City Budget Office
Internal Services

1. Request for Funding (Supplemental Budget)

Request for funding is a written document from different offices in the LGU to the Local Finance Committee (LFC) requesting for additional or new appropriation for the implementation of development programs, projects and activities (PPAs) to be included in the Supplemental Budget.

Office or Division:	City Budget Office(CBO)
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All LGU Departments and National Government Agencies (NGAs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements:	
Request letter (1 original and 11 photocopy)	Requesting Office
Situational Requirements:	
For payables: statement of account (1 photocopy)	Requesting Office
For capital outlays: unit specification (1 photocopy)	Requesting Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter w/ the supporting documents to the LFC Secretariat in charge	1.Receive and verify the request letter w/ supporting documents 1.1Register the request to the Local Finance Committee Logbook	None	10 minutes 5 Minutes	*Local Finance Committee Secretariat* CBO
2.Receive the stamped copy of the request letter	2. Release the stamped received copy of the request letter with the seal of the Local Finance Committee		10 Minutes	*Local Finance Committee Secretariat* CBO
	TOTAL:	**None**	**25 minutes**	

2. Issuance of Certificate of Augmentation

Certificate of Augmentation is a written certification issued to the different offices to augment funds from savings of items within the same expense class who upon implementation of their different Program, Projects and Activities (PPAs) or subsequent evaluation needed resources is determined to be deficient

Office or Division:	City Budget Office(CBO)
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All LGU Departments and National Government Agencies (NGAs)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request letter (7 original)	Requesting Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the request letter for augmentation at the Budget Execution and Accountability Section	1. Receive and verify the request letter for augmentation Conditional Steps: * If request is not in order, it will be returned immediately to the requesting office 1.1 Inform the requesting office that the request will be facilitated and forwarded to the City Mayor's Office for endorsement to the Sangguniang Panlungsod	None	20 Minutes	*Administrative Assistant II (Budgeting Assistant II)* CBO

2.Receive the stamped copy of the request letter	2. Release the stamped received copy of the request letter 2.1 Prepare the Certificate of Augmentation 2.2 Review the Certificate of Augmentation 2.3 Sign the Certificate of Augmentation 2.4 Endorse the letter request for augmentation with the attached certificate of augmentation to the Office of the City Mayor for endorsement to the Sangguniang Panlungsod Office	None	20 Minutes 1 Hour 1 Hour 5 Hours 20 Minutes	Administrative Assistant II (Budgeting Assistant II) CBO Administrative Officer V (Budget Officer III) CBO City Budget Officer CBO City Treasurer CTO City Accountant CAO Administrative Assistant II (Budgeting Assistant II) CBO
	TOTAL:	**None**	**8 Hours**	

Issuance of Certificate of Augmentation qualified for multi-stage processing

3. Issuance of Certificate of Availability of Appropriations (Personal Services And Program, Project And Activities PPAs)

Certificate of Availability of Appropriations is a written certification issued by the City Budget Officer that funds have been duly appropriated / allotted for whatever legal purpose it may serve.

Office or Division:	City Budget Office(CBO)
Classification:	Simple
Type of Transaction:	G2G- Government to Government G2C – Government to Citizen
Who may avail:	LGU Departments and National Government Agencies (NGAs)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request letter (1 original)	Requesting Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the requirement	1.Receive and verify the request letter	None	10 Minutes	*Administrative Assistant II (Budgeting Assistant)* CBO
	1.1 Prepare the Certificate of Availability of Appropriations		1Hour	
	1.2 Review the Certificate of Availability of Appropriations		1 Hour	*Administrative Officer V (Budget Officer III)* CBO
	1.3 Sign the Certificate of Availability of AppropriationsReceive and verify the request letter for augmentation		4 Hours	*City Budget Officer / Assistant Budget Officer* CBO

2. Claims the received copy of the request letter	2. Release the Certificate of Availability of Appropriations	None	10 Minutes	Administrative Assistant II (Budgeting Assistant) CBO
	TOTAL:	**None**	**6 Hours, 20 Minutes**	

4. Technical Review of Barangay Annual, Supplemental & Augmentation Budget & SK Fund Documents

Technical Review of the Barangay Annual, Supplemental, Augmentation and SK Fund is the conduct of review to ensure that all provisions of the law are complied with.

