

# 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.

<b>Office or Division:</b>			<b>CITY BUDGET OFFICE</b>	
<b>Classification:</b>			<b>HIGHLY TECHNICAL TRANSACTION</b>	
<b>Type of Transactions:</b>			<b>G2C</b>	
<b>Who may Avail:</b>			<b>BARANGAY</b>	
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Transmittal</li> <li>• Appropriation Ordinance</li> <li>• Plantilla of Personnel</li> <li>• GAD Plan &amp; Budget</li> <li>• 5% BDRRM Plan</li> <li>• ABYIP</li> <li>• BCPC</li> <li>• BPOPS</li> <li>• 20% Development Plan</li> <li>• Program of Work</li> <li>• Local Budget Forms</li> <li>• Income</li> </ul>			Barangay Barangay Barangay Barangay Barangay Barangay Barangay Barangay Barangay City Planning & Development Office City Engineering Office City Budget Office City Accounting Office	
<b>CLIENT STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure required budget forms	<ul style="list-style-type: none"> <li>• Provide technical assistance to barangays on budgeting matters</li> </ul>	none	30 minutes	<b>MARLENE M. JUNIO</b> <i>Supervising Admin Officer (Budget Officer IV)</i>

	<ul style="list-style-type: none"> <li>•Budget Review</li> <li>-Annual Budget</li> <li>Supplemental Budget</li> <li>-Realignment</li> </ul>	none	1 hour & 30 minutes	<p><b><u>MARLENE M. JUNIO</u></b> <i>Supervising Admin Officer (Budget Officer IV)</i></p> <p><b><u>MARIE A. ABAD</u></b> <i>Senior Admin. Asst. II (Computer Operator IV)</i></p> <p><b><u>MELANIE A. NICOLAS</u></b> <i>Bookbinder II</i></p>
	<ul style="list-style-type: none"> <li>•Preparation of endorsement letter to Sangguniang Panlungsod</li> </ul>	none	10 minutes	<p><b><u>MELANIE A. NICOLAS</u></b> <i>Bookbinder II</i></p>
	<ul style="list-style-type: none"> <li>•Signature of the City Budget Officer</li> </ul>	none	5 minutes	<p><b>MERCEDES P. YADAO, CPA</b> <i>City Budget Officer</i></p>
	<ul style="list-style-type: none"> <li>•Transmittal to Sangguniang Panlungsod for approval</li> </ul>	none	15 minutes	<p><b><u>MARIE A. ABAD</u></b> <i>Senior Admin. Asst. II (Computer Operator IV)</i></p> <p><b><u>MELANIE A. NICOLAS</u></b> <i>Bookbinder II</i></p>
<b>TOTAL</b>			<b>2 hours &amp; 30 minutes</b>	