CITY BUDGET OFFICE INTERNAL SERVICES



1. PREPARATION OF THE CITY ANNUAL BUDGET

Plan for the expenditures of the projected income of the city for the financial year.

OFFICE OR DIVISION	City Budget Office	•		
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All departments/offices in the city governments	nent		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
	Plan (PPMP) (1 Original, 4 Photocopy)	Respective departments		
	P) Form No. 2 (1 Original, 1 Photocopy)	Respective departments		
Programmed Appropriation and Obli	gation by Object of Expenditure (1	Respective departments	s/offices	
Original, 1 Photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit budget proposal.	1.1 Receive budget proposal of different departments/offices.	None	July 1 to July 15, annually	Loreta A. Maliksi
	1.2 Review and consolidate budget proposals.	None	July 16 to October 16, annually	Ms. Arlene DG Duminding City Budget Officer
	1.3 Finalize the budget for budget hearing.	None		
	1.4 Forward to the City Mayor for approval and indorse the same to Sangguniang Panlungsod for final review and appropriate action for the enactment of Sangguniang Panlungsod Ordinance.	None		
	Fill-out Client Satisfaction Rating Form			
	TOTAL	None	On Schedule	



2. ISSUANCE OF APPROVED OBLIGATION REQUEST (ObR) (SALARIES AND WAGES – REGULAR AND CASUAL AND JOB ORDER) Ensuring that all salaries and wages of all employees are accounted for.

