

**5. Service Name: APPROVAL OF THE BARANGAY BUDGET**

**Description of Service: Review of the Barangay Budgets pursuant to the provision of Section 59 of R.A. 7160, the Sangguniang Panlungsod Office shall review the Barangay Budgets of the 91 barangays of the City of Ilagan for their full operation.**

Office or Divisions	SANGGUNIANG PANLUNGSOD			
Classification	Highly Technical Transaction			
Type of Transactions	Government to Government			
Who may avail	91 Barangays of the City of Ilagan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complete set of Barangay Budget duly approved by the Barangay Council concerned.		Sangguniang Panlungsod - Administrative Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. City Budget Office will submit the reviewed barangay budget to the SP Office.	1. Receiving and recording of Barangay Budget.	None	1 day	May C. Estavillo Adm. Officer V
	2. Calendar the same in the agenda of the Sangguniang Panlungsod.	None	2 days before the scheduled session	Flordeliza S. Adelan Senior Adm. Asst. II
	3. Refer to the Committee on Finance and Appropriation for review in a committee hearing.	None	7 working days	Herminio Cantor, Jr. Records Officer III
	4. If the Barangay Budget are in order, it the Com. on Finance & Appropriation will submit its recommendation to the Sangguniang Panlungsod en banc for final deliberation & approval.	None	1 day before the scheduled session	Herminio Cantor, Jr. Records Officer III
	5. Preparation of resolution approving barangay budgets.	None	3 days	Maria Rosario Yumul SP Secretary Maria Cristina J. Ballesteros, Records Officer III
	6. Furnish copies of approved Barangay Budget to concerned Barangay.	None	5 working days	Elynn G. Roque Adm. Asst. V Purificacion M. Salaysay Bookbinder IV
TOTAL			15 days	