

# CGPP Citizens' Charter

**Table 9. Office of the City Budget Officer**

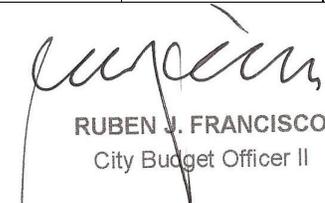
## SERVICE STANDARD

FRONTLINE SERVICES	STEPS/PROCEDURES		DOCUMENTARY REQUIREMENTS	FEES (P)	PROCESSING TIME	RESPONSIBLE PERSON
	Applicant/Client	Service Provider				
<p><b>1. Provision of assistance in the preparation of and or Preliminary Review Barangay Annual and Supplemental Budgets.</b></p>	<p>1. Submit duly accomplished Bgy. Budget preparation forms</p> <p>2. Prepare necessary adjustment/corrections if required by the Budget Review Division</p> <p>3. When revision is not required, the CBO forwards the reviewed Bgy. Budget to the Sangguniang Panlungsod with recommendation for approval in its regular session.</p> <p>4. Wait for a notification from the CBO through mobile lines of the approval from the Office of the SP.</p>	<p>1. Receive and record submitted Barangay Annual &amp; Supplemental Budgets</p> <p>2. Review compliance with the requirements set forth in the Local Government Code</p> <p>3. Recommend approval or revision/adjustments to Sangguniang Panlungsod</p>	<p>1. Filled in standard forms Budget Preparation Forms.</p> <p>2. Signatures of barangay officials to all budget preparation forms</p> <p>3. Barangay Appropriation Ordinance and AIP Resolution</p>	<p>None</p>	<p>3 minutes per barangay budget (submit &amp; receive) One (1) day per barangay budget (review) 10 minutes per transmittal &amp; attachments necessary</p>	<p>Roberto D. Herrera and Staffs</p> <p>Asst. City Budget Officer Regina Cantillo &amp; City Budget Officer Ruben J. Francisco</p>

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	Applicant/Client	Service Provider				
	5. Receive the Bgy.'s copies of the CBO reviewed and SP approved Bgy. Budget	4. Release copy of SP approved Bgy. Budget				Roberto D. Herrera and Staffs
<b>2. Request for certification on existence of available appropriation.</b>	1. Submit prepared obligation request to expenditures duly signed/certified of appropriate, necessary, lawful & proper charges.	1. Receive, stamp, index and journalize according to approved program and released allotment per quarter.	1. Certified charges/requests are necessary, lawful and proper	None	3 minutes	Jerico T. Casia/ Victoria M. Sermonia and staff
	2. Attach documents when required by CBO and Admin & Appropriation Division.	2. Review and verify if charges are necessary, lawful and proper 3. Require documents if found necessary by Admin. & Appropriation Division.			2 minutes	Victoria M. Sermonia and staff Asst. City Budget Officer Regina Cantillo & City Budget Officer Ruben J. Francisco
	3. Follow-up submitted documents with certification of funds.	4. Certify existence of appropriation and forward the OBR's to the accounting or other departments.			1 minute	City Budget Officer Ruben J. Francisco

Approved by:



**RUBEN J. FRANCISCO**  
City Budget Officer II