



# City Budget and Management Office



## Controls Obligations as to Allotment

The City Budget Officer certifies obligations of each department based on the Released of Allotment of the budget.

<b>Office or Division:</b>	City Budget and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may Avail:</b>	Government Employees and Job Order Casuals			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Payrolls/ Vouchers / Purchase Requests/ ObRs /Allotment Release Orders (1 original and 2 photocopies)			From different government offices - Admin. Division - Government Employee in-Charge or Office Clerk	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits payroll, PRs or voucher	Receives payrolls/vouchers/PRs forward to the encoder.	None	10 minutes per document	Admin. Assistant I
	Encodes payroll/voucher/PRs and assigns number automatically set by the system.	None	15 minutes per document	Administrative Aide III Job Order Casual
	Evaluates and controls voucher/ payroll/ PRs as to allotment release and then forwards to City Budget Officer or OIC.	None	30 minutes per document	RAO Keepers
	Approves and certifies the controlled voucher/ PRs/ payroll and other document or transaction.	None	10 minutes per document	City Government Department Head I (City Budget Officer)/ or the OIC.
	Records the approved voucher/ PRs and payroll and other transactions to Doctrack System for releasing.	None	15 minutes per document	All Job Order Employees
2. Receives payroll, PRs or voucher	Forwards vouchers/ PRs/ payrolls and other documents to City Accountant's Office.	None	10 minutes per document	All Job Order Employees
	<b>TOTAL</b>	<b>None</b>	<b>1 hour and 30 minutes</b>	
<b>End of transaction</b>				



## Reviews Barangay Budgets

Conduct of technical review of Barangay Annual and Supplemental Budgets, issue review action and recommendations as guide of the Sangguniang Panlungsod in the approval of Barangay Budgets.

<b>Office or Division:</b>	City Budget and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G/G2C			
<b>Who may Avail:</b>	All barangays of this city			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Annual and Supplemental Budgets (include attachments)		From 18 barangays of the city - Barangay Hall - Brgy. Secretaries/Treasurers/BRKs		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits annual and supplemental barangay budgets.	Receives and records barangay budgets both annual and supplemental.	None	30 minutes per budget	Job Order Employee
	Reviews, evaluates and prepares review letter then forwards to the City Budget Officer for signature.	None	5 days per budget	Supervising Administrative Officer
	Certifies barangay budget review letter after evaluation.	None	2 hours per budget	City Government Department Head I (City Budget Officer).
	Forwards reviewed barangay budgets to the Local Finance Committee for signature.	None	3 days per budget	Job Order Employee
	Submits reviewed barangay budgets to Sangguniang Panlungsod Office for approval.	None	30 minutes per budget	Job Order Employee
2. Receives approved barangay budgets.	Furnishes the respective barangays an approved copy of their Budget.	None	30 minutes per budget	Job Order Employee
	<b>TOTAL</b>	<b>None</b>	<b>8 days, 3 hours and 30 minutes</b>	
<b>End of transaction</b>				



## Prepares Annual and Supplemental Budgets

Conducts preliminary review of budget proposals of the departments and prepares Annual and Supplemental Budget of the city.

<b>Office or Division:</b>	City Budget and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may Avail:</b>	Local And National Offices of This City			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Annual Budget - Refer to Budget Call of every budget year and Supplemental Budget - Letter Request for Supplemental Budget.			From different local and national offices of the city	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits budget proposals.	Receives proposed budget and forward to the City Budget Officer.	None	10 minutes per budget proposal	Admin. Assistant V
	Reviews budget proposals of the different offices and prepares comparative analysis as tool for budget hearing.	None	3 days per department / office	RAO Keepers City Government Department Head I (City Budget Officer).
	Prepares Local Budget Preparation forms for submission to the City Mayor.	None	30 days preparation	CBMO staff in-charge.
	Forwards approved budgets to Local Finance Committee for signatures.	None	10 days	Admin. Aide IV Job Order Employee
	Submits budget to the City Mayor for approval and endorsement to the Sangguniang Panlungsod.	None	1 day per submission	Any CBMO staff
2. Receives approved budget copy of their respective offices.	Disseminates final approved copies to different offices.	None	1 hour per office	Job Order Employee
	<b>TOTAL</b>	<b>None</b>	<b>44 days, 1 hour and 10 minutes</b>	
<b>End of transaction</b>				



## Reviews Sangguniang Kabataan (SK) BUDGETS

Conduct of technical review of SK Annual and Supplemental Budgets, issue review action and recommendation as guide of the Sangguniang Panlungsod in the approval of the SK Budgets.

<b>Office or Division:</b>	City Budget and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G/G2C			
<b>Who may Avail:</b>	All Sangguniang Kabataan (SK) of this city			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Sangguniang Kabataan Annual and Supplemental Budgets (include checklist)			From SK's 18 barangays of the city - Barangay Hall - SK Secretaries & Treasurers	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits SK budgets	Receives and records SK budget annual and supplemental.	None	15 minutes per budget	Job Order Employee
	Reviews, evaluates and prepares review letter then forwards to the City Budget Officer for signature.	None	2 days per budget	Administrative Officer V
	Certifies SK budget review letter after evaluation.	None	1 hour per budget	City Government Department Head I (City Budget Officer).
	Submits reviewed SK budget to Sangguniang Palings for approval.	None	30 minutes per budget	Job Order Employee
2.Receives approved SK budgets.	Furnish the respective barangay an approved copy of the Budget.	None	30 minutes per budget	Job Order Employee
	<b>TOTAL</b>	<b>None</b>	<b>2 days, 2 hours and 15 minutes</b>	
<b>End of transaction</b>				



## Release of Allotment

The City Budget Office prepares Allotment Release Order (ARO) on the basis of the Authorized and Approved Appropriation Ordinance. The ARO gives the authority to spend within the confines of the PPAs as defined in the AO.

<b>Office or Division:</b>	City Budget and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G/G2C			
<b>Who may Avail:</b>	Local and National Offices of this city			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter Transmittal Budget Matrix			Letter Transmittal and Budget Matrix from all offices.	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Budget Matrix.	Receives and records Budget Matrix.	None	15 minutes per Matrix	Administrative Assistant I
	Reviews the correctness of the Budget Matrix and prepares the Allotment Release Order (ARO).	None	1 day per ARO	Admin. Assistant V
	Signs the ARO.	None	15 minutes per ARO	City Government Department Head I (City Budget Officer).
	Records the Budget Matrix and ARO in the Logbook and DocTrack System for release.	None	30 minutes per ARO	all Job Order Employees
2. Forwards ARO to the City Mayor's Office for approval.	Furnish the requesting office a copy of the approved ARO.	None	30 minutes per ARO	all Job Order Employees
	<b>TOTAL</b>	<b>None</b>	<b>1 day, 1 hour and 30 minutes</b>	
<b>End of transaction</b>				