

**OFFICE OF THE
CITY BUDGET OFFICER
External Services**

1. Review of Barangay and Sangguniang Kabataan (SK) Budget

Before the Office of the Sangguniang Panlungsod approves the Annual and Supplemental Budget of the Barangay and Sangguniang Kabataan (SK), the Office of the City Budget Officer shall thoroughly review the same to ensure compliance with the Budgetary Requirements and Limitations provided in the Local Government Code are complied with and adhere to regulations set by the Department of Budget and Management (DBM) and the Commission on Audit (COA).

Office or Division:	Office of the City Budget Officer	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Barangay Treasurer/SK Chairman	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>Draft of Barangay Budget (Annual/Supplemental)</p> <p>Barangay Ordinance/Resolution</p> <ul style="list-style-type: none"> • FOR ANNUAL BUDGET OF BARANGAY <ul style="list-style-type: none"> • Next preceding fiscal year and 2nd Semester of the Current Year <ul style="list-style-type: none"> • Statement of Allotment, Obligation and Balances (SAOB) and Record of Appropriations • Obligations (RAO) <i>(as received by the Office of the City Accountant)</i> • Record of Estimated and Actual Income (REAI) 	Concerned Barangay	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Draft of Annual/ Supplemental Budget for Review.	1.1 Receives the Barangay/SK Annual/ Supplemental Budget. <i>(requirements attached)</i>	None	5 - 10 minutes	Administrative Aide IV (Budgeting Aide) / Administrative Assistant II (Budgeting Assistant) OFFICE OF THE CITY BUDGET OFFICER
	1.2 Reviews the requirements attached.	None	4 - 5 hours	-do-
	1.3 Informs the Concerned Barangay/SK Chairman for the necessary revisions, corrections and additional requirements. <i>(as may be necessary)</i>	None	20 - 25 minutes	-do-
2. Submit the Final/Revised Annual/ Supplemental Budget <i>(requirements attached)</i> **FOR ANNUAL BUDGET (3 sets)	2.1 Reviews Barangay/SK Annual/ Supplemental Budget. <i>(based on the Revisions, corrections and completion of requirements)</i>	None	2 hours	Administrative Aide IV (Budgeting Aide) / Administrative Assistant II (Budgeting Assistant) OFFICE OF THE CITY BUDGET OFFICER

**FOR SUPPLEMENTAL BUDGET (3 sets)	2.2 Prepares Indorsement of Barangay/ SK Annual/ Supplemental Budget.	None	5 minutes	Administrative Aide IV (Budgeting Aide) / Administrative Assistant II (Budgeting Assistant) OFFICE OF THE CITY BUDGET OFFICER
	2.3 Signs Indorsement of Barangay/ SK Annual/ Supplemental Budget.	None