

**6. Service Name: APPROVAL OF ANNUAL BUDGET**

**Description of Service: Approval of the Annual Budget of the City Government of Ilagan for its full operation.**

Office or Divisions	SANGGUNIANG PANLUNGSOD			
Classification	Highly Technical Transaction			
Type of Transactions	Government to Government			
Who may avail	City Government of Ilagan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Complete set of the Proposed Annual Budget			Sangguniang Panlungsod - Administrative Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. City Budget Office will submit the proposed annual budget to the SP Office.	1. Receiving and recording of the proposed annual budget.	None	3 minutes	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 proposed annual budget is in order, 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 city's annual budget.	None	3 days	Maria Rosario Yumul, SP Secretary
	6. Furnish copies of approved Annual Budget to concerned offices.	None	5 working days	Purificacion M. Salaysay LLSE II Elynn Roque Adm. Asst. V
TOTAL			15 days	

