



City Budget and Management Office



Reviews Barangay Budgets (including SK Budget)

Service Information: Both Annual & Supplemental Budgets of the Barangay are reviewed by the City Budget Officer through their barangay's source of income as certified by the City Accountant.

Office or Division:	City Budget and Management Office			
Classification:	Simple			
Type of Transaction:	G2G/G2C			
Who may Avail:	All Barangays of This City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Annual and Supplemental Budgets		From 18 barangays of the city – Barangay Hall – Brgy. Secretaries/ Treasurers/ BRKs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits barangay budgets	Receives and records barangay budgets both annual and supplemental	None	30 minutes per budget	Job Order Employee
	Check and evaluates barangay budget forms and forwards it to City Budget Officer for final review and signature	None	5 days per budget	Supervising Administrative Officer
	Certifies barangay budget review letter after evaluated.	None	2 hours per budget	City Government Department Head I (City Budget Officer)
	Forwards barangay budgets to the Local Finance Committee for signatures	None	3 days per budget	Job Order Employee
	Submits reviewed barangay budget to Sanguniang Panlungsod Office for the approved resolution	None	30 minutes per budget	Job Order Employee
2. Receives approved barangay budgets	Returns the approved barangay budgets to its respective barangay for their copy	None	30 minutes per budget	Job Order Employee
	TOTAL	None	8 days 3 hours 30 minutes	
End of transaction				



Prepares Annual & Supplemental Budgets

Service Information: Checks & reviews all budget proposal both Annual & Supplemental Budgets from different office before the schedule of the budget hearing.

Office or Division:	City Budget and Management Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may Avail:	Local And National Offices of This City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Annual and Supplemental Budget Proposals			From different local and national offices of the city	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits budget proposal	Receives proposed budgets and forwarded to the City Budget Officer	None	10 mins. per budget proposal	Administrative Assistant V
	Check proposed budgets from different offices before the schedule of the budget hearing	None	3 days per department/ office	City Government Department Head I (City Budget Officer)
	Prepares all needed budgetary forms for the schedule of the budget hearing	None	30 days preparation	All CBMO staff in-charge
	Forwards approved budgets to Local Finance Committee for signatures	None	10 days	Job Order Employee
	Submits approved budgets with SP Appropriation Ordinance to the Provincial Budget Office for review before the deadline of submission	None	1 day per submission	Any CBMO Staff
2. Receives approved budget copy of their respective offices.	Disseminates final reviewed copies to different offices	None	1 hour per office	Job Order Employee
	TOTAL	None	44 days, 1 hour & 10 minutes	
End of transaction				



Controls Appropriation as to Allotment

Service Information: The Payroll, Voucher, Purchase Requests & other documents are controlled upon the release of allotment/appropriation which are certified by the City Budget Officer.

Office or Division:	City Budget and Management Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may Avail:	Government Employees and Job Order Casuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. 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	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits payroll, PRs or voucher	Receives payrolls/vouchers/PRs submitted & forwards to the encoder	None	10 minutes per document	Administrative Assistant I
	Encodes payroll/ voucher/ PRs submitted and assigns corresponding number automatically set by the system.	None	15 minutes per document	Administrative Aide III Job Order Employee
	Evaluates/ controls and initials voucher/ payroll/ PRs as to allotment release and then forward it to City Budget Officer or OIC	None	30 minutes Per document	All CBMO Staff RAO Keepers
	Reviews/ approves and signs the controlled voucher/ PRs/ payroll and other document or transaction.	None	10 minutes Per document	City Government Department Head I (City Budget Officer)/ or OIC
	Encodes the approved/ signed voucher/ PRs and payroll/ documents and/ or other transactions for releasing	None	15 minutes Per document	Job Order Employee
2. Receives payroll, PRs or voucher	Forwards voucher/ PRs/ payroll and other documents to City Accountant's Office.	None	10 minutes Per document	Administrative Aide II Job Order Employee
	TOTAL	None	1 hour & 30 minutes	
End of transaction				