

Internal/External

5. SERVICENAME: APPROVAL OF THE BARANGAY BUDGET

Description of the Service: Review of the Barangay Budgets pursuant to the provision of Section 59 of R.A. 7160, the Sanggunian shall review the Barangay Budgets of the 91 barangays of the City of Ilagan for their full operation.

Office or Division:	SANGGUNIANG PANLUNGSOD				
Classification:	Highly Technical Transaction				
Type of Transaction:	Government to Government				
Who may avail:	91 Barangays of the City of Ilagan				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Complete set of Barangay Budget duly approved by the Barangay Council concerned.			Sangguniang Panlungsod- Administrative Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. The City Budget Office will submit the reviewed barangay budgets to the SP Office.	1. Receiving and recording of Barangay Budget.	None	1 day	May C. Estavillo Adm. Officer V	
	2. Calendar the same in the agenda of the Sangguniang Panlungosd.	None	2 days before the scheduled session	Flordeliza S. Adelan-Senior Adm. Asst. II	
	3. Refer to concerned committee for review.	None	7 working days	Herminio M. Cantor- Adm. Officer V Gina G. Laddit Adm. Officer V	

			None	1 day before the scheduled session	Lorri Meijie O. Nacio – Adm. Aide VI Herminio M. Cantor- Adm. Officer V
		4. If the barangay budget are in order, the concerned committee will submit its recommendation to the Sangguniang Panlungsod en banc for final deliberation and approval.	None	3 days	Maria Rosario I. Yumul- SP Secretary
		5. Preparation of resolution approving barangay budgets.	None	2 days	Maria Cristina J. Ballesteros - Records Officer III Purificacion M. Salaysay- Bookbinder IV
		6. Furnish copies of approved Barangay Budget to concerned barangay.			Ma. Cecilia M. Marcelo- Adm. Aide V
		TOTAL		15 days	