Simple CYPE OF TRANSACTION G2G - Government to Government		wages of all employees are accounted for				
MID MAY AVAIL THE SERVICE All departments of Government All departments of Education - Division of Imus City	OFFICE OR DIVISION	City Budget Office				
## AVAIL THE SERVICE All departments/offices in the city government; Department of Education — Division of Imus City CHECKLIST OF REQUIREMENTS For General Procurement Purchase Request duly signed and approved by the requesting official and approving authority (City Mayor, City Administrator or School District Supervisor) Dibigation Request Form (1 original, 2 photocopies) Respective departments/offices ### Approved Salaries and Wages/Job Order Human Resource Management Unit	CLASSIFICATION	Simple				
CHECKLIST OF REQUIREMENTS For General Procurement Purchase Request duly signed and approved by the requesting official and approving authority (City Mayor, City Administrator or School District Supervisor) Dibigation Request Form (1 original, 2 photocopies) For Employees' Salaries and Wages/Job Order Payroll For Travel Expenses Letter of Invitation Approved Travel Order and Itinerary CLIENT STEPS AGENCY ACTION FEES TO BE PAID PROCESSING TIME Agency J. Camia (for SEF) Loreta A. Maliksi (for General Fund) Anna Angelica C. De leon (P.S) 1.2. Check availability of fund, prepares obligation requests and record 1.3. Check record and assign OBR Number 1.4. Approve and sign the Obligation Request Porm. WHERE TO SECURE Respective departments/offices	TYPE OF TRANSACTION	G2G – Government to Government				
For General Procurement Purchase Request duly signed and approved by the requesting official and approving authority (City Mayor, City Administrator or School District Supervisor) Dibigation Request Form (1 original, 2 photocopies) For Employees' Salaries and Wages/Job Order Payroll For Travel Expenses Letter of Invitation Approved Travel Order and Itinerary CLENT STEPS I. Submit payroll of monthly salaries of regular, casual and job order employees 1.1.2. Check availability of fund, prepares obligation requests and record I. 3. Check record and assign OBR None I. 4. Approve and sign the Obligation Request Form. 2. Claim the Obligation Request Form. Respective departments/offices Respective departments/offices Respective departments/offices Respective departments/offices Respective departments/offices Respective departments/offices Respective departments/offices Respective departments/offices Respective departments/offices Respective departments/offices Respective departments/offices Respective departments/offices Respective departments/offices Respective departments/offices Respective departments/offices Person responsible Training/Seminar Organizing Committee Office of the City Administrator FEES TO BE PAID PROCESING TIME PERSON RESPONSIBLE None 2 minutes Nancy J. Camia (for SEF) Loreta A. Maliksi (for General Fund) Anna Angelica C. De leon (P.S) After Departments/offices None 1 hour (For SEF) Nancy J. Camia (for SEF) Nancy J. Cami	WHO MAY AVAIL THE SERVICE	All departments/offices in the city government; Department of Education – Division of Imus City				
Purchase Request duly signed and approved by the requesting official and approving authority (City Mayor, City Administrator or School District Supervisor) Dibligation Request Form (1 original, 2 photocopies) For Employees' Salaries and Wages/Job Order Payroll Human Resource Management Unit For Travel Expenses Letter of Invitation Approved Travel Order and Itinerary CLIENT STEPS L. Submit payroll of monthly salaries of regular, casual and job order employees 1.1 Receive payroll of employees. AGENCY ACTION FEES TO BE PAID None PROCESSING TIME Nancy J. Camia (for SEF) Loreta A. Maliksi (for General Fund) Anna Angelica C. De leon (P.S) 1.2. Check availability of fund, prepares obligation requests and record 1.3 Check record and assign OBR None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF) Loreta A. Maliksi (for SEF) Loreta A. Maliksi (for SEF) 1.4 Approve and sign the Obligation Request 2. Claim the Obligation Request 2. Release of approved and signed Obligation Request Form.	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
approving authority (City Mayor, City Administrator or School District Supervisor) Digitation Request Form (1 original, 2 photocopies) For Employees' Salaries and Wages/Job Order Payroll Human Resource Management Unit For Travel Expenses Letter of Invitation Approved Travel Order and Itinerary CLIENT STEPS AGENCY ACTION 1.1 Receive payroll of employees. PEST O BE PAID Anna Angelica C. De leon (P.S) 1.2. Check availability of fund, prepares obligation requests and record 1.3 Check record and assign OBR Number 1.4 Approve and sign the Obligation Request 1.4 Approve and sign the Obligation Request Form. PESSING TIME PERSON RESPONSIBLE None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF) Loreta A. Maliksi (for General Fund) Anna Angelica C. De leon (P.S) None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF) None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF) None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF) None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF) None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF) None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF) None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF) None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF) None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (In SEF) None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (In SEF) None 1 hour Arlene DG Duminding (Job Order) None 2 C. Claim the Obligation Request Form.	For General Procurement					
Respective departments/offices	Purchase Request duly signed and a	approved by the requesting official and	Respective departments	s/offices		
For Employees' Salaries and Wages/Job Order Payroll Human Resource Management Unit For Travel Expenses Letter of Invitation Training/Seminar Organizing Committee Approved Travel Order and Itinerary Office of the City Administrator CLIENT STEPS AGENCY ACTION FEES TO BE PAID PROCESSING TIME Nancy J. Camia (for SEF) Loreta A. Maliksi (for General Fund) Approved employees I.2. Check availability of fund, prepares obligation requests and record 1.3. Check record and assign OBR None 1 hour (Fe.S) I.4. Approve and sign the Obligation None 30 minutes I.4. Approve and sign the Obligation Request I.5. Claim the Obligation Request Obligation Request Form.	approving authority (City Mayor, City Supervisor)	Administrator or School District				
Payroll For Travel Expenses	Obligation Request Form (1 original,	2 photocopies)	Respective departments	s/offices		
For Travel Expensesetter of Invitation						
Letter of Invitation Approved Travel Order and Itinerary CLIENT STEPS AGENCY ACTION Stalaries of regular, casual and job order employees 1.1 Receive payroll of employees 1.2. Check availability of fund, prepares obligation requests and record 1.3 Check record and assign OBR Number 1.4 Approve and sign the Obligation Request 2. Claim the Obligation Request Fersion Stephan Description of the City Administrator Training/Seminar Organizing Committee Office of the City Administrator PERSON RESPONSIBLE Nancy J. Camia (for SEF) Loreta A. Maliksi (for General Fund) Anna Angelica C. De leon (P.S) Agency J. Camia (for SEF) Nancy J. Camia (fo	Payroll		Human Resource Mana	gement Unit		
Approved Travel Order and Itinerary CLIENT STEPS 1. Submit payroll of monthly salaries of regular, casual and job order employees 1. 2. Check availability of fund, prepares obligation requests and record 1. 3. Check record and assign OBR Number 1. 4. Approve and sign the Obligation Request 2. Claim the Obligation Request 2. Claim the Obligation Request CLIENT STEPS AGENCY ACTION FEES TO BE PAID PROCESSING TIME PROCESSING TIME PROCESSING TIME Nancy J. Camia (for SEF) Loreta A. Maliksi (for General Fund) Anna Angelica C. De leon (P.S) None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF) None 1 hour Arlene DG Duminding (for SEF) None 1 hour City Budget Officer Loreta A. Maliksi City Budget Officer Loreta A. Maliksi Cobligation Request Form.	For Travel Expenses					
CLIENT STEPS 1. Submit payroll of monthly salaries of regular, casual and job order employees 1. Check availability of fund, prepares obligation requests and record 1. Check record and assign OBR Number 1. Approve and sign the Obligation Request Form. AGENCY ACTION FEES TO BE PAID PROCESSING TIME PROSON RESPONSIBLE Nancy J. Camia (for SEF) Nancy J. Camia (for SEF) Nancy J. Camia (for SEF) Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF) None 1 hour None None 1 hour None 1 hour None None 1 hour None None 1 hour None None None 1 hour None None None None None None None None	Letter of Invitation					
1. Submit payroll of monthly salaries of regular, casual and job order employees 1.1 Receive payroll of employees. None 2 minutes Nancy J. Camia (for SEF) Loreta A. Maliksi (for General Fund) Anna Angelica C. De leon (P.S) 1.2 Check availability of fund, prepares obligation requests and record 1.3 Check record and assign OBR None 1 hour Arlene DG Duminding (Job Order) Nancy J. Camia (For SEF) Arlene DG Duminding (for SEF) None 1 hour 1 hour Arlene DG Duminding (for SEF) None 1 hour 2 minutes Arlene DG Duminding (Job Order) Nancy J. Camia (For SEF) None 2 minutes Arlene DG Duminding (Job Order) Nancy J. Camia (Job Order) Nancy J. Camia (For SEF) None 1 hour 1 hour	Approved Travel Order and Itinerary					
Salaries of regular, casual and job order employees 1.2. Check availability of fund, prepares obligation requests and record 1.3. Check record and assign OBR Number 1.4. Approve and sign the Obligation Request 2. Claim the Obligation Request Compared to the American Service of Service (for SEF) Loreta A. Maliksi (for General Fund) Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF) 1 hour Arlene DG Duminding (for SEF) None 1 hour 1 hour Ms. Arlene DG Duminding (for SEF) Service of Service of Service of Comparison of Service o	CLIENT STEPS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
obligation requests and record 1.3 Check record and assign OBR None 1 hour 1.4 Approve and sign the Obligation Request 2. Claim the Obligation Request Obligation Request Form. Obligation requests and record None 1 hour 1 hour 30 minutes Ms. Arlene DG Duminding City Budget Officer None 1 minute Loreta A. Maliksi	Submit payroll of monthly salaries of regular, casual and job order employees	1.1 Receive payroll of employees.	None	2 minutes	(for SEF) Loreta A. Maliksi (for General Fund) Anna Angelica C. De leon	
1.4 Approve and sign the Obligation Request 2. Claim the Obligation Request City Budget Officer None None 1 minute Loreta A. Maliksi Obligation Request Form.		obligation requests and record 1.3 Check record and assign OBR			(Job Order) Nancy J. Camia	
Form. Obligation Request Form.		1.4 Approve and sign the Obligation Request				
Fill-out Client Satisfaction Rating Form	Claim the Obligation Request Form.		None	1 minute	Loreta A. Maliksi	
		Fill-out Client Satis	faction Rating Form			

