



Services Offered:

1. Provision of budgeting services to the LGU
2. Assist the Sanggunian in the review of budgets of component barangays
3. Keep records of appropriation, allotment and obligations and prepare related reports.
4. Certify as to the availability of appropriation/allotment



1. CERTIFY AS TO THE AVAILABILITY OF APPROPRIATION/ALLOTMENT

This service includes the systematic encoding, recording monitoring and processing of transaction involving the City's Expenditures against the allocated resources. Certification of Obligation Request (OBR) as to the existence of Appropriation of Payrolls/Purchase Requests/Traveling Expenses and Other Expenditures under the General Fund, Special Accounts and Special Education Fund.

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| Office or Division: | Office of the City Budget Officer | | |
| Classification: | Simple | | |
| Type of Transaction: | G2C | | |
| Who may avail: | All Departments concerned including DepEd Personnel. | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| Document | | | |
| 1 | 2 Original Copies with Supporting Documents as required by the concerned office | OBR signed by Office Head | Respective Offices |
| 2 | | | Respective Offices |

| CLIENTS STEPS | AGENCY ACTIONS | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|------------------|-----------------|--|
| 1. Submit ObR with complete supporting documents | 1.1 Receives the required documents | None | 2 minutes | RONALD S. BULAWIN (under the supervision of Noemi Jane A. Babanto, OIC-City Budget Officer) |
| | 1.2 Controls/Posts the amount requested/granted in the Control ledger per office | | 10 minutes | ROSA G. ABRIOL , Data Controller I LEAH M. MAHUSAY , Budgeting Aide NIERITA F. BAHIAN , Administrative Aide I ANTONIETH G. LELIS , Clerk (under the Supervision of Noemi Jane A. Babanto, OIC-City Budget Officer) |
| | 1.3 Review Obligations, Charging and posting of expenses to appropriate expenses title and the amount of claim and encode transactions in the computer system. | | 5 minutes | KATHY J. MARTINEZ , Budget Officer I |



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| | 1.4 Signed the processed OBR to certify the existence of available appropriation/allotment | | 5 minutes | NOEMI JANE A. BABANTO , OIC-City Budget Officer |
| | 1.5 Assign Obligation Request (OBR) Number and Print transmittal letter of OBR funded and acted upon | | 3 minutes | KATHY J. MARTINEZ , Budget Officer I |
| 2. Receives the signed OBR with supporting documents and affix name and signature to the transmittal letter | 2.1 Transmit & forward the approved ObR to City Accounting Office and secure one copy of Transmittal Letter for filling purposes | | 2 minutes | RONALD S. BULAWIN , Job Order (under the Supervision of Noemi Jane A. Babanto, OIC-City Budget Officer) |

| For Purchase Request : | | | |
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| 1 | 1 Original copy | PR signed by the Requisitioning Officer | Respective Offices |
| 2 | 2 Original Copies | Signed OBR by the Head of Office as to charging appropriation | Respective Offices |
| 3 | 1 Original Copy | Approved Activity Design (if needed) | Respective Offices |

| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
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| 1. Submit Purchase Request with complete attachments | 1.1 Receives the required documents and check for its completeness | None | 2 Minutes | RONALD S. BULAWIN , Clerk (under the supervision of Noemi Jane A. Babanto, OIC-City Budget Officer) |
| | 1.2 Records the Purchase Request and Monitor all requests for availability of appropriation including balances of allotment | None | 10 minutes | ROSA G. ABRIOL , Data Controller I; LEAH M. MAHUSAY , Budgeting Aide; NIERITA F. BAHIAN , Administrative Aide I ANTONIETH G. LELIS , Clerk (under the Supervision of Noemi Jane A. Babanto, OIC-City |



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| | | | | Budget Officer) |
| | 1.3 Review posting of expenses to appropriate expenses title and amount requested for claim | None | 3 minutes | KATHY J. MARTINEZ, Budget Officer I |
| | 1.3 Sign the Purchase Request as to availability of appropriation/allotment | None | 3 minutes | NOEMI JANE A. BABANTO, OIC- City Budget Officer |
| 2. Receives the signed PR with supporting documents and affix name and signature to the logbook | 1.4 Record the signed Purchase Request in the Logbook and forward to the City Treasurer's Office | None | 5 minutes | RONALD S. BULAWIN, Clerk (under the Supervision of Noemi Jane A. Babanto, OIC-City Budget Officer) |



I. ASSIST THE SANGGUNIAN IN THE REVIEW OF BARANGAY AND SK ANNUAL & SUPPLEMENTAL BUDGET

This service will be providing technical assistance to the Sanggunian in the review of the Barangay and SK Annual and Supplemental Budgets which are submitted to the Sanggunian for Pass in Review to ensure that:

- a. Budgetary requirements and limitations provided in the Local Government Code are complied with;
- b. The budget does not exceed the estimated receipts and or income of the barangay; and
- c. The items of appropriations are not more than those provided by existing laws.

