



Internal/External

6. **SERVICENAME:** APPROVAL OF THE BARANGAY BUDGET

Description of the Service: Approval of the Annual Budget of the City Government of Ilagan for its full operation.

Office or Division:	SANGGUNIANG PANLUNGSOD			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Government			
Who may avail:	City Government of Ilagan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complete set of the Proposed Annual Budget		Sangguniang Panlungsod- Administrative Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. City Budget Office will submit the proposed annual budget to the SP Office	1. Receiving and recording of the proposed annual budget.	None	3 minutes	May C. Estavillo (Adm. Office V)
	2. Calendar the same in the agenda of the Sangguniang Panlungsod.	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 Cantor (Adm. Officer V)
	4. If the proposed annual budget is in order, the concerned committee will	None	1 day before the schedule session	Mr. Herminio Cantor (Adm. Officer V)
		None	3 days	



	submit its recommendation to the Sanguuniang Panlungsod en banc for the final deliberation & approval. 5. Preparation of resolution approving city's annual budget. 6. Furnish copies of approved annual Budget to concerned offices.	None	2 days	Maria Rosario I. Yumul (SP Secretary) Purificacion M. Salaysay- Bookbinder IV
	Total		15 days	