

**CITIZEN CHARTER
CITY BUDGET OFFICE**

BUDGETING SERVICES

In-charge of the financial and information services/preparation, control and execution of budget for the city and public schools (SEF) including review of the barangay budget

Office or Division:	City Government of Pasig – City Budget Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	City Hall Personnel, Barangay Treasurer/Secretaries, National Government Agencies and other individuals 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 	Requesting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Other documents may be required depending on the nature of the claim 	
<p>6. Infrastructure Projects</p> <ul style="list-style-type: none"> Program of Works Annual Procurement Plan Schedule for Buildings and Structure Outlays 	<p>Engineering Department Requesting Party 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. A. Annual 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 Nutrition Action Plan Barangay's Three Year Development Plan Project Procurement Management Plans of various supplies/materials and equipment's Annual Procurement Plan (APP) of various supplies/materials and equipment's Resolution Approving the Annual Investment Plan Annual Investment Plan 	<p>Requesting Barangay</p>
<p>B. Supplemental Barangay Budget</p> <ul style="list-style-type: none"> Transmittal Letter Appropriation Ordinance Brgy. Budget Preparation Form No. 5 Brgy. Budget Preparation Form No. 6 Resolution Approving the Supplemental Investment Program Supplemental Investment Program Project Procurement Management Plan Supplemental Procurement Plan Other supporting documents depending on the fund source 	

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit payroll approved purchase request/approved program of works	Record in the log book	None	15 minutes	Receiving/Releasing Clerk
		Review and check the propriety and completeness of documents and preparation of Obligation Request for the approval of City Budget Officer	None	30 minutes	Budget Personnel assigned on specific office
					City Budget Officer
2	Submit Annual and Supplemental Barangay Budget	Review and check the accuracy, propriety and completeness of documents	None	1-5 Working days	Budget Personnel assigned on specific Barangay
		Prepared transmittal to the Sangguniang Panlungsod		30 minutes	Budget Personnel assigned on specific Barangay
		Review and approval of the Transmittal		30 minutes to 1 hour	City Budget Officer
		Forwarded the Annual and/or Supplemental Barangay Budget to the Sangguniang Panlungsod		20-30 minutes	Budget Personnel assigned on specific Barangay
3	Submit documents: <ul style="list-style-type: none"> • Purchase Order • Contract of Infrastructure projects • Payrolls of salaries and other compensation • Statements of billings • Cash advances • Financial Assistance Claim 	Record in the log book	None	15 minutes	Receiving/Releasing Clerk
		Review and check the propriety and completeness of documents and preparation of Obligation Request		30 minutes	Budget Personnel assigned on specific office
		Review and approval of the Obligation Request		30 minutes	City Budget Officer
3.1	Received the OBR and proceed to the City Accounting Office	Releasing of approved Obligation Request	None	5 minutes	Receiving/Releasing Clerk
TOTAL:				1-2 days for those that require completeness of documents	

Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Displayed Suggestion/Complaint box
How feedback is processed	Conduct meeting and suggest probable solution and prevention from repetitive issue.
How to file a complaint	Written letter to the Department Head
How complaints are processed	Department Head hear the complaint directly to the complainant and vice versa from the plaintiff.
Contact Information	Martinelli A. Santiago pasigcitybudget016@gmail.com 643-1111 local 1821 & 1822