

2. Office of the City Budget Officer

2.1. AVAILMENT OF BUDGET REVIEW AND TECHNICAL ASSISTANCE

CLIENT GROUPS:

Barangay Officials

SERVICE SCHEDULE:

Monday to Friday,

8:00 AM to NOON and 1:00 PM to 5:00 PM

TOTAL PROCESSING TIME:

Budget Review - 35 minutes

Technical Assistance - 15 minutes

REQUIREMENTS:**TOTAL FEES/CHARGES:**

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CBO	Transaction Time	Responsible Person
Budget Review			
1. Proceed to City Budget Office (CBO) and present the Annual Budget and Supplemental Budget for review	Reviews the Annual and Supplemental Budgets	30 Minutes	JINKY E. AQUINO CGDH I/ City Budget Officer
	Endorse the Annual and Supplemental Budget to Sangguniang Panlungsod for Approval	10 minutes	
	Informs the clients for the release of the approved Annual and Supplemental Budget	20 minutes	
2. Receive the approved Annual and Supplemental Budget	Release the approved Annual and Supplemental Budget	5 minutes	PETER PAUL D. SALLAN Administrative Aide IV
Technical Assistance			
1. Proceed to CBO and inquire for the assistance needed (Barangay Budget Report, Receipts and Expenditures Worksheets, Statement of	Answers queries and provides technical assistance regarding their barangay budget concerns	15 minutes	JINKY E. AQUINO CGDH I/ City Budget Officer STEPHANIE J. JARDIN Administrative Aide IV

Appropriations, Commitments and Balances (SACB) and Registry of Appropriation & Commitment (RAC)			PETER PAUL D. SALLAN Administrative Aide IV
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2.2. AVAILMENT OF BUDGET AVAILABILITY CERTIFICATE

CLIENT GROUPS:

Barangay Officials
City Government Department Heads and Employees
Attached National Agencies

SERVICE SCHEDULE:

Monday to Friday,
8:00 AM to NOON and 1:00 PM to 5:00 PM

TOTAL PROCESSING TIME:

15 minutes

REQUIREMENTS:

TOTAL FESS/ CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CBO	Transaction Time	Responsible Person
1. Proceed to CBO and request for Certificate of Budget Appropriation	Receives the request Prepares and signs the certificate	10 minutes	STEPHANIE J. JARDIN Administrative Aide IV MARIANNE D. LEDESMA Admin. Asst. II (Budgeting Assistant) JINKY E. AQUINO CGDH I/ City Budget Officer
2. Receive the requested Certificate of Budget Appropriation	Issues the certificate	5 minutes	STEPHANIE J. JARDIN Administrative Aide IV

2.3. AVAILMENT OF FINANCIAL PLAN AND ALLOTMENT RELEASE ORDER (ARO)

CLIENT GROUPS:

Barangay Officials

City Government Department Heads and Employees

Attached National Agencies

SERVICE SCHEDULE:

Monday to Friday,

8:00 AM to NOON and 1:00 PM to 5:00 PM

TOTAL PROCESSING TIME:

3 minutes

REQUIREMENTS:

Letter request

TOTAL FESS/ CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CBO	Transaction Time	Responsible Person
1. Proceed to CBO and submit letter request	Receives the request for release of funds and realignments	3 minutes	STEPHANIE J. JARDIN Administrative Aide IV PETER PAUL D. SALLAN Administrative Aide IV
	Checks and reviews amounts for realignment and if release is feasible		MARIA COLUMBINA J. LEE Supervising Administrative IV
	Prepares the document of financial plans and sources of realignments and releases		JONNAH G. ALEGRE Administrative Officer IV MARIANNE D. LEDESMA Administrative Assistant II STEPHANIE J. JARDIN Administrative Aide IV
	Submits for verification and signature to the Department Head		JINKY E. AQUINO CGDH I/ City Budget Officer
	Endorse the request to Sangguniang Panlungsod for approval		
	Record the changes of financial plans in the journal		MARIA COLUMBINA J. LEE

			Supervising Administrative IV JONNAH G. ALEGRE Administrative Officer IV MARIANNE D. LEDESMA Administrative Assistant II STEPHANIE J. JARDIN Administrative Aide IV
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