



Annual Budget Preparation

Office or Division	: City Budget Office: BUDGET PREPARATION SECTION			
Classification	: HIGHLY TECHNICAL			
Type of Transaction:	G2G-Government to Government			
Who may avail	: LGU Government Employees, NGA Employees, NGO/PO Personnel, Liason Officers			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. LBP Form 2 2. LBP Form 4 3. Summary of Financial Plan 4. Budget Notes 5. Project Procurement Management Plan 6. Matrix of Job Order 7. Transmittal of Submitted Documents 8. Departments AIP Copy 		Respective Department / Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. N/A	1.1 Receive income estimates from CTO and encodes in document tracking system.	None	10 Minutes	Admin Aide III
	1.2 Forwards the income estimates to City Budget Officer copy furnished the Budget Preparation section	None	10 Minutes	Admin Aide III
	1.3 Receive list of plantilla positions from HRMDO and encodes in document tracking system.	None	10 Minutes	Admin Aide III
	1.4 Forwards the list of plantilla positions to City Budget Officer copy furnished the Budget Preparation section	None	10 Minutes	Admin Aide III
	1.5 The statutory, mandatory and			



	contractual obligations as well as the personal services requirement of the ensuing year is being computed. Budget ceiling of departments is also being computed.	None	4 days	Budget Officer III
	1.6 Validation of the computation	None	2 day	City Budget Officer
	1.7 Submission of Report on Allocation of free resources to the Local Finance Committee	None	40 Minutes	City Budget Officer
	1.8 Adaption of Summary of Income & Expenditure and submission thereof to the City Mayor.	None	1 day	Local Finance Committee
	1.9 Preparation and approval of the budget call.	None	3 days	City Mayor
	1.10 Dessimation of budget call to all departments	None	3 days	City Mayors Office
2. N/A	2.1 Preparation of presentation	of	budget	forum
	2.2 Listing of participants, preparation of venue, meals and other materials needed.	None	1 day	Budget Officer II
	2.3 Distribution and confirmation of invitations	None	1 day	Budget Officer II
	2.4 Presentation of the content of the budget call	None	2 days	Budget Officer III
	2.5 Noting of suggestions from departments and CSOs.	None		Budget Officer III
3. Client hand in budget proposal	3.1 Checks the completeness of the	None	10 Minutes	



folder to person in charge	submitted budget proposal following the checklist of submitted documents.			Budget Officer III/ Budget Officer II
	3.2 Affixes signature in the transmittal sheet if submitted proposal is complete. It will serve as acknowledgment receipt. If incomplete, it will be returned to department.	None	5 Minutes	Budget Officer III/ Budget Officer II
	3.3 Forwards the complete budget proposal to Administrative Aide IV (Clerk II) for encoding in the Document Tracking System.	None	5 Minutes	Budget Officer III/ Budget Officer II
	3.4 Encodes the proposals in the Document Tracking System.	None	15 Minutes	Administrative Aide IV (Clerk II)
	3.5 Returns the budget proposal to Budget Preparation Section for review.	None	5 Minutes	Administrative Aide IV (Clerk II)
	3.6 Checks the budget proposals if within ceiling and is consistent with priorities in AIP	None	5 days	Budget Officer III/ Budget Officer II
	3.7 Checks the classification of accounts, mathematical computations, budget forms used and marks approved for encoding if found to be in accordance with the prescribed formats and budget ceilings.	None	20 days	Budget Officer III/ Budget Officer II
	3.8 Informs the departments with budget proposals that			



	has deficiencies to comply with the submission of their corrected proposal not later than 3 days after the receipt of notice. A referral slip indicating the deficiencies will be given to department.	None	3 days	Budget Officer III/ Budget Officer II
	3.9 Gathers all the reviewed budget proposals to be included in the preparation of Executive Budget.	None	1 day	Budget Officer III/ Budget Officer II
4. N/A	4.1 Provides the LFC copies of the budget proposal of each department.	None	1 day	Budget Officer II
	4.2 Assists the LFC in the scheduling of budget hearing	None	4 hours	Budget Officer II
	4.3 Coordinates with CBO admin on the venue and meals needed in the conduct of budget hearing.	None	2 hours	Budget Officer II
	4.4 Validates with the department their output projection in relation to their cost estimates	None	3 days	Local Finance Committee
	4.5 Takes note on discussions and negotiations between the LFC and the department and inputs from CSOs.	None	2 hours	Budget Officer III
5. N/A	5.1 Encodes in LBP Form No. 1 the data from CTO's report on estimated income.	None	3 days	Budget Officer III
	5.2 Encodes in LBP Form No. 2 the consolidated expenditure from the reviewed budget	None	5 days	Budget Officer III



	proposals of all departments.			
	5.3 Facilitates the signing of LFC and LCE in LBP Forms No.1 and 2.	None	3 days	Local Finance Committee/ City Mayor
	5.4 Inclusion of provisions for LEP	None	3 days	City Budget Officer
	5.5 Prepare the budget message.	None	5 days	City Mayor
	5.6 Submission of Local Expenditure Program (LEP) to Sangguniang Panlungsod.	None	1 day	City Mayor
END OF TRANSACTION		71 days & 10 hours		