



Internal

2. SERVICE NAME: BARANGAY BUDGET REVIEW

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

Office or Division:	CITY BUDGET OFFICE
Classification:	HIGLY TECHNICAL TRANSACTION
Type of Transaction:	G2G
Who may avail:	BARANGAY

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ● Transmittal ● Appropriation Ordinance ● Plantilla of Personnel ● GAD Plan & Budget ● 5% BDRRM Plan ● ABYIP ● BCPC ● BPOPS ● 20% Development Plan ● Program of Work ● Local Budget Forms ● Income 	<ul style="list-style-type: none"> Barangay Barangay Barangay Barangay Barangay Barangay Barangay Barangay City Planning & Development Office City Engineering Office City Budget Office City Accounting Office

CLIENT STEPS	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	<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	<p><u>MARLENE M. JUNIO</u> <i>Supervising Admin Officer (Budget Officer IV)</i></p> <p><u>MARIE A. ABAD</u> <i>Administrative Officer V (Budget Officer III)</i></p> <p><u>MELANIE A. NICOLAS</u> <i>Administrative Officer I (Records Officer I)</i></p> <p><u>MELANIE A. NICOLAS</u> <i>Administrative Officer I (Records Officer I)</i></p>
		<ul style="list-style-type: none">●Preparation of endorsement letter to Sangguniang Panlungsod			
		<ul style="list-style-type: none">●Signature of the City Budget Officer	None	10 minutes	<p><u>MERCEDES P. YADAO, CPA</u> <i>City Budget Officer</i></p>

