



**City Budget Department
Budgeting Services**

**CITY GOVERNMENT OF CALAPAN
CITIZEN'S CHARTER**



1. PRELIMINARY REVIEW OF BARANGAY/SK ANNUAL & SUPPLEMENTAL BUDGET

Assisting Barangay and SK officials in the preparations of Barangay Annual and Supplemental Budget to ensure compliance with mandatory obligations and budgetary requirements prior to the review of the Sangguniang Panlungsod.

Office/Division:	City Budget Department
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Barangay and SK Officials
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>Barangay Annual Budget requirement such as:</u></p> <ol style="list-style-type: none"> 1) Original copy of Detailed Statement of Actual Income and Expenditures (Previous Year and 1st Semester of the Current Year). 2) Certified copy of Registry of Appropriation and Obligations (RAO) (Previous Year and Current 3) Statement of Actual & Estimated Income for Previous Year, Current Year and Budget Year 4) Barangay Development Plan where priority PPAs in the Budget Year were included. 5) Transmittal Letter, Budget Message and Brgy. Appropriation Ordinance (BAOF No.1). 6) Budget Preparations Forms (BBPF No's. 1-8) 7) Devolution Transition Plans (LGU DTP) 8) BDC Resolution for Indorsement of AIP to Sanggunian 9) SB Resolution Adopting and Approving the AIP 10) DILG endorsed GAD Plan and Budget 11) BDRRMF, BADAC, BCPC, ACDP, and other applicable Plans & Resolutions. 12) Senior Citizens and PWD Organization's Project Proposals and Resolutions. 13) Indicative Annual Procurement Plan (APP) 	<ol style="list-style-type: none"> 1) <u>City Budget Department</u> – soft copies of updated BBPFs 1-8 and other documentation. 2) <u>City Accounting and Internal Audit Department</u> – Financial Statements (Statement of Actual Income and Expenditures), Certification of Continuing Appropriation and savings/surplus 3) Other documentation shall be prepared by the barangay concern like; resolutions, project proposals and plans for different program, project and activities for the budget year.

SK Annual Budget requirements such as:

- 1) Certification from Barangay Treasurer of SK Funds Estimated Income for the Budget Year, with the attachment of barangay's Statement of Actual and Estimated Income for the Budget Year.
- 2) Transmittal Letter to Sangguniang Panlungsod
- 3) Budget Message
- 4) Sangguniang Kabataan Resolution for enactment of Annual Budget.
- 5) Plantilla of SK Officials
- 6) Annual Barangay Youth Investment Program (ABYIP).
- 7) Sangguniang Kabataan Resolution for approval of ABYIP
- 8) Approved copy of CBYDP (Where Budget Year PPAs are included)
- 9) Indicative Annual Procurement Plan (APP)

Supplemental Budget requirements such as:

- 1) Certification of Savings/Surplus & Other Sources
- 2) Transmittal Letter to Sangguniang Panlungsod
- 3) Barangay Appropriation Ordinance/SK Resolution
- 4) Statement of Funding Sources (LBP Form No. 9)
- 5) Statement of Supplemental Appropriation (LBP Form No. 10)
- 6) Supplemental Investment Plan (SIP)/Supplemental ABYIP (If Necessary)
- 7) Barangay Development Council Resolution (SIP indorsement to SB)
- 8) Sangguniang Barangay Resolution (SIP approval)
- 9) SK Resolution for approval of Supplemental ABYIP
- 10) Supplemental Annual Procurement Plan (SAPP)

- 1) City Budget Department – soft copies of updated SK Annual Budget forms for the Budget Year.
- 2) City Accounting and Internal Audit Department – Financial Statements (Statement of Actual Income and Expenditures), Certification of Continuing Appropriation, and savings/surplus

- 3) City Budget Department – soft copies of updated Supplemental Budget forms for the Budget Year.
- 4) City Accounting and Internal Audit Department – Certification of Continuing Appropriation and savings/surplus

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the Visitor's Logbook				Frontline Officer
Submit copy of Detailed Statement of Actual Income and Expenditures(previous year and 1 st semester of current year)	1. Assist the Barangay Treasurer in the preparation of Detailed Statement of Estimated Income for 3 years (Past Year, Current Year and Budget Year) (Using MS Excel Automated Budget Forms)	None	10 minutes	Perpetus A. Magboo and Luis Alfredo B. Vite
1) Submit approved Barangay Appropriation Ordinance/Sangguniang Kabataan Resolution with the attachment of Barangay Treasurer's Certification for SK Estimated Income for the Budget Year.	1. Receive and record submitted Barangay Appropriation Ordinance/SK Resolution	None	2-3 hrs. 15-30 mins-SK	Perpetus A. Magboo and Luis Alfredo B. Vite
	2. Review compliance with budgetary requirements set forth in the Local Government Code and other issuances. a) Annual Budget (Using MS Excel Automated Budget Forms) b) Supplemental Budget			Perpetus A. Magboo and Luis Alfredo B. Vite
	3) Compliance with budgetary requirements, documentation and signatories complete? <input type="checkbox"/> If compliant : Prepare City Finance Committee endorsement letter recommending the approval of the budget.			

