



Review of Sangguniang Kabataan (SK) Annual Budget (AB)

SK budget will be reviewed by the Sangguniang Panlungsod through the City Budget Office as mandated in and compliance with the RA 10742 on SK Reform Act of 2015.

Office or Division	City Budget Office- Barangay Review and Research Division			
Classification	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail	All 26 SK of General Santos City			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Transmittal Letter (signed by SK Chairperson and stamped received by SP Committee on Finance) 2. Budget Message 3. Annual Budget (AB) 4. Resolution approving AB 5. Annual Barangay Youth Investment Program (ABYIP) 6. Resolution approving ABYIP 7. Certified Barangay Statement of Income 8. Letter from Barangay Treasurer of the 10% Share of SK Fund 9. Annual Procurement Plan (APP) 		<p>Office of the Sangguniang Kabataan</p> <p>Office of the Sangguniang Kabataan</p> <p>Office of the Sangguniang Kabataan</p> <p>Office of the Sangguniang Kabataan</p> <p>Office of the Sangguniang Kabataan</p> <p>Office of the Barangay Treasurer</p> <p>Office of the Barangay Treasurer</p> <p>Office of the Sangguniang Kabataan</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SK personnel submits four (4) sets of AB package to frontline personnel	<ol style="list-style-type: none"> 1.1 Check for documentary and signature completeness <ol style="list-style-type: none"> a. If incomplete, issue acknowledgment receipt containing the reason for suspension and non-acceptance. b. If complete, receive package, forward to central receiving, and log the transaction in the logbook and forward package 	None	15 Minutes	Barangay Review and Research Personnel



	to reviewing personnel			
	1.2. Review and evaluate AB and related attachments, including but not limited to correctness of mathematical computation, account titles and charging, matching and consistency of related documents and compliance to budgetary and related legal provisions	None	19 days, 7hrs and 30 mins	Barangay Review and Research Personnel
	a) Check completeness of documents received.			Barangay Review and Research Personnel
	b) Evaluate ABYIP and resolution approving ABYIP.			Barangay Review and Research Personnel
	c) Evaluate AB.			Barangay Review and Research Personnel
	d) Evaluate APP.			Barangay Review and Research Personnel
	1.3. Prepare and print initial, succeeding or final review notes		1 Day	Barangay Review and Research Personnel
	1.4. Approve review notes		10 Minutes	Supervisor/ Immediate Supervisor/ DH
2. SK personnel receives review notes for correction/ compliance	2.1. Release of review notes and reviewed documents to SK if needing further compliance OR 2.1. Prepare 2nd endorsement for Sangguniang Panlungsod approval. See <i>Endorsement of</i>	None	5 Minutes	Barangay Review and Research Personnel



	<i>Reviewed Barangay Budget to Sangguniang Panlungsod (SP) table.</i>			
<i>* Exempted from standard processing time by virtue of Sec. 20 (d) of the RA 10742 on SK Reform Act of 2015 which provides 60 days for SK budget review</i>				
	TOTAL		21 Days	



17. Review of Sangguniang Kabataan (SK) Supplemental Budget (SB) with Fund Source Needing Certification from its Council

SK budget will be reviewed by the Sangguniang Panlungsod through the City Budget Office as mandated in and compliance with the RA 10742 on SK Reform Act of 2015.

Office or Division	City Budget Office- Barangay Review and Research Division			
Classification	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail	All 26 SK of General Santos City			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Transmittal Letter (signed by SK Chairperson)		Office of the Sangguniang Kabataan		
2. Supplemental Budget (SB)		Office of the Sangguniang Kabataan		
3. Resolution approving SB		Office of the Sangguniang Kabataan		
4. Supplemental Annual Barangay Youth Investment Program (ABYIP) and resolution approving ABYIP, as applicable		Office of the Sangguniang Kabataan		
5. Fund source approved by SK Treasurer and Chairperson (Reversion/ Re-alignment; Unexpended Balance from Prior Years, etc)		Office of the Sangguniang Kabataan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SK personnel submits one (1) set of AB package to frontline personnel	1.1 Check for documentary and signature completeness a. If incomplete, receive package, record in the Internal Monitoring Logbook and forward to reviewing personnel. b. If complete, receive package, forward to central receiving, and log the transaction in the logbook and forward package to reviewing personnel	None	15 Minutes	Barangay Review and Research Personnel
	1.2. Review and evaluate SB and related	None	19 days, 7hrs and	Barangay Review and Research Personnel