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TOTAL	None	2 hours and 33	
		minutes	

3. ISSUANCE OF APPROVED OBLIGATION REQUEST (ObR) (PURCHASES AND OTHER EXPENSES) Ensuring all expenditures are properly recorded and charged with its account codes.

OFFICE OR DIVISION	City Budget Office					
CLASSIFICATION	Simple					
TYPE OF TRANSACTION	G2G – Government to Government					
WHO MAY AVAIL THE SERVICE	All departments/offices in the city governr	All departments/offices in the city government; Department of Education – Division of Imus City				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
For General Procurement						
Purchase Request duly signed and a	approved by the requesting official and	Respective departments	s/offices			
approving authority (City Mayor, City	Administrator or School District					
Supervisor)						
Obligation Request Form (1 original,	2 photocopies)	Respective departments	s/offices			
Purchases and other expenses						
Purchase Request, Purchase Order		Respective department	heads/offices			
	For Travel Expenses					
Letter of Invitation		Training/Seminar Organizing Committee				
Approved Travel Order and Itinerary		Office of the City Administrator				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Submit duly accomplished	1.1 Receive the Purchase Request and	None	2 minutes	Nancy J. Camia		
Purchase Requests form with	Obligation Request Form.			(for SEF)		
signature of dept. head and				Loreta A. Maliksi		
approved by Mayor / Administrator				(for General Fund)		
	1.2 Check availability of appropriation	None	5 minutes	Arlene DG Duminding		
	and attach slip as proof of funds			(General Fund)		
				Nancy J. Camia		
	1.3 Record and assign Obligation	None	2 minutes	(for SEF Fund)		
	Request Number					
	A A Annuncia and sing the Obline	Mana	E Minister	Ma Adama DO Domai II		
	1.4 Approve and sign the Obligation	None	5 Minutes	Ms. Arlene DG Duminding		
	Request			OIC- City Budget Office		



2. Claim the Obligation Request	2. Release of approved and signed	None	1 minute	Loreta A. Maliksi	
Form.	Obligation Request Form.				
Fill-out Client Satisfaction Rating Form					
TOTAL None 15 minutes					

4. PROCESSING OF DISBURSEMENT VOUCHERS OF UTILITY, COMMUNICATION AND SUBSCRIPTION EXPENSES

Ensuring that all utilities, communications, and subscription expenses are budgeted and processed on time.

