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| Office or Division: | City Government of Pasig - City Budget office |
| Classification: | Simple |
| Type of Transaction: | In-charge of the financial and information services/preparation, control and execution of budget for the city and public schools including review of the barangay budget. |
| Who may avail: | City Hall Personnel, Barangay Treasurer/Secretaries and other individual who have claims with the City Government |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|------------------------------|
| 1. Payroll/Salaries/Other Personal Services <ul style="list-style-type: none"> ● Legality of transaction and conformity with laws, rules and regulations ● Sufficient and relevant document to establish validity of claims ● Other documents may be required depending on the nature of the claim | HRDO Requesting Party |
| 2. Purchase of Goods or Services <ul style="list-style-type: none"> ● Approved letter request/Purchase Request ● Project Procurement Management Plan | Requesting Party |
| 3. Reimbursement of Expenses <ul style="list-style-type: none"> ● Approved letter request/Purchase Request ● Project Procurement Management Plan ● Legality of transaction and conformity with laws, rules and regulations ● Sufficient and relevant document to establish validity of claims ● Other documents may be required depending on the nature of the claim | Requesting Party |
| 4. Utilities <ul style="list-style-type: none"> ● Sufficient and relevant document to establish validity of claims ● Other documents may be required depending on the nature of the claim | Requesting Party |
| 5. Cash advances <ul style="list-style-type: none"> ● Approved letter request/Purchase Request ● Project Procurement Management Plan ● Legality of transaction and conformity with laws, rules and regulations ● Sufficient and relevant document to establish validity of claims ● Other documents may be required depending on the nature of the claim | Requesting Party |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
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| <p>6. Infrastructure Projects</p> <ul style="list-style-type: none"> ● Program of works ● Annual Procurement Plan | <p>Engineering Department BAC Office</p> |
| <p>7. Financial Assistance/Other Claims</p> <ul style="list-style-type: none"> ● Legality of transaction and conformity with laws, rules and regulations ● Sufficient and relevant document to establish validity of claims ● Other documents may be required depending on the nature of the claim | <p>Requesting Party</p> |
| <p>8. Annual and Supplemental Barangay Budget</p> <ul style="list-style-type: none"> ● Transmittal Letter ● Budget Message ● Appropriation Ordinance ● Brgy. Budget Preparation Form No. 1 ● Brgy. Budget Preparation Form No. 2 ● Brgy. Budget Preparation Form No. 2A ● Brgy. Budget Preparation Form No. 3 ● Brgy. Budget Preparation Form No. 4 ● GAD Plan w/ Certification from the DILG ● BDRRM Plan and Resolution of BDRRM Committee approving the plan ● Programs for Elderly and Disabled ● Barangay Council for the Protection of Children (BCPC) Plan and resolution of the BCPC Council approving the plan ● Barangay's Three Year Development Plan ● Project Procurement Management Plans of various supplies/materials and equipments ● Annual Procurement Plan (APP) of various supplies/materials and equipments ● Annual Investment Plan | <p>Requesting Barangay</p> |

| CLIENT STEP | LGU ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|------------------------|------------------------|--|
| 1. Submit approved purchase request/approved program of works | Record in the log book | None | 5 minutes | Norris B. Rañeses Gerry B. Prieto |
| | Review and check the propriety and completeness of documents and preparation of Action Slip for the approval of City Budget Officer | None | 15 minutes | Martinelli A. Santiago Jacqueline N. Ferrer Rachel V. Salonga Joy T. Sarmiento Cecilia O. Ilag Jaime M. Dela Cruz Jonalyn A. Badillo Marilyn R. Ulan Liz Anne N. Bondoc Josefina C. Prado Argel Joseph T. Elio |
| | | | | Ma. Delia C. Concepcion |
| 1.1. Received the action slip and proceed to BAC Office | Releasing of approved action slip | None | 5 minutes | Norris B. Rañeses Gerry B. Prieto |
| 2. Submit Annual and Supplemental Barangay Budget | Review/check the propriety and completeness of documents | None | 1-2 Working days | Martinelli A. Santiago Jacqueline N. Ferrer Rachel V. Salonga Joy T. Sarmiento Cecilia O. Ilag |
| | Prepared transmittal to the Sangguniang Panlungsod | | 10 minutes | Martinelli A. Santiago Jacqueline N. Ferrer Rachel V. Salonga Joy T. Sarmiento Cecilia O. Ilag |
| | Review and approval of the Transmittal. | | 20 minutes | Ma. Delia C. Concepcion |

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| | Forwarded the Annual and/or Supplemental Barangay Budget to the Sangguniang Panlungsod | | 10 minutes | Martinelli A. Santiago Jacqueline N. Ferrer Rachel V. Salonga Joy T. Sarmiento Cecilia O. Ilag |
| 3. Submit documents: <ul style="list-style-type: none"> ● Purchase Order ● Contract of Infrastructure projects ● Payrolls of salaries and other compensation ● Statement of billings ● Cash Advances ● Financial Assistance Claim | Record in the log book | None | 5 minutes | Norris B. Rañeses Gerry B. Prieto |
| | Review and check the propriety and completeness of documents and preparation of Obligation Request | | 15 minutes | Martinelli A. Santiago Jacqueline N. Ferrer Rachel V. Salonga Joy T. Sarmiento Cecilia O. Ilag Jaime M. Dela Cruz Jonalyn A. Badillo Marilyn R. Ulan Liz Anne N. Bondoc Josefina C. Prado Argel Joseph T. Elio |
| | Review and approval of the Obligation Request | | 10 minutes | Ma. Delia C. Concepcion |
| 3.1. Received the OBR and proceed to the City Accounting Office | Releasing of approved Obligation Request | | 5 minutes | Norris B. Rañeses Gerry B. Prieto |
| TOTAL: | | | 30 minutes/ transaction 1-2 day for those that require completeness of documents | |