



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	