OFFICE OR DIVISION	City Budget Office					
CLASSIFICATION	Simple					
TYPE OF TRANSACTION	G2G – Government to Government					
WHO MAY AVAIL THE SERVICE	All departments/offices in the city governments	All departments/offices in the city government; Department of Education – Division of Imus City				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
Statement of Account/ Billing Staten	nent	Maynilad, MERALCO, F	PLDT			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit Statement of Account of monthly utilities – Meralco, PLDT,	1.1 Receive the requirement.	None	1 minute	Loreta A. Maliksi		
Maynilad	1.2 Prepare disbursement voucher and Obligation Request (ObR)	None	5 minutes	Nancy J. Camia (for SEF) Chona S. Dela Cruz Bernadette M. Balinas		
	1.3 Record and assign Obligation Request Number	None	2 minutes	Arlene DG Duminding (for general Fund Nancy J. Camia (for SEF)		
	1.4 Approve and sign the Obligation Request	None	2 minutes	Ms. Arlene DG Duminding OIC- City Budget Office		
	1.5 Forward and process to Office of the City Administrator, City Accounting and Internal Audit Services Office and City Treasurer's Office.	None	3 days	Nancy J. Camia (for SEF) Bernadette M. Balinas (for General Fund)		
2. Claim check.	2. Release check.	None	13 minutes	City Treasurer's Office		

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Fill-out Client Satisfaction Rating Form				
TOTAL	None	3 days and 10		
		minutes		

5. PREPARATION OF DISBURSEMENT VOUCHER FOR FIRE INSURANCE AND LOAN AMORTIZATION

Ensuring that fire insurance and loan ammortization are processed and paid before due date.

OFFICE OR DIVISION	City Budget Office				
CLASSIFICATION	Simple				
TYPE OF TRANSACTION	G2G – Government to Government				
WHO MAY AVAIL THE SERVICE	Financing/ Lending Sector				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Statement of Account/ Billing Staten	nent	City Accounting Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit Statement of Account of	1.1 Receive the requirement.	None	1 minute	Bernadette M. Balinas	
Existing Loan	1.2 Prepare disbursement voucher and Obligation Request (ObR)	None	5 minutes	Bernadette M. Balinas	
	1.3 Record and assign Obligation Request Number	None	2 minutes	Ms. Arlene DG Duminding OIC- City Budget Office	
	1.4 Approve and sign the Obligation Request	None	2 minutes	Ms. Arlene DG Duminding OIC- City Budget Office	
	1.5 Forward and process to Office of the City Administrator, City Accounting and Internal Audit Services Office and City Treasurer's Office.	None	3 days	Bernadette M. Balinas	
	TOTAL	None	3 days and 10 minutes		



6. PRELIMINARY REVIEW OF BARANGAY ANNUAL AND SUPPLEMENTAL BUDGET

Review of the Annual and Supplemental Budget of Barangay and SK.

OFFICE OR DIVISION	City Budget Office				
CLASSIFICATION	Simple				
TYPE OF TRANSACTION	G2G – Government to Government				
WHO MAY AVAIL THE SERVICE	Barangays				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Standard Budget Preparation Forms	(1 Original, 6 Photocopies)	Respective Barangays			
Annual Investment Plan (1 Original,	6 Photocopies)	Respective Barangays			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit duly accomplished Barangay Budget Forms and Annual Investment Plan.		None	1 minute	Neria Arguelles (for Barangay Budget) Nancy J. Camia (SK Budget)	
	1.2 Conduct initial review of the barangay annual/supplemental budget OR Conduct initial review of the SK annual/supplemental budget	None	15 minutes		
	1.3. Sign review and transmittal letter of barangay or SK annual/supplemental budget	None	10 minutes	Ms. Arlene DG Duminding OIC- City Budget Office	
2. Receive transmittal letter	2.1 Forward signed transmittal/indorsement letter to Sangguniang Panlungsod recommending the approval of budget in its regular session.	None	5 minutes	Neria Arguelles (for Barangay Budget) Nancy J. Camia (SK Budget)	
3. Receive the copy of Barangay Annual and Supplemental Budget.	3. Furnish the concerned barangay the copies of approved Barangay Annual and Supplemental Budget, OR	None	5 minutes	Neria Arguelles (for Barangay Budget) Nancy J. Camia	

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	Furnish the concerned barangay the copies of approved SK Annual and Supplemental Budget.			(SK Budget)
Fill-out Client Satisfaction Rating Form				
	TOTAL	None	31 minutes	

