

## CITY BUDGET DEPARTMENT

### BUDGET AUTHORIZATION

Technical assistance to the Department Heads, the Local Chief Executive, and the Sangguniang Panlungsod.

<b>Office or Division:</b>	City Budget Department
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	Government-to-Government (G2G)
<b>Who may avail:</b>	DBM-NCR Director, Sangguniang Panlungsod Members and Punong Barangays
<b>Availability of service:</b>	Monday to Friday, 8:00 am to 5:00 pm

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copies of the Proposed Annual/Supplemental Budget of the City Government and the copies of the Annual/Supplemental Budget of the Barangays.		City Budget Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Submit the proposed executive budget to Sangguniang Panlungsod	none	15-30 minutes	Administrative Assistant II
	2. Assist the Sanggunian Members in the review of the proposed budget with the enactment of an appropriate ordinance		1-2 weeks	City Government Department Head II
-END OF TRANSACTION-				