



# **CITY BUDGET OFFICE**

## **Internal and External Services**



- **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>	Barangay Operations Division	
<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 (6 sets)	
	• Transmittal Letter	Concerned barangay (prepared by the Barangay Officials)
	• Budget Message	Concerned barangay (prepared by the Barangay Officials)
	• Certified Statement of Income	City Accountant's Office – Barangay Division
	• Barangay Appropriation Bill	Concerned barangay (prepared by the Barangay Officials)
	• Annual Investment Program (Annex A)	Concerned barangay (prepared by the Barangay Officials)
	• Brgy. Budget Prep. Form No. 1 - Budget of Expenditures and Sources of Financing (Annex B)	Concerned barangay (prepared by the Barangay Officials)
	• 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)
	• 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)
	• Brgy. Budget Prep. Form No. 3 – Plantilla of Personnel (Annex E)	Concerned barangay (prepared by the Barangay Officials)
	• Resolution for Local Disaster Risk Reduction and Management Fund (Calamity Fund)	Concerned barangay (prepared by the Barangay Officials)
	• Breakdown of 70% and 30% Barangay Disaster Risk Reduction and Management Fund Investment Plan (BDRRMFIP)	Concerned barangay (prepared by the Barangay Officials)



<ul style="list-style-type: none"> <li>Report on Utilization of Disaster Risk Reduction and Management Fund Investment Plan</li> </ul>	Concerned barangay (prepared by the Barangay Officials)
<ul style="list-style-type: none"> <li>Local Disaster Risk Reduction and Management Fund Investment Plan (LDRRMFIP)</li> </ul>	Concerned barangay (prepared by the Barangay Officials)
<ul style="list-style-type: none"> <li>Vision Statement</li> </ul>	Concerned barangay (prepared by the Barangay Officials)
<ul style="list-style-type: none"> <li>Plans, Programs, Projects &amp; Activities for Senior Citizens and PWD</li> </ul>	Concerned barangay (prepared by the Barangay Officials)
<ul style="list-style-type: none"> <li>Annual Procurement Plan</li> </ul>	Concerned barangay (prepared by the Barangay Officials)
<ul style="list-style-type: none"> <li>Brgy. Council for the Protection of Children (BCPC) with Resolution</li> </ul>	Concerned barangay (prepared by the Barangay Officials)
<ul style="list-style-type: none"> <li>Brgy. Annual GAD Plan Budget with Resolution and Certification from DILG</li> </ul>	Concerned barangay (prepared by the Barangay Officials)
<ul style="list-style-type: none"> <li>Anti-Drug Plan</li> </ul>	Concerned barangay (prepared by the Barangay Officials)
<ul style="list-style-type: none"> <li>20% Brgy. Development Fund</li> </ul>	City Planning and Development Office
<ul style="list-style-type: none"> <li>Brgy. Nutrition Action Plan with Resolution</li> </ul>	Concerned barangay (prepared by the Barangay Officials)
<ul style="list-style-type: none"> <li>Barangay Peace and Order Public Safety Plan Year 2023-2025</li> </ul>	Concerned barangay (prepared by the Barangay Officials)
2. Sangguniang Kabataan Annual Budget (6 sets)	
<ul style="list-style-type: none"> <li>Certification of 10% SK Fund</li> </ul>	Concerned Barangay Treasurer
<ul style="list-style-type: none"> <li>CBYDP with Resolution</li> </ul>	Concerned barangay (prepared by the SK Officials)
<ul style="list-style-type: none"> <li>ABYIP with Resolution</li> </ul>	Concerned barangay (prepared by the SK Officials)
<ul style="list-style-type: none"> <li>Breakdown of SK Annual Budget</li> </ul>	Concerned barangay (prepared by the SK Officials)
<ul style="list-style-type: none"> <li>Programmed Appropriation by PPA Expense Class, Object of Expenditures and Expected Results</li> </ul>	Concerned barangay (prepared by the SK Officials)
<ul style="list-style-type: none"> <li>Annual Budget Resolution with standing committees</li> </ul>	Concerned barangay (prepared by the SK Officials)
<ul style="list-style-type: none"> <li>Annual Procurement Plan (APP)</li> </ul>	Concerned barangay (prepared by the SK Officials)
<ul style="list-style-type: none"> <li>Transmittal Letter</li> </ul>	Concerned barangay (prepared by the SK Officials)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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>Supervising Admin Officer Admin. Aide III City Budget Office</i>
	1.2. Issues the prepared Certification to Barangay Official	None	2 minutes/brgy.	<i>Admin. Aide III City Budget Office</i>
2. Computation of the PS/Cap Limitation	2.1. Receives the required documents from the barangays and computes the PS Cap  2.a. Brgy. Nos. 1-18 2.b. Brgy. Nos. 19-36 2.c. Brgy. Nos. 37-53 2.d. Brgy. Nos. 54-70	None	30 minutes/brgy.	<i>Admin Aide IV Admin Aide I Admin Aide I Admin Officer IV City Budget Office</i>
	2.1. Checks / Reviews the computed PS Cap	None	20 minutes/brgy.	<i>Supervising Admin Officer City Budget Office</i>
3. Computation of Leave Benefits of Barangay Officials	3.1. Receives the required documents from the barangays and computes the Leave Benefits  2.a. Brgy. Nos. 1-18 2.b. Brgy. Nos. 19-36 2.c. Brgy. Nos. 37-53 2.d. Brgy. Nos. 54-70	None	30 minutes/brgy.	<i>Admin Aide IV Admin Aide I Admin Aide I Admin Officer IV City Budget Office</i>
	3.2. Checks / Reviews the computed Leave Benefits			<i>Supervising Admin Officer City Budget Office</i>
4. Review of Barangay Annual Investment Program (AIP)	4.1. Receives and reviews the submitted Brgy. AIP; prepares the endorsement letter for CBO's signature	None	20 minutes	<i>Supervising Admin Officer City Budget Office</i>