	attachments, including but not limited to correctness of mathematical computation, account titles and charging, matching and consistency of related documents and compliance to budgetary and related legal provisions		30 mins	
	a) Check completeness of documents received			Barangay Review and Research Personnel
	b) Evaluate ABYIP and resolution approving ABYIP, as applicable.			Barangay Review and Research Personnel
	c) Evaluate source of fund needing certification from SK Treasurer and Chairperson.			
	d) Evaluate SB.			Barangay Review and Research Personnel
	1.3. Prepare and print initial, succeeding or final review notes		1 Day	Barangay Review and Research Personnel
	1.4. Approve review notes		10 Minutes	Supervisor/ Immediate Supervisor/ DH
2. SK personnel receives review notes for correction/ compliance	2.1. Release of review notes and reviewed documents to SK if needing further compliance OR 2.1. Prepare 2nd endorsement for Sangguniang Panlungsod approval. See <i>Endorsement of Reviewed Barangay</i>	None	5 Minutes	Barangay Review and Research Personnel



	<i>Budget to Sangguniang Panlungsod (SP) table.</i>			
<i>* Exempted from standard processing time by virtue of Sec. 20 (d) of the RA 10742 on SK Reform Act of 2015 which provides 60 days for SK budget review</i>				
	TOTAL		21 Days	



18. Review of Sangguniang Kabataan (SK) Supplemental Budget (SB) with Fund Source Needing Certification from its Council

Barangay budget (covering both barangays and Sangguniang Kabataan or SK) will be reviewed by the Sangguniang Panlungsod through the City Budget Office in compliance with the Local Government Code of 1991

Office or Division	: City Budget Office- Barangay Review and Research Division			
Classification	: Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail	: All 26 Barangays and Sangguniang Kabataan (SK) of General Santos City			
CHECKLIST OF REQUIREMENT/S			WHERE TO SECURE	
1. Final Review Notes 2. Four (4) Sets of budget package			Office of the SK/ Sangguniang Barangay Office of the SK/ Sangguniang Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay personnel submits final four (4) copies/ sets of annual budget package	After prior coordination of final review notes and compliance for review, Barangay Secretary to submit four (4) copies of budget package 1.1.Receive final four (4) copies/ sets of incoming documents and log in receipt at the monitoring log book.	None	15 Minutes	Barangay Review and Research Personnel
	2.1.Reviewing personnel evaluates, validates, compares the four (4) sets of received budget package	None	2 Days, 7 Hours 30 Minutes	Barangay Review and Research Personnel
	4.2. Prepare and print 2nd endorsement letter to SP thru City Mayor's Office		5 Minutes	Barangay Review and Research Personnel
	4.3. Approve 2nd endorsement letter	None	10 Minutes	Supervisor/ Immediate Supervisor/ Department Head



	TOTAL		3 Days	
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19. Release of Sangguniang Panlungsod (SP) Approved Barangay Budget

Barangay budget (covering both barangays and Sangguniang Kabataan or SK) will be reviewed by the Sangguniang Panlungsod (SP) through the City Budget Office as mandated in and compliance with the Local Government Code of 1991

Office or Division	: City Budget Office- Brgy. Review and Research Division			
Classification	: Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail	: All 26 Barangays and SK of General Santos City			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Transmittal of SP Approved Barangay Budget 2. Resolution Approving Barangay Budget 3. Barangay Budget Package		Sangguniang Panlungsod Sangguniang Panlungsod Sangguniang Panlungsod		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	i. Barangay Budget Review Personnel (BBRP) receives and checks incoming package from Sangguniang Panlungsod.	None	20 Minutes	BBRP
	ii. BBRP prepares the sets of budget package, reproduces the resolution and attaches copy of the resolution approving the budget to the package.	None	30 Minutes	BBRP
	iii. BBRP prepares, prints transmittal for release to barangay and forwards to immediate supervisors for approval	None	15 Minutes	



	iv. Immediate supervisors approve the transmittal for release to barangay	None	20 Minutes	Supervisor/ Immediate Supervisor/ Department Head
1. Barangay personnel receives SP approved and endorsed BAO and related package	1.1. Release budget package to barangay and logs in the receipt and release in the logbook/ monitoring form.	None	5 minutes	BBRP
	TOTAL		90 Minutes	



20. Approval of City Aid to Barangay (Regular)

As mandated in Sec. 324 of the Local Government Code, the city aids component barangays of not less than P1,000 per barangay. The city further gives additional aid to barangays, as contained in the city's annual budget, to help them achieve their targets and better implement their plans, projects and activities in peace and order and social services sectors.

