

# City Budget Office

## External Service

### External Services

#### 1. Technical Assistance to Barangay Operations

Provides technical assistance and coaching to Barangay Officials and Sangguniang Kabataan Officials regarding budgetary requirements.

<b>Office or Division:</b>	<b>Barangay Operations Division</b>	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail?</b>	Barangay Officials and Sangguniang Kabataan Officials	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Barangay Annual Budget (4 sets)		
1.1	Transmittal Letter	Concerned barangay (prepared by the Barangay Officials)
1.2	Budget Message	Concerned barangay (prepared by the Barangay Officials)
1.3	Certified Statement of Income	City Accountant's Office – Barangay Division
1.4	Barangay Appropriation Bill	Concerned barangay (prepared by the Barangay Officials)
1.5	Annual Investment Program (Annex A)	Concerned barangay (prepared by the Barangay Officials)
1.6	Brgy. Budget Prep. Form No. 1 - Budget of Expenditures and Sources of Financing (Annex B)	Concerned barangay (prepared by the Barangay Officials)
1.7	Brgy. Budget Prep. Form No. 2 – Programmed Appropriation by PPA Expense Class, Object of Expenditure and Expected Results (Annex C)	Concerned barangay (prepared by the Barangay Officials)
1.8	Brgy. Budget Prep. Form No. 2.A – List of Projects Chargeable Against the 20% Development Fund (Annex D)	Concerned barangay (prepared by the Barangay Officials)
1.9	Brgy. Budget Prep. Form No. 3 – Plantilla of Personnel (Annex E)	Concerned barangay (prepared by the Barangay Officials)
	<input type="checkbox"/> Resolution Local Risk Reduction and Management Fund (Calamity Fund)	Concerned barangay (prepared by the Barangay Officials)

1.10 Breakdown 70% and 30% Barangay Disaster Risk Reduction and Management Fund Investment Plan (BDRRMF)	Concerned barangay (prepared by the Barangay Officials)
1.11 Report on Utilization of Disaster Risk Reduction and Management Fund Investment Plan	Concerned barangay (prepared by the Barangay Officials)
1.12 Local Disaster Risk Reduction and Management Fund Investment Plan (LDRMFIP)	Concerned barangay (prepared by the Barangay Officials)
1.13 Vision Statement	Concerned barangay (prepared by the Barangay Officials)
1.14 Plan Program and Project Senior Citizens and PWD	Concerned barangay (prepared by the Barangay Officials)
1.15 Annual Procurement Plan	Concerned barangay (prepared by the Barangay Officials)
1.16 Brgy. Council for Protection of Children (BCPC) with Resolution	Concerned barangay (prepared by the Barangay Officials)
1.17 Brgy. Annual GAD Plan Budget with Resolution and Certification from DILG	Concerned barangay (prepared by the Barangay Officials)
1.18 Anti-Drug Plan	Concerned barangay (prepared by the Barangay Officials)
1.19 20% Brgy. Development Fund	City Planning and Development Office
1.20 Brgy. Nutrition Action Plan with Resolution	Concerned barangay (prepared by the Barangay Officials)
2. Sangguniang Kabataan Annual Budget (4 sets)	
2.1 Certification of 10% SK Fund	Concerned Barangay Treasurer
2.2 CBYDP with Resolution	Concerned barangay (prepared by the SK Officials)
2.3 ABYIP with Resolution	Concerned barangay (prepared by the SK Officials)
2.4 Breakdown of SK Annual Budget	Concerned barangay (prepared by the SK Officials)
2.5 Annual Budget Resolution with standing committees	Concerned barangay (prepared by the SK Officials)
2.6 Annual Procurement Plan (APP)	Concerned barangay (prepared by the SK Officials)
2.7 Transmittal Letter	Concerned brgy. (prepared by the SK)

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Issuance of a Certification for 20% Brgy. Development Fund	1.1. Prepares, encodes & reviews Certification for 20% Development Fund	None	5 minutes/brgy.	<i>Admin. Officer V</i> <i>Admin. Officer III</i> City Budget Office
	1.2. Issues the prepared Certification to Barangay Official	None	2 minutes/brgy.	<i>Admin. Aide III</i> City Budget Office
2. Computations of PS Cap Limitation	2.1. Receives the required documents from the barangays and computes the PS Cap  a. Brgy. Nos. 1-18 b. Brgy. Nos. 19-36 c. Brgy. Nos. 37-53 d. Brgy. Nos. 54-70	None	30 minutes/brgy.	<i>Admin Aide IV</i> <i>Admin Aide I</i> <i>Admin Aide I</i> <i>Admin Aide IV</i> City Budget Office
	2.1. Checks / Reviews the computed PS Cap	None	20 minutes/brgy.	<i>Admin. Officer V</i> City Budget Office
3. Review of Barangay Annual Investment Program (AIP)	3.1. Receives and reviews the submitted Brgy. AIP; prepares the endorsement letter for CBO's signature	None	20 minutes	<i>Admin. Officer V</i> City Budget Office
	3.2. Encodes the prepared endorsement letter for transmittal to CMO	None	10 minutes	<i>Admin Aide III</i> City Budget Office
4. Review of submitted Barangay & SK Annual Budget / Supplemental Budget as to compliance with Budgetary Requirements, PS Limitation and correctness of data	4.1. Receives the required documents from the barangay and undertakes initial / preliminary review.  a. Brgy. Nos. 1-18 b. Brgy. Nos. 19-36 c. Brgy. Nos. 37-53 d. Brgy. Nos. 5470	None	30 minutes/brgy.	<i>Admin Aide IV</i> <i>Admin Aide I</i> <i>Admin Aide I</i> <i>Admin Aide IV</i> City Budget Office

