

# CITY GOVERNMENT OF ILAGAN



### 3. SERVICE NAME: ANNUAL/SUPPLEMENTAL BUDGET PREPARATION - EXTERNAL

**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.

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

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