	4.2. Encodes the prepared endorsement letter for transmittal to CMO	None	10 minutes	<i>Admin Aide III</i> City Budget Office
5. Review of submitted Barangay & SK Annual Budget / Supplemental Budget as to compliance with Budgetary Requirements, PS Limitation and correctness of data	5.1. Receives the required documents from the barangay and undertakes initial / preliminary review. 5.a. Brgy. Nos. 1-18 5.b. Brgy. Nos. 19-36 5.c. Brgy. Nos. 37-53 5.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 Officer IV</i> City Budget Office
	5.2. Checks the initial findings and prepares the review actions/conditions thereon	None	20 minutes/brgy.	<i>Supervising Admin Officer</i> City Budget Office
	5.3. Encodes the review action / endorsement letter	None	30 minutes/brgy.	<i>Admin Aide III</i> City Budget Office
	5.4. Reviews the encoded review conditions and endorsement letter and submits the same to the Head of Office	None	20 minutes/brgy.	<i>Supervising Admin Officer</i> City Budget Office
	5.5. 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

- **External and Internal Services**



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

Payrolls, vouchers, purchase requests, obligation requests and other financial documents are submitted for City Budget Officer's certification as to availability of funds (Appropriation and Allotment).

<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, barangay officials and individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Payroll (1 copy) 2. Voucher (2 copies) 3. Purchase Request (1 copy) 4. Obligation Request (3 copies) 5. Other related supporting documents		Concerned individual, office or barangay (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.	Admin Aide IV Admin Aide I Job Order City Budget Office
	1.2. Forwards the document to the staff in-charge in the City Operations Division for processing	None	4 minutes/doc.	Admin Aide IV Admin Aide I Job Order City Budget Office



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





## FEEDBACK AND COMPLAINTS MECHANISM

<p>How to send feedback?</p>	<p>Answer the Customer Feedback Form and drop it at the Feedback Drop Box located at the Receiving Area of the office.</p>
<p>How feedbacks are processed?</p>	<p>Every Friday, the Officer at the Receiving Area opens the drop box, compiles and records all feedback submitted.</p> <p>Feedback requiring answers are forwarded to the concerned division and they are required to answer within three (3) days upon receipt of the feedback.</p> <p>The answers are then relayed to the citizens.</p> <p>For inquiries and follow-ups, clients may contact the telephone number: (052) 820-3048.</p>
<p>How to file a complaint?</p>	<p>Answer the Customer Feedback Form and drop it at the Complaints Drop Box located at the Public Assistance and Complaints Desk (PACD) of the office.</p> <p>Complaints can also be filed via telephone. Make sure to provide the following information:</p> <ul style="list-style-type: none"><li>- Name of person being complained</li><li>- Incident</li><li>- Evidence</li></ul> <p>For inquiries and follow-ups, clients may contact the telephone number: (052) 820-3048.</p>



<p>How complaints are processed?</p>	<p>The Officer monitoring the PACD opens the drop box on a daily basis and evaluates each complaint.</p> <p>Upon evaluation, the officer shall start the investigation and forward the complaint to the division chief for their explanation.</p> <p>The officer will prepare a report after the investigation and shall submit to the chief of office for appropriate action.</p> <p>The officer will give the feedback to the client.</p>
<p>Contact Information of CCB, PCC, ARTA</p>	<p>ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a>          1-ARTA (2782)          PCC: 8888          CCB:0908-881-6565 (SMS)</p>

Office	Address	Contact Information
<p>City Budget Office</p>	<p>2/F, City Hall Bldg.,            Rizal Street, Legazpi            City</p>	<p>(052) 820-3048  <a href="mailto:cbo_leg@yahoo.com">cbo_leg@yahoo.com</a> /  <a href="mailto:legazpicitybudget@gmail.com">legazpicitybudget@gmail.com</a></p>