

## CITY BUDGET DEPARTMENT

### BUDGET PREPARATION

Assist the Local Chief Executive in the issuance of budget call, cost estimation, consolidation of budget proposal sands executive review of all the budget proposals of the city.

Office or Division:	City Budget Department			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Government (G2G)			
Who may avail:	All Department Heads, Unit Heads, the City Accountant and the Sangguniang Panlungsod			
Availability of service:	Monday to Friday, 8:00 am to 5:00 pm			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Status of Appropriations, Allotments and Obligations		City Budget Department		
2. Copy of budget proposals				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the copy of Status of Appropriations, Allotments and Obligations	1. Receipt of the Statement of Appropriations, Allotments and Obligations of the previous year's budget.		1-2 minutes	Administrative Aide III

	2. Update database of the actual & estimated income & expenditures (2-year period)	none	12 days	Administrative Officer V
3. Submit the copy of budget proposals	3.Receipt of the budget year proposals includes all Local Budget Preparation Forms.		5-15 minutes	Administrative Aide III
	4. Consolidate all budget proposals into an Executive Budget		2-3 weeks	Administrative Officer II Administrative Officer IV Administrative Officer V
	5. Review and evaluate the consolidated budget proposals of the city		2 weeks – 1month	Supervising Administrative Officer  City Government Department Head II

	6. Recommend the approval of the draft consolidated budget proposals to the Local Chief Executive		1-2 hours	City Government Department Head II
	7. Preparation of budget message and submission of the Executive Budget to the Sangguniang Panlungsod		Not later than current Year October 16	City Mayor
-END OF TRANSACTION-				