



Receipt & Processing of Requests for Supplemental Appropriation

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. Duly accomplished request for SB Form 2. BAC Certification if sourced items are from procurement savings 3. PPMP for items needing procurement, Budget Notes for Non-procuring items 4. Photocopy of validated approved AIP/ SAIP for the budget year (except for unpaid accounts) of the department concerned only 5. Complete set of financial documents (for UNPAID accounts) 6. Justification letter duly approved by the CM (for unpaid accounts) 7. Plantilla of Personnel (if funding of positions) 		Respective Department / Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client hand in complete requirements to person in charge	1. Receive request from client and advises client to wait for acknowledgement receipt.	None	5 Minutes	Budget Officer II
	1.2 Check the details of SB Request Form if completely filled and if all the requirements indicated in the checklist are properly attached	None	10 Minutes	Budget Officer II
2. Client will receive the acknowledgement receipt or referral slip.	2.1 If documents are complete, an acknowledgement receipt is to be prepared with notation that it will be subjected	None	10 Minutes	Budget Officer II



	for further review and if found to be in proper order, it will be included in the next SB. If incomplete, all the documents has to be returned to client with attached referral slip indicating the deficiencies.			
	2.3 Documents will be forwarded to CBO Admin division and it will be encoded in the documents tracking system and will be returned back to BPS Reviewing personnel	None	15 Minutes	Administrative Assistant I
	2.4 Check the details of supporting documents, correctness of mathematical computation, & proper classification of accounts.	None	1 hour	Budget Officer III/ Budget Officer II
	2.5 SB Request is forwarded to BES registry holder for validation and verification of existence of appropriation on accounts sourced out (Current or Continuing) from the Registry Holder	None	5 Minutes	Budget Officer III/ Budget Officer II
	2.6 Validate/verify the existence of appropriation as source of fund (Current or Continuing) from the Registry Holder	None	3 hours	Budget Officer III/ BES Registry Holder
	2.7 SB request will now be forwarded to the City Budget Officer for approval	None	5 Minutes	Budget Officer III/ Budget Officer II



	2.8 Approval of SB Request	None	10 Minutes	City Budget Officer
	2.9 Preparation of draft SB based on cut off dates (see LMC2024-02)	None	16 hours	Budget Officer III
3. Receives update from CBO as to the status of SB request.	3.1 Prepare recommendation as to inclusion in the list of SB and to be recommended to the Local Finance Committee.	None	3 hours	Budget Officer II
END OF TRANSACTION			40 hours	