



CITY BUDGET OFFICE



I. Mandate

Develop plans and programs to efficiently allocate local resources towards the provision of basic services of the Local Government Unit.

II. Vision

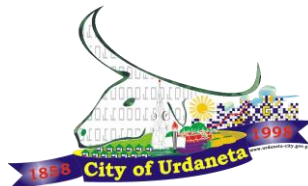
Envisions to provide budgetary services with utmost integrity, transparency and responsibility for the benefit of the public.

III. Mission

To continuously perform duties and responsibilities with regard to budgeting in accordance with the law and accounting principles.



CITY BUDGET OFFICE SERVICES



PROCESSING OF OBLIGATION REQUEST (ObR)

REQUIREMENTS	SERVICES RENDERED	PROCESSING TIME	PERSON/S RESPONSIBLE
<p>Complete set of voucher with proper attachment of the following:</p> <p>Certificate of Acceptance Acceptance and Inspection Report Disbursement voucher Allotment of Obligation Slips Purchase Request Purchase Order Memorandum Receipt Receipt/s.</p>	<p>Coding of voucher/s for allotment of different offices; Mayor's office, SP, Engineering office, Administrator, CHO, CDRRMO, Treasury, Budget, 20% Devt. Fund, Non-Office, CSWDO, Accounting, Legal, Market and Slaughterhouse,SEF, CPDC,CCR, Agriculture, Assessor and HRMO.</p>	2-5 minutes	JOSEPHINE A. JOSE Administrative Assistant II
<p>Other important documents needed for: Travel expenses (Travel order / Directive Authority & Itinerary to travel,Certificate of Participation/ Appearance</p>	<p>Writing the transaction to the logbook/ journal.</p>	2 minutes	CRISIEL M. MANLONGAT Administrative Aide
<p>Terminal Leave Pay (Service Record, Certificate of earned leaves & clearance.</p>	<p>Coding/Releasing of obligated request vouchers of Urdaneta City University</p>	2-5 minutes	ADAMSON DAVID B. LAPEÑA Administrative Aide III
<p>Utilities (Bill or Statement of Account)</p>			
<p>For various programs and activities (Project proposal)</p>	<p>Review and certify as to existence of available appropriation</p>	1 minute	CYRL MARIE M. RAMOS City Budget Officer
<p>Burial/Financial Assistance (Certificate of Indigency etc.,)</p>	<p>Releasing of coded/ obligated request</p>	1 minute	CRISIEL M. MANLONGAT Administrative Aide



REQUIREMENTS	SERVICES RENDERED	PROCESSING TIME	PERSON/S RESPONSIBLE
	Encoding of Allotment of Obligation Slips (ALOBS) for 13 offices; City Administrator's Office, CHO, CDRRMO, Treasury Office, Budget Office, Accounting office, Legal Office, Market and Slaughterhouse, CPDC,CCR, Agriculture's Office, Assessor's Office and HRMO.	5-10 minutes	JASMIN T. CONSOLACION Administrative Aide IV
	Encoding of Allotment of Obligation Slips (ALOBS) for 4 offices; City Mayor's Office, Non-Office Community & Social Services, Special Education Fund and Office of the General Services Officer.	5-10 minutes	CRISIEL M. MANLONGAT Administrative Aide
	Encoding of ALOBS for 5 offices (City Engineering Office, 20% Development Fund, UCU, CSWDO and Sangguniang Panlungsod Office).	5-10 minutes	ADAMSON DAVID B. LAPEÑA Administrative Aide III

ASK ASSISTANCE IN REVIEWING THE BARANGAY BUDGET (ANNUAL AND SUPPLEMENTAL)

REQUIREMENTS	SERVICES RENDERED	PROCESSING TIME	PERSON/S RESPONSIBLE
	Assisting the Barangay Captains and Treasurers in the preparation and approval of Barangay Annual/Supplemental Budget.	5-15 minutes	CYRL MARIE M. RAMOS City Budget Officer

REQUESTING OF ENDORSEMENT LETTERS (ANNUAL AND SUPPLEMENTAL)

REQUIREMENTS	SERVICES RENDERED	PROCESSING TIME	PERSON/S RESPONSIBLE
	Preparing of endorsement letters for 34 Barangays (Annual/Supplemental Budget)	5-10 minutes	JASMIN T. CONSOLACION Administrative Aide IV CRISIEL M. MANLONGAT Administrative Aide ADAMSON DAVID B. LAPEÑA Administrative Aide III



ASKING THE CITY BUDGET OFFICER SIGN THE ENDORSEMENT LETTER

REQUIREMENTS	SERVICES RENDERED	PROCESSING TIME	PERSON/S RESPONSIBLE
	Signing of the Endorsement letter certifying that the budget has been approved for hearing.	1 minute	CYRL MARIE M. RAMOS City Budget Officer