	<input type="checkbox"/> If non-compliant 5) Return to concerned Barangay /SK Chairperson			
Make necessary adjustments / corrections to comply with budgetary requirements and completeness of documentation	1. Review/Check if the adjustments/corrections were properly taken. (If not, go back again to step no. 3 for compliance) 2. Prepare/sign endorsement Letter by the City Finance Committee (CFC) 3. Logs and indorses the Barangay/SK Budget to Sangguniang Panglunsod for final review and approval.	None	15-20 minutes 5-10 minutes SK 4-8 minutes	Perpetus A.Magboo & Luis B. Vite Perpetus Magboo, Luis B. Vite & CFC Members CBD Staff
Secure copies of the following: 1) SP resolution approving the Annual/Supplemental Budget . 2) Approved Annual/ Supplemental Budget from CBD	Furnish copy of approved Barangay/ SK Annual and Supplemental Budget the concern Barangay/SK , City Accounting (CAIAD) and City Planning (CPDD).	None	3-5 minutes	SP Record Section Perpetus A.Magboo & Luis B. Vite
Attach a copy of SP resolution to all copies of approved Annual/Supplemental Budget	Keep a copy of Annual/Supplemental Budget for future reference.	None	3-5 minutes	Perpetus Magboo, Luis B. Vite & Barangay/SK
TOTAL			2-3 hrs. & 58 mins. 1 hr. & 58 mins.	Barangay Fund SK Fund

2. REQUEST FOR CERTIFICATION ON EXISTENCE OF AVAILABLE APPROPRIATION

One of the activities in the Budget Execution Phase is the Certification as to Availability of Appropriation in the Obligation Request (ObR). It also involves maintenance of records and registries to control the appropriations, allotments and obligations for all authorized expenditures.

Office/Division:	City Budget Department			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Department/ Offices of the City Government of Calapan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1) Obligation Request (ObR) form, with assigned department/office responsibility center and duly signed by the Requesting Officer 2) Original copies of ObR (4 copies with proper charging and complete documentation depending on the nature of payment and claims. 3) Approved letter request/Purchase Request, Project Proposals, Program of Works and ; 4) Other documents that may be required depending on the transaction with the implementation of Program, Project and Activities of different department /office of the City Government. 		To be prepared by requesting department/office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the Visitor Logbook				Frontline Officer
Submit Obligation Request (ObR) with complete requirements/ supporting documents.	<ol style="list-style-type: none"> 1. Receiving and checking of budgetary and documentary requirements 2. Assigns control number 	None	8-10 minutes	Cyrille Anne C. Camacho, Vilma W.Pansoy, Roberto Gonzales & Other CBD Staff.

	<p>on ObR for processing</p> <p>3. Forwards the ObR to the CBD staff in-charge of recording in the control sheet of Registry of Appropriation Allotment and Obligations (RAAO)</p> <p>4. Review and verify if charges are necessary lawful and proper.</p> <p>3. Check for Availability of appropriation and allotment also documentary requirements: <input type="checkbox"/> if not available/ requirements incomplete? -for release of fund/compliance with budgetary requirements.</p> <p>4. Return to concerned department/office for compliance. <input type="checkbox"/> if available/ requirements completed</p> <p>5. Record/update the control sheet of RAAO (Budget Execution System)</p>			
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Attach/Comply with budgetary and documentation requirements.	1. Review and verify additional compliance to requirements. (If not go back again to step no.3 for compliance	None	2-3 minutes	Cyrille Anne Camacho & Roberto Gonzales
	1. Certify existence of available appropriation and forward the ObR to the Accounting Office .	None	3-5 minutes	City Budget Officer & Other Staff.
TOTAL			13-18 minutes	

Reminders/Pointers:

Service Header:

- Government/Office Logo
 - Alignment: TOP Rightmost Corner
 - Height: 1 inch
 - Resolution: High Resolution

- Title Header: (Service Office)
 - Alignment: Center
 - Font Style: Arial, Bold
 - Font Size: Should at least be 20

- Title Sub-Header (Service Category)
 - Alignment: Center (right below the title header)
 - Font Style: Arial, Bold
 - Font Size: Should at least be 18

Service Specifications:

- Text Headers
 - Alignment: Left
 - Font Style: Arial, Bold
 - Font Size: 12

- Service Name
 - Alignment: Left
 - Font Style: Arial, Bold
 - Font Size: 14
 - Shall be numbered

- Body of Text
 - Alignment: Left
 - Font Style: Arial
 - Font Size: 12

- ❖ Classification of Services
 - G2C- for services whose client is the transacting public
 - G2B- for services whose client is business entity
 - G2G- for services whose client is another government agency, government employee or official