



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

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|--|--|--|------------------------|---------------------------|
| 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 | |



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| | 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 | |