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| Office or Division: | Office of the City Budget Officer | | |
| Classification: | Complex | | |
| Type of Transaction: | G2G | | |
| Who may avail: | Sanggunian Panlungsod | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE |
| 1 | One Original Copy | Duly accomplished barangay preparation forms of annual/supplemental budget (AIP/SIP; GAD & BDRMM Plan; ABYIP-SK) | Respective Barangays concerned |

| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Endorse duly accomplished barangay preparation forms of annual/supplemental budget and other needed documents | 1.1 Receives the accomplished barangay preparation forms and check for its completeness. | None | 10 minutes | NOEMI JANE A. BABANTO, OIC- City Budget Officer |
| | 1.1 Inform the Barangay concerned of additional requirements needed for review | | 10 minutes | |
| | 1.2 Conduct initial review of Barangay Annual/Supplemental Budget pursuant to RA7160 and Local Budget Circulars issued by DBM | | 1 day | |



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| | 1.3 Encode Findings and Recommendation and Endorsement to Sanggunian Panlungsod | None | 30 minutes | NOEMI JANE A. BABANTO , OIC- City Budget Officer KATHY J. MARTINEZ , Budget Officer I |
| | 1.5 Review and Sign the endorsement letter to be forwarded to the Sanggunian | None | 30 minutes | NOEMI JANE A. BABANTO , OIC- City Budget Officer and the Local Finance Committee |
| 2. Receive the endorsement from the City Budget Officer for Final Review and approval | 2.3 Submit endorsement with attach Findings and Recommendations and retain Original copy for office filling purposes. | None | 3 minutes | NOEMI JANE A. BABANTO , OIC- City Budget Officer Budget Office Staff |



II. PROVISION OF BUDGETING SERVICES TO THE LGU

This service will provide technical assistance to the LCE in the preparation of the executive budget pursuant to RA 7160, Article Five. Section 475 which mandate the Budget Officer to assist the LCE in the preparation of the Budget and during budget hearings.

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| Office or Division: | Office of the City Budget Officer |
| Classification: | Highly Technical |
| Type of Transaction: | G2G |
| Who may avail: | All Offices of the City Government of El Salvador |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
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| 1 | 1 Original Copy | Estimated Income for the year City Treasurer |

| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
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| 1. Attend and participate during the Budget Call | 1. Assist and act as secretariat during the conduct of Budget Call and distribute copies of the Estimated Income to all concerned offices and CSO's | None | 1 day | NOEMI JANE A. BABANTO , OIC- City Budget Officer KATHY J. MARTINEZ , Budget Officer I |
| 2. Attend and participate during the Budget Forum | 2. Attend during the Budget Forum and explains to Department Heads the major thrusts and policy directions, sources of income, spending ceilings and budget strategies for the ensuing year. | None | 1 day | NOEMI JANE A. BABANTO , OIC- City Budget Officer LOCAL FINANCE COMMITTEE |
| 3. Prepare and Submit Office Budget Proposal | 3. Receives Budget proposal of the different offices/departments | None | 5 minutes | NOEMI JANE A. BABANTO , OIC- City Budget Office KATHY J. MARTINEZ , Budget Officer I |
| 4. Attend in the conduct of Budget Proposal Review/Budget Hearings | 4. Assist the LCE with the Local Finance Committee in the evaluation of Budget Proposal and Budget Hearings | None | 2 - 4 hours | NOEMI JANE A. BABANTO , OIC- City Budget Officer LOCAL FINANCE COMMITTEE |
| | 5. Consolidate all approved budget proposal and assists the LCE in the preparation of the proposed executive budget and shall submit | None | 1 month | HON. EDGAR S. LIGNES , City Mayor NOEMI JANE A. BABANTO , OIC- City Budget Officer |



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| | it to the Sanggunian not later than October 16 of the current fiscal year with other documentary /budgetary requirements pursuant to RA7160 and Local Budget Circulars issued by DBM | | | KATHY J. MARTINEZ , Budget Officer I |
| 5. Approved/authorize the Executive Budget | 6. Receive copy of the Ordinance and distribute copy of the Executive Budget to the Reviewing Authority and Department Office concerned. | None | 5 minutes | BUDGET OFFICE STAFF |