Office or Division:	City Budget Office(CBO)
Classification:	Highly Technical
Type of Transaction:	G2G- Government to Government
Who may avail:	All 40 Barangays Officials and Functionaries

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Barangay Annual Budget:	Requesting Office
Barangay Endorsement Letter (1 original and 1 photocopy)	Barangay Hall
Budget Message (1 original and 1 photocopy)	Barangay Hall
Barangay Appropriation Ordinance (1 original and 1 photocopy)	Barangay Hall
Barangay Expenditure Program (1 original and 1 photocopy)	Barangay Hall
Programmed Appropriations (PPAs) (1 original and 1 photocopy)	Barangay Hall
Barangay Resolution of Annual Investment Plan (AIP) (1 original and 1 photocopy)	Barangay Hall
Barangay Annual Investment Plan (1 original and 1 photocopy)	Barangay Hall
Plantilla (1 original and 1 photocopy)	Barangay Hall
DILG Certificate (1 original and 1 photocopy)	DILG Office
LCPC Certificate (SC & PWD and BCPC) (1 original and 1 photocopy)	CSWD Office
SP Resolution confirming the BDRRMF Resolution (1 original and 1 photocopy)	SP Office
Barangay Supplemental Budget:	
Barangay Endorsement Letter (1 original and 1 photocopy)	Barangay Hall

Barangay Supplemental Budget Form (1 original and 1 photocopy)	Barangay Hall
Cash Analysis (1 original and 1 photocopy)	City Accounting Office
Appropriation Ordinance Form (1 original and 1 photocopy)	Barangay Hall
Barangay Resolution of Supplemental AIP (1 original and 1 photocopy)	Barangay Hall
Barangay Supplemental AIP – PPA by Sector (1 original and 1 photocopy)	Barangay Hall
Supplemental Budget Plans (BDRRM, SC & PWD, SK, GAD, BCPC) (1 original and 1 photocopy)	Barangay Hall
Barangay Augmentation:	
Barangay Endorsement Letter (1 original and 1 photocopy)	Barangay Hall
Certification from Barangay Treasurer (1 original and 1 photocopy)	Barangay Hall
Registry of Allotments and Obligations (RAO) (1 original)	Barangay Hall
Barangay Augmentation Ordinance (1 original and 1 photocopy)	Barangay Hall
Sangguniang Kabataan (SK) Annual Budget:	
Certificate of Review from LYDO (1 original and 1 photocopy)	City Mayor's Office – City Youth Development Office
Letter from the Barangay Treasurer (1 original and 1 photocopy)	Barangay Hall
Barangay Resolution adopting the ABYIP and SK Annual Budget (1 original and 1 photocopy)	Barangay Hall
Barangay SK Resolution approving the SK Annual Budget (1 original and 1 photocopy)	Barangay Hall
SK Annual Budget (1 original and 1 photocopy)	Barangay Hall
Barangay SK Resolution approving the ABYIP (1 original and 1 photocopy)	Barangay Hall
SK ABYIP (1 original and 1 photocopy)	Barangay Hall

SK Resolution Approving the CBYDP (1 original and 1 photocopy)		Barangay Hall		
CBYDP(1 original and 1 photocopy)		Barangay Hall		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the complete requirements	1. Receive and verify the submitted requirements 1.1 Conduct systematic review of the submitted plans	None	1 Hour 9 Days (Brgy. Annual, SK, Supplemental, review) 5 Days (Brgy. Augmentation review)	*Administrative Officer II (Budget Officer I)* Budget Preparation and Review Section - CBO *Administrative Assistant II (Budgeting Assistant) / Administrative Aide IV (Reproduction Machine Operator)* CBO
2. Receive the plans for finalization or amendments	2.Release the plans for finalization and printing **Conditional Steps: for plans with amendments:** 2.1 Provide instructions to the barangay which shall be resubmitted for final review 2.2 Review the amended plan	None	1 Day 30 Minutes 1 Day	Administrative Officer II (Budget Officer I) Budget Preparation and Review Section - CBO Administrative Assistant II (Budgeting Assistant) CBO Administrative Aide IV (Reproduction Machine Operator) CBO

3. Submit the final plan(1 original and 1 photocopy)	3. Receive and verify the final plan (1 original and 1 photocopy) 3.1 Prepare Endorsement Letter of the Barangay Annual, Supplemental, Augmentation and SK Budget document 3.2Submit to the Sangguniang Panlungsod for appropriate action	None	1 Hour 1 Hour 1 Hour	*Administrative Officer II (Budget Officer I)* Budget Preparation and Review Section - CBO Administrative Assistant II (Budgeting Assistant) CBO Administrative Aide IV (Reproduction Machine Operator) CBO
	TOTAL (Processing time for Annual, Supplemental, SK Fund):	**None**	**10 Days, 4 Hours**	
	TOTAL (Processing time for Annual, Supplemental, SK Fund with amendments):	**None**	**11 days, 4 Hours, 30 minutes**	
	TOTAL (Processing time for Augmentation):	**None**	**5 Days, 4 Hours**	
	TOTAL (Processing time for Augmentation with amendments):	**None**	**6 Days, 4 Hours, 30 minutes**	

Technical Review of Barangay Annual, Supplemental & Augmentation Budget & SK Fund is covered under R.A. 7160 Section 333

5. Approval of Certificate on Appropriations, Funds and Obligation of Allotment (CAFOA)

The CAFOA is a certificate duly signed by the Budget Officer, the Accountant, and Treasurer showing that an appropriation exists, the estimated amount of such expenditure is obligated, and that funds are available for the purpose.

