original Copy)

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





	<u> </u>		PHILI	
3. Receive the Acknowledgement Receipt/Copy of the submitted Annual and/or	through acknowledgement in the logbook or accomplish the return slip form. 3. Acknowledge the submission of the Annual and Supplemental Budget.	None	5 minutes	Budget Officer III City Budget Office
Supplemental Budget with the stamp received.	3.1 Proceed with the technical review and ensure compliance with the mandatory requirements.	None	12 days per annual budget 5 days per supplemental budget	Budget Officer III 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	Officer-in- Charge 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	Budget Officer II Or Admin Aide III Budgeting Assistant 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	Admin Aide III City Budget Office
	6.1 Proceed with the technical	None	5 days per Annual Budget	Officer-in- Charge





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	Officer-in- Charge City Budget Office
TOTAL:	None	19 Days and 41 Minutes (for Annual Budget)	
		8 Days and 41 Minutes (for supplemental budget)	