



City Budget Office



I. Mandate

The mandate of the office is to promote the sound, efficient and effective management and utilization of government resources as instrument in achievement of national socioeconomic and political development goals.

II. Vision

"The most effective public office in the City government of Batangas, with sustained effort of well coordinated, hardworking and efficient public servants working hand-in-hand with the City/Barangay Officials, adopting the E-commerce Law of the Land."

III. Mision

To improve the quality of public service through excellent rapport wih 105 Barangays in consonance with LGU's goals and objectives having sustained coordination of sound financial plans and judicious allocation of public funds.

Office or Division:	CITY BUDGET OFFICE
Classification:	SIMPLE
Types of Transaction:	GOVERNMENT TO GOVERNMENT
Who may avail:	EMPLOYEES FROM DIFFERENT OFFICES AND DEPED PERSONNEL

Checklist of Requirements		Where to Secure		
Personal Services Claims - Payroll, DTR, Leave, Deductions and Contributions affixed with signature Travel and Training transactions - Travel Order, Itinerary, invitation, Certificate of Appearance, Receipts (Accommodation, Airfare, Registration Fee, Toll Fees) Utilities - Original and photocopy of bills Purchases/Operating Expenses - PR, SRF, Receipts, Training Designs, Contracts CAF, Quotations (if applicable)		Respective Offices and Creditors		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit of ObR with complete and fully signed	* Check and examine the completeness of the submitted documents. Verify the availability of appropriation.	none	10 mins	ADMINISTRATIVE AIDE IV



supporting documents				ADMINISTRATIVE AIDE II
	* Assign ObR number	none	2 mins	ADMINISTRATIVE AIDE IV ADMINISTRATIVE AIDE II
	* Encode ObR in the Data Tracking System (DTS)	none	3 mins	ADMINISTRATIVE ASSISTANT I ADMINISTRATIVE AIDE IV
	*Record and encode transactions in the control book and e-Budget System with proper codes and amount of requested claims	none	3 mins	SUPERVISING ADMINISTRATIVE OFFICER ADMINISTRATIVE OFFICER V ADMINISTRATIVE OFFICER IV ADMINISTRATIVE OFFICER II
	* Countercheck processed ObR	none	2 mins	CGADH - I
	* Approve and sign processed ObR	none	1 min	OIC-CITY BUDGET OFFICER
	* Detach a copy with supporting documents for office file	none	2 mins	ADMINISTRATIVE ASSISTANT I



			ADMINISTRATIVE AIDE IV
* Record ObR for releasing	none	2 mins	ADMINISTRATIVE ASSISTANT I ADMINISTRATIVE AIDE IV
* File the detached copy	none	1 min	ADMINISTRATIVE ASSISTANT II ADMINISTRATIVE ASSISTANT I
*Handing-out of ObR to City Accounting Office and other concerned offices	none	20 mins	ADMINISTRATIVE ASSISTANT I ADMINISTRATIVE AIDE IV
* Adjustment of ObR manually and electronically	none	5 mins	SUPERVISING ADMINISTRATIVE OFFICER ADMINISTRATIVE OFFICER V ADMINISTRATIVE OFFICER IV ADMINISTRATIVE OFFICER II
* Approval of adjustment	none	1 min	CGADH - I

Offiec or Division:	CITY BUDGET OFFICE
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Classification:	COMPLEX
Types of Transaction:	GOVERNMENT TO GOVERNMENT
Who may avail:	EMPLOYEES FROM DIFFERENT OFFICES AND DEPED PERSONNEL

Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> * Endorsement Letter * Barangay Budget Message * Budget Expenditures and Sources of Financing (Annex B) * Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results (Annex C) * List of Projects Chargeable against 20% Development Fund (Annex D) * Plantilla of Personnel (Annex E) * Statement of Indebtedness if any * Annual/Supplemental Investment Program * Gad Plan and Budget certified and endorsed by DILG * BDRRMF Resolution Action Plan and Program received and reviewed by LDRRMO * SK Resolution and Annual Youth Development Plan and Budget Approved by CPDO * Annual/Supplemental Procurement Plan * Barangay Authorization Form * Computation of Honorarium 		Respective Barangay and City Accounting Office		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit proposed Barangay Annual/Supplemental Budget preparation forms with	* Preliminary review	none	4 hours (Annual) 20 mins (Supplemental)	SUPERVISING ADMINISTRATIVE OFFICER ADMINISTRATIVE OFFICER V



complete and fully signed supporting documents				ADMINISTRATIVE OFFICER IV ADMINISTRATIVE OFFICER IV ADMINISTRATIVE OFFICER II
	* Countercheck	none	3 hours (Annual) 15 mins (Supplemental)	SUPERVISING ADMINISTRATIVE OFFICER
	* Verify	none	1 hour (Annual) 10 mins (Supplemental)	CGADH - I
	* Stamp of validation	none	1 min	SUPERVISING ADMINISTRATIVE OFFICER ADMINISTRATIVE OFFICER V ADMINISTRATIVE OFFICER IV ADMINISTRATIVE OFFICER II
2. Reproduce and submit 25 copies of preliminary reviewed	Prepare endorsement letter to Sangguniang Panlungsod	none	30 mins	ADMINISTRATIVE OFFICER IV
	Sign the endorsement letter	none	1 min	



barangay budget				OIC-CITY BUDGET OFFICER
	Submit the barangay budget together with the endorsement letter to Sangguniang Panlungsod	none	10 mins	ADMINISTRATIVE OFFICER II ADMINISTRATIVE ASSISTANT I ADMINISTRATIVE AIDE IV
	File original copy and one photocopy of barangay budget	none	1 min	ADMINISTRATIVE ASSISTANT II ADMINISTRATIVE ASSISTANT I ADMINISTRATIVE AIDE IV ADMINISTRATIVE AIDE II