

Description of Service: Preparation and implementation of budget in coordination with the City Planning and Development Coordinator, Accountant and Treasurer are in charge of local government unit concerns on appropriations.

Office or Division:	CITY BUDGET OFFICE
Classification:	HIGHLY TECHNICAL TRANSACTION
Type of Transactions:	G2C
Who may Avail:	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Transmittal • Appropriation Ordinance • Budget Message • Plantilla of LGU Personnel • Statement of Indebtedness (LBP Form No. 5) • Annual Investment Program • Gender and Development • Local Disaster Risk Reduction and Management Plan • Local Climate Change Action Plan • Peace and Order Plan • Local Nutrition Action Plan • Annual Cultural Development Plan • Indicative Annual Procurement Plan • List of PPAs for the Local Council for the Protection of Children • List of PPAs for Senior Citizens and Persons with Disabilities • List of PPAs to Combat Acquired Immune Deficiency Syndrome (AIDS) • List of PPAs to Address the Problem of Illegal Drugs • Local Budget Preparation Form No. 8 • Local Budget Preparation Form No. 9 	<p>City Budget Office City Budget Office City Budget Office City Budget Office</p> <p>City Budget Office City Budget Office City Budget Office</p> <p>City Budget Office City Budget Office City Budget Office City Budget Office City Budget Office City Budget Office</p> <p>City Budget Office</p> <p>City Budget Office</p> <p>City Budget Office</p> <p>City Budget Office City Budget Office</p>

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure required budget forms	<ul style="list-style-type: none"> • Provide technical assistance to barangays on budgeting matters 	none	30 minutes	<u>MARLENE M. JUNIO</u> <i>Supervising Admin Officer (Budget Officer IV)</i>
	<ul style="list-style-type: none"> • Budget Review - Annual Budget Supplemental Budget - Realignment 	none	1 hour & 30 minutes	<u>MARLENE M. JUNIO</u> <i>Supervising Admin Officer (Budget Officer IV)</i> <u>MARIE A. ABAD</u> <i>Senior Admin. Asst. II (Computer Operator IV)</i> <u>MELANIE A. NICOLAS</u> <i>Bookbinder II</i>
	<ul style="list-style-type: none"> • Preparation of endorsement letter to Sangguniang Panlungsod 	none	10 minutes	<u>MELANIE A. NICOLAS</u> <i>Bookbinder II</i>
	<ul style="list-style-type: none"> • Signature of the City Budget Officer 	none	5 minutes	MERCEDES P. YADAO, CPA <i>City Budget Officer</i>
	<ul style="list-style-type: none"> • Transmittal to Sangguniang 	none	15 minutes	<u>MARIE A. ABAD</u> <i>Senior Admin. Asst. II (Computer Operator IV)</i> <u>MELANIE A. NICOLAS</u>

	Panlungsod for approval			<i>Bookbinder II</i>
TOTAL			2 hours & 30 minutes	