

CITY GOVERNMENT OF ILAGAN



2. SERVICE NAME: Barangay Budget Review - INTERNAL

Description of Service: Provide technical assistance to the local officials through proper budgeting to support the programs and projects of the City Government.

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| Office or Division: | CITY BUDGET OFFICE | | | |
| Classification: | HIGHLY TECHNICAL TRANSACTION | | | |
| Type of Transactions: | G2C | | | |
| Who may Avail: | BARANGAY | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| • Transmittal | Barangay | | | |
| • Appropriation Ordinance | Barangay | | | |
| • Plantilla of Personnel | Barangay | | | |
| • GAD Plan & Budget | Barangay | | | |
| • 5% BDRRM Plan | Barangay | | | |
| • ABYIP | Barangay | | | |
| • BCPC | Barangay | | | |
| • BPOPS | Barangay | | | |
| • 20% Development Plan | City Planning & Development Office | | | |
| • Program of Work | City Engineering Office | | | |
| • Local Budget Forms | City Budget Office | | | |
| • Income | City Accounting Office | | | |
| CLIENT STEP | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Secure required budget forms | • Provide technical assistance to barangays on budgeting matters | none | 30 minutes | MARLENE M. JUNIO <i>Supervising Admin Officer (Budget Officer IV)</i> |
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| | <ul style="list-style-type: none"> • Budget Review <ul style="list-style-type: none"> -Annual Budget Supplemental Budget -Realignment | none | 1 hour & 30 minutes | MARLENE M. JUNIO <i>Supervising Admin Officer (Budget Officer IV)</i> |
| | <ul style="list-style-type: none"> • Preparation of endorsement letter to Sangguniang Panlungsod | none | 10 minutes | MARIE A. ABAD <i>Senior Admin. Asst. II (Computer Operator IV)</i> |
| | <ul style="list-style-type: none"> • Signature of the City Budget Officer | none | 5 minutes | MELANIE A. NICOLAS <i>Bookbinder II</i> |
| | <ul style="list-style-type: none"> • Transmittal to Sangguniang Panlungsod for approval | none | 15 minutes | MERCEDES P. YADAO, CPA <i>City Budget Officer</i> |
| | | | | MARIE A. ABAD <i>Senior Admin. Asst. II (Computer Operator IV)</i> |
| | | | | MELANIE A. NICOLAS <i>Bookbinder II</i> |
| | TOTAL | | 2 hours & 30 minutes | |