

Office or Division:	City Government of Pasig - City Budget office
Classification:	Simple
Type of Transaction:	In-charge of the financial and information services/preparation, control and execution of budget for the city and public schools including review of the barangay budget.
Who may avail:	City Hall Personnel, Barangay Treasurer/Secretaries and other individual who have claims with the City Government

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Payroll/Salaries/Other Personal Services <ul style="list-style-type: none"> ● Legality of transaction and conformity with laws, rules and regulations ● Sufficient and relevant document to establish validity of claims ● Other documents may be required depending on the nature of the claim 	HRDO Requesting Party
2. Purchase of Goods or Services <ul style="list-style-type: none"> ● Approved letter request/Purchase Request ● Project Procurement Management Plan 	Requesting Party
3. Reimbursement of Expenses <ul style="list-style-type: none"> ● Approved letter request/Purchase Request ● Project Procurement Management Plan ● Legality of transaction and conformity with laws, rules and regulations ● Sufficient and relevant document to establish validity of claims ● Other documents may be required depending on the nature of the claim 	Requesting Party
4. Utilities <ul style="list-style-type: none"> ● Sufficient and relevant document to establish validity of claims ● Other documents may be required depending on the nature of the claim 	Requesting Party
5. Cash advances <ul style="list-style-type: none"> ● Approved letter request/Purchase Request ● Project Procurement Management Plan ● Legality of transaction and conformity with laws, rules and regulations ● Sufficient and relevant document to establish validity of claims ● Other documents may be required depending on the nature of the claim 	Requesting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>6. Infrastructure Projects</p> <ul style="list-style-type: none"> ● Program of works ● Annual Procurement Plan 	<p>Engineering Department BAC Office</p>
<p>7. Financial Assistance/Other Claims</p> <ul style="list-style-type: none"> ● Legality of transaction and conformity with laws, rules and regulations ● Sufficient and relevant document to establish validity of claims ● Other documents may be required depending on the nature of the claim 	<p>Requesting Party</p>
<p>8. Annual and Supplemental Barangay Budget</p> <ul style="list-style-type: none"> ● Transmittal Letter ● Budget Message ● Appropriation Ordinance ● Brgy. Budget Preparation Form No. 1 ● Brgy. Budget Preparation Form No. 2 ● Brgy. Budget Preparation Form No. 2A ● Brgy. Budget Preparation Form No. 3 ● Brgy. Budget Preparation Form No. 4 ● GAD Plan w/ Certification from the DILG ● BDRRM Plan and Resolution of BDRRM Committee approving the plan ● Programs for Elderly and Disabled ● Barangay Council for the Protection of Children (BCPC) Plan and resolution of the BCPC Council approving the plan ● Barangay's Three Year Development Plan ● Project Procurement Management Plans of various supplies/materials and equipments ● Annual Procurement Plan (APP) of various supplies/materials and equipments ● Annual Investment Plan 	<p>Requesting Barangay</p>

CLIENT STEP	LGU ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved purchase request/approved program of works	Record in the log book	None	5 minutes	Norris B. Rañeses Gerry B. Prieto
	Review and check the propriety and completeness of documents and preparation of Action Slip for the approval of City Budget Officer	None	15 minutes	Martinelli A. Santiago Jacqueline N. Ferrer Rachel V. Salonga Joy T. Sarmiento Cecilia O. Ilag Jaime M. Dela Cruz Jonalyn A. Badillo Marilyn R. Ulan Liz Anne N. Bondoc Josefina C. Prado Argel Joseph T. Elio
				Ma. Delia C. Concepcion
1.1. Received the action slip and proceed to BAC Office	Releasing of approved action slip	None	5 minutes	Norris B. Rañeses Gerry B. Prieto
2. Submit Annual and Supplemental Barangay Budget	Review/check the propriety and completeness of documents	None	1-2 Working days	Martinelli A. Santiago Jacqueline N. Ferrer Rachel V. Salonga Joy T. Sarmiento Cecilia O. Ilag
	Prepared transmittal to the Sangguniang Panlungsod		10 minutes	Martinelli A. Santiago Jacqueline N. Ferrer Rachel V. Salonga Joy T. Sarmiento Cecilia O. Ilag
	Review and approval of the Transmittal.		20 minutes	Ma. Delia C. Concepcion
	Forwarded the Annual and/or Supplemental Barangay Budget to the		10 minutes	Martinelli A. Santiago Jacqueline N. Ferrer Rachel V. Salonga

	Sangguniang Panlungsod			Joy T. Sarmiento Cecilia O. Ilag
3. Submit documents: <ul style="list-style-type: none"> ● Purchase Order ● Contract of Infrastructure projects ● Payrolls of salaries and other compensation ● Statement of billings ● Cash Advances ● Financial Assistance Claim 	Record in the log book	None	5 minutes	Norris B. Rañeses Gerry B. Prieto
	Review and check the propriety and completeness of documents and preparation of Obligation Request		15 minutes	Martinelli A. Santiago Jacqueline N. Ferrer Rachel V. Salonga Joy T. Sarmiento Cecilia O. Ilag Jaime M. Dela Cruz Jonalyn A. Badillo Marilyn R. Ulan Liz Anne N. Bondoc Josefina C. Prado Argel Joseph T. Elio
	Review and approval of the Obligation Request		10 minutes	Ma. Delia C. Concepcion
	3.1. Received the OBR and proceed to the City Accounting Office		Releasing of approved Obligation Request	5 minutes
TOTAL:			30 minutes/ transaction 1-2 day for those that require completeness of documents	

CA's Notes:

Ok with me. Just please follow the required format, font, etc.