Office or Division:	City Budget Office(CBO)
Classification:	Simple
Type of Transaction:	G2G- Government to Government
Who may avail:	LGU Departments/Offices and NGAs

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirement:	Requesting Office
Certification on Appropriations, Fund and Obligation of Allotment (CAFOA) (6 copies with at least 1 Originally signed)	Requisitioning Office
Disbursement Voucher (3 copies)	City Accounting Office / Requisitioning Office
Situational Requirements:	
For Procurement:	
Purchase Order Slip (3 copies)	General Services Office / BAC
Abstract of Canvass, if applicable (1 copy)	General Services Office / BAC
Purchase Request, if applicable (1 copy)	General Services Office / BAC
For Cash Advance:	
Travel documents (itinerary, cash advance, travel order, invitation), if applicable (3 copies)	Requisitioning Office
Billing statements, if applicable	Biller

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the CAFOA Form with supporting documents	1. Receive and verify CAFOA Form with applicable supporting documents	None	10 Minutes	*Administrative Aide VI (Clerk III)*

	1.1 Post the obligation request to the Budget Operating System **Conditional Steps:** 1.2 If requests lacks appropriation, allotment or has the wrong charging, it shall be returned to the office concerned. 1.3 Number the duplicate up to the 6th copy 1.4 Detach the 6th copy for recording in the office logbook 1.5 Review and approve the posted CAFOA			*Administrative Officer V (Budget Officer III),* Budget Execution and Accountability Section - CBO *Administrative Officer IV (Budget Officer II)* CBO *Administrative Officer II (Budget Officer I)* CBO *Administrative Assistant II (Budgeting Assistant)* CBO *Administrative Aide IV (Bookbinder II)* CBO *Clerk* CBO *City Government Assistant Department Head*

	Form with supporting documents			CBO *or* *City Budget Officer* *CBO*
2.Claim the approved CAFOA Form with the applicable supporting documents and sign the logbook	2. Release the approved CAFOA Form with the applicable supporting documents and assist client to sign the logbook	None	10 Minutes	*Administrative Aide VI (Clerk III)* CBO
	TOTAL:	**None**	**6 Hours**	

6. Approval of Purchase Request (PR) (as to availability of funds)

The Purchase Request form is a document detailing the required items to be purchase based on the Project Procurement Management Plan (PPMP) which is signed by the Budget Officer certifying that an appropriation therefor exists.

Office or Division:	City Budget Office(CBO)
Classification:	Simple
Type of Transaction:	G2G- Government to Government
Who may avail:	LGU Departments/Offices and NGAs

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Purchase Request Slip / Form (3 copies with at least 1 Originally signed)	Requesting Office
Supporting Documents:	
For Locally Funded Programs / Projects:	
Activity Designs (1 photocopy)	Requesting Office
For Repairs and Maintenance:	
Pre Inspection Report (1 original copy)	City General Services Office
For Infrastructure Projects:	
Program of Work (POW) (1 photocopy)	City Engineering Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit the Purchase Request Form with supporting documents	1.Receive and verify Purchase Request (PR) Form with applicable supporting documents 1.1 Post the purchase request to the Budget Operating System	None	10 Minutes 1 Hour	*Administrative Aide VI (Clerk III)* CBO *Administrative Officer V (Budget Officer III),* Budget Execution and Accountability Section Staff- CBO

	Conditional Steps: *if requests lacks appropriation, allotment or has the wrong charging, it shall be returned to the office concerned 1.2 Number the duplicate and triplicate copy 1.3 Detach the third copy for recording in the office logbook 1.4 Review and approve the posted PR Form with supporting documents		40 minutes 4Hours	*Administrative Officer IV (Budget Officer II)* CBO *Administrative Officer II (Budget Officer I)* CBO *Administrative Assistant II (Budgeting Assistant)* CBO *Administrative Aide IV (Bookbinder II)* CBO *Clerk* CBO *City Budget Officer or City Government Assistant Department Head* CBO
2.Claim the approved PR Form with the applicable supporting documents and sign the logbook	2. Release the approved PR Form with the applicable supporting documents and assist client to sign the logbook		10 Minutes	*Administrative Aide VI (Clerk III)* CBO
	TOTAL:	**None**	**6 Hours**	