	4.2. Checks the initial findings and prepares the review actions/ conditions thereon	None	20 minutes/brgy.	<i>Admin. Officer V</i> City Budget Office
	4.3. Encodes the review action / endorsement letter	None	30 minutes/brgy.	<i>Admin Aide III</i> City Budget Office
	4.4. Reviews the encoded review conditions and endorsement letter and submits the same to the Head of Office	None	20 minutes/brgy.	<i>Admin. Officer V</i> City Budget Office
	4.5. Final review of the Review Conditions; signs the transmittal letter to the SP Chairman Committee on Appropriation	None	20 minutes/brgy.	<i>City Budget Officer (CGDH-I)</i> City Budget Office

# City Budget Office

## Internal Service

### Internal Services

#### 1. Processing Payrolls, Vouchers, Purchase Requests and Obligation Requests of the City

Payrolls, vouchers, purchase requests, obligation requests and other financial documents are submitted to check availability of funds.

<b>Office or Division:</b>	City Operations Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail?</b>	Offices, employees and officials			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Payroll (1 copy)</li> <li>2. Voucher (2 copies)</li> <li>3. Purchase Request (1 copy)</li> <li>4. Obligation Request (3 copies)</li> <li>5. Other related supporting documents</li> </ol>			Concerned office (Prepared by the office/ employee/ official)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clients' submission of payrolls, vouchers, Purchase Requests (PR), etc. accompanied by Obligation Request (ObR) Form for funds availability	1.1 Receives and records all incoming documents with corresponding Obligation Request (ObR)	None	10 minutes/doc.	<i>Administrative Aide I</i>
	1.2. Forwards the document to the staff in-charge in the City Operations Division for processing	None	4 minutes/doc.	<i>Administrative Aide I</i>

	<p>1.3. Evaluates &amp; posts to Registry of Appropriation, Allotment and Obligation (RAAO) &amp; forward the same to numbering staff for assigning number to ObR</p>	None	15 minutes/doc.	<p><i>Administrative Officer V</i>  <i>Administrative Assistant VI</i>  <i>Administrative Assistant VI</i>  <i>Administrative Assistant VI</i>  <i>Administrative Officer II</i>  <i>Administrative Assistant I</i>  <i>Administrative Aide IV</i>  City Budget Office</p>
	<p>1.4. Numbers the ObR in numerical order &amp; returns the same to the staff in-charge</p>	None	8 minutes/doc.	<p><i>Administrative Aide I</i>  City Budget Office</p>
	<p>1.5. Records the ObR number in the respective RAAO; forwards the document to the Division Chief for review / checking</p>	None	5 minutes/doc.	<p><i>Administrative Officer V</i>  <i>Administrative Assistant VI</i>  <i>Administrative Assistant VI</i>  <i>Administrative Assistant VI</i>  <i>Administrative Officer II</i>  <i>Administrative Assistant I</i>  <i>Administrative Aide IV</i>  City Budget Office</p>

	1.6. Reviews / Checks all supporting docs and that the account used is appropriate and consistent with the revised chart of Accounts for LGUs and forwards the same to the staff in-charge of outgoing documents	None	8 minutes/doc.	<i>Supervising Administrative Officer</i> City Budget Office
	1.7. Records outgoing documents in the logbook & forwards the same to the Department Head / Asst. Department Head for signature	None	5 minutes/doc.	<i>Administrative Aide I</i> City Budget Office
	1.8. Certifies as to existence of appropriation	None	8 minutes/doc.	<i>City Budget Officer (CGDH-I)</i> City Budget Office
	1.9. Records & releases the document to the client. Unclaimed documents will immediately be forwarded to the City GSO (PRs) & City Accountant's Office (vouchers & payrolls) for processing	None	10 Minutes/doc.	<i>Administrative Aide III</i> City Budget Office