Office or Division :		City Budget Office- Brgy. Review and Research Division		
Classification :		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail :		All 26 Barangays of General Santos City		
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Resolution approving City Annual Budget 2. Approved City Annual Budget		Sangguniang Panlungsod Sangguniang Panlungsod		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	i. Acquire copy of the approved and current city budget and ascertain appropriation provision on aid to barangays	None	10 Minutes	Barangay Budget Review Personnel (BBRP)
	ii. Within first quarter, prepare and print Notices of City Aid to Barangay	None	1 Hour	Immediate Supervisor
	iii. Forward notices to Department Head for approval	None	10 Minutes	Immediate Supervisor
	iv. Forward to CMO for mayor's approval.	None	5 Minutes	Barangay Budget Review Personnel (BBRP)
	TOTAL		1 Hour, 25 minutes	



21. Release of Notice of City Aid to Barangay

As mandated in Sec. 324 of the Local Government Code, the city aids component barangays of not less than P1,000 per barangay. The city further gives additional aid to barangays, as contained in the city's annual budget, to help them achieve their targets and better implement their plans, projects and activities in peace and order and social services sectors.

Office or Division :		City Budget Office- Brgy. Review and Research Division		
Classification :		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail :		All 26 Barangays of General Santos City		
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. City Mayor's approved Notice of City Aid		Office of the City Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	i.Receive and check completeness and signature of approved Notice of City Aid to Barangay from City Mayor's Office	None	5 Minutes	Receiving Personnel/ CBO-BRRD Review Personnel
	ii.Create Summary List of approved notices of city aid. This will serve as acknowledgment receipt too for the barangay personnel.	None	10 Minutes	Receiving Personnel/ CBO-BRRD Review Personnel
	ii.Notify barangays of the availability of notices.	None	10 minutes	
1. Barangay personnel receives approved Notice of City Aid to Barangay	1.1. Release of notices of city aid to respective barangays and logs in to monitoring/	None	5 Minutes	CBO-BRRD Review Personnel/ Barangay Personnel



	acknowledgement sheet.			
	TOTAL		30 Minutes	



22. Obligation Request (ObR) Approval of City Aid to Barangay

As mandated in Sec. 324 of the Local Government Code, the city aids component barangays of not less than P1,000 per barangay. The city further gives additional aid to barangays, as contained in the city's annual budget, to help them achieve their targets and better implement their plans, projects and activities in peace and order and social services sectors.

Office or Division	: City Budget Office- Brgy. Review and Research Division			
Classification	: Simple			
Type of Transaction	: G2G – Government to Government			
Who may avail	: All 26 Barangays of General Santos City			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. 2nd Endorsement of Supplemental Budget on City Aid to Barangay		City Budget Office		
2. Approved Notice of City Aid		City Budget Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	i. Within 15 days from CBO's 2nd endorsement of barangay budget, Barangay Budget Review Personnel (BBRP) transacts in online system the ObR and tracer for city aid to barangay.	None	1 Hour 30 Minutes	BBRP
	ii. Prepare and organize related attachments to the ObR.	None	1 Hour	BBRP
	iii. Forward to department reviewer and immediate supervisors for approval	None	30 Minutes	Department Reviewr; Supervisor/ Department Head
	v. Transmit to City Accounting Office	None	10 Minutes	BBRP CBO- Releasing Personnel
	v. Monitor flow of document and inform barangay personnel of check availability at	None		



	City Treasurer's Office.			
	TOTAL		3 Hours, 10 Minutes	



23. Request for Additional City Aid to Barangay (LGU with Outright Fund Source)

As mandated in Sec. 324 of the Local Government Code, the city aids component barangays of not less than P1,000 per barangay. Should the barangay need further aid with reasonable merit and justification and on top of what was originally appropriated by the city, the concerned barangay can request for additional aid.

Office or Division	: City Budget Office- Brgy. Review and Research Division			
Classification	: Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail	: All 26 Barangays of General Santos City			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Resolution Requesting the City Mayor to Grant Additional City Aid Request		Office of the Sangguniang Barangay		
2. Acknowledgement Receipt of City Mayor's Office (CMO)/ Transmittal or Endorsement from CMO		City Mayor's Office		
3. PPA Profile of the intended usage of requested fund		Office of the Sangguniang Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay personnel forwards one (1) set of additional city aid request package	1.1 .Check for documentary and signature completeness a. If incomplete, return the package to the barangay personnel. Record the transaction in logbook to document the submission. b. If complete, receive package, forward to	None	15 Minutes	Barangay Budget Review Personnel



	central receiving, and log the transaction in the logbook and forward package to reviewing personnel			
	1.2. Forward document package to review personnel for evaluation. Reviewer evaluates PPA profile and resolution granting the request.	None	30 Minutes	Receiving in Charge
	1.3. Coordinate with CBO- Execution Section on the availability of funds.	None	5 Minutes	City Budget Office-Registry Holder
	1.4. Forward notice of city aid to supervisor and heads for approval.	None	5 Minutes	Barangay Budget Review Personnel/ Supervisor/ Department Head
	1.5. Forward to City Mayor for Approval	None	5 Minutes	Barangay Budget Review Personnel/ CBO- Releasing Personnel
	See procedure on <i>Release of Notice of City Aid to Barangay (Regular)</i> See procedure on <i>Obligation Request</i>			



	<i>(ObR) Approval of City Aid to Barangay</i>			
	End of Transaction		60 Minutes	



24. Request for Additional City Aid to Barangay (LGU without Outright Fund Source)

As mandated in Sec. 324 of the Local Government Code, the city aids component barangays of not less than P1,000 per barangay. Should the barangay need further aid with reasonable merit and justification and on top of what was originally appropriated by the city, the concerned barangay can request for additional aid.

Office or Division	: City Budget Office- Brgy. Review and Research Division			
Classification	: Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail	: All 26 Barangays of General Santos City			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Resolution Requesting the City Mayor to Grant Additional City Aid Request		Office of the Sangguniang Barangay		
2. Acknowledgement Receipt of City Mayor's Office (CMO)/ Transmittal or Endorsement from CMO		City Mayor's Office		
3. PPA Profile of the intended usage of requested fund		Office of the Sangguniang Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay personnel forwards one (1) set of additional city aid request package	1.1 .Check for documentary and signature completeness a. If incomplete, return the package to the barangay personnel. Record the transaction in logbook to document the submission. b. If complete, receive package, forward to	None	10 Minutes	Barangay Budget Review Personnel



	central receiving, and log the transaction in the logbook and forward package to reviewing personnel			
	1.2. Forward document package to review personnel for evaluation. Reviewer evaluates PPA profile and resolution granting the request.	None	25 Minutes	Receiving in Charge
	1.3. Coordinate with CBO- Execution Section on the availability of funds. If funds are not enough and available, coordinate further with Budget Preparation Section and/or City Mayor's Office in the sourcing of needed funded either through inclusion in the city's next immediate supplemental	None	10 Minutes	City Budget Office-Registry Holder City Budget Office-Budget Preparation Personnel/ Cit'y Mayor's Office-Finance Unit



	budget or augmentation.			
	1.4. Prepare a letter informing the barangay council on the non-availability of outright funds. Copy in City Mayor's Office.	None	20 Minutes	Barangay Budget Review Personnel
	1.5. Forward the letter to immediate supervisors for approval.	None	15 Minutes	Supervisors and/or Department Head
2. Barangay Personnel receives the letter	1.6. Release the approved letter to the barangay.	None	5 Minutes	
	<p><i>after source of funds is ascertained</i></p> <p>See procedure on <i>Release of Notice of City Aid to Barangay (Regular)</i></p> <p>See procedure on <i>Obligation Request (ObR) Approval of City Aid to Barangay</i></p>			
	End of Transaction		1 Hour 30 Minutes	