

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 government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Procurement Project Management Plan (PPMP) (1 Original, 4 Photocopy)		Respective departments/offices		
DBM Local Budget Preparation (LBP) Form No. 2 (1 Original, 1 Photocopy)		Respective departments/offices		
Programmed Appropriation and Obligation by Object of Expenditure (1 Original, 1 Photocopy)		Respective departments/offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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.

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 government; Department of Education – Division of Imus City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For General Procurement				
Purchase Request duly signed and approved by the requesting official and approving authority (City Mayor, City Administrator or School District Supervisor)		Respective departments/offices		
Obligation Request Form (1 original, 2 photocopies)		Respective departments/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	PERSON RESPONSIBLE
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	None	1 hour	Arlene DG Duminding (Job Order) Nancy J. Camia (for SEF)
	1.3 Check record and assign OBR Number	None	1 hour	
	1.4 Approve and sign the Obligation Request	None	30 minutes	Ms. Arlene DG Duminding City Budget Officer
2. Claim the Obligation Request Form.	2. Release of approved and signed Obligation Request Form.	None	1 minute	Loreta A. Maliksi

Fill-out Client Satisfaction Rating Form

TOTAL	None	2 hours and 33 minutes	
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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 government; Department of Education – Division of Imus City			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For General Procurement				
Purchase Request duly signed and approved by the requesting official and approving authority (City Mayor, City Administrator or School District Supervisor)	Respective departments/offices			
Obligation Request Form (1 original, 2 photocopies)	Respective departments/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
1. Submit duly accomplished Purchase Requests form with signature of dept. head and approved by Mayor / Administrator	1.1 Receive the Purchase Request and Obligation Request Form.	None	2 minutes	Nancy J. Camia (for SEF) Loreta A. Maliksi (for General Fund)
	1.2 Check availability of appropriation and attach slip as proof of funds	None	5 minutes	Arlene DG Duminding (General Fund) Nancy J. Camia (for SEF Fund)
	1.3 Record and assign Obligation Request Number	None	2 minutes	Nancy J. Camia (for SEF Fund)
	1.4 Approve and sign the Obligation Request	None	5 Minutes	Ms. Arlene DG Duminding OIC- City Budget Office

2. Claim the Obligation Request Form.	2. Release of approved and signed Obligation Request Form.	None	1 minute	Loreta A. Maliksi
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 government; Department of Education – Division of Imus City			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Statement of Account/ Billing Statement	Maynilad, MERALCO, PLDT			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Statement of Account of monthly utilities – Meralco, PLDT, Maynilad	1.1 Receive the requirement.	None	1 minute	Loreta A. Maliksi
	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

Fill-out Client Satisfaction Rating Form

TOTAL	None	3 days and 10 minutes	
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5. PREPARATION OF DISBURSEMENT VOUCHER FOR FIRE INSURANCE AND LOAN AMORTIZATION

Ensuring that fire insurance and loan amortization 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 Statement		City Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Statement of Account of Existing Loan	1.1 Receive the requirement.	None	1 minute	Bernadette M. Balinas
	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
1. Submit duly accomplished Barangay Budget Forms and Annual Investment Plan.	1.1 Receive submitted Barangay Annual and Supplemental Budget. OR Receive submitted SK Annual and Supplemental Budget.	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

(SK Budget)

Furnish the concerned barangay the copies of approved SK Annual and Supplemental Budget.

Fill-out Client Satisfaction Rating Form

TOTAL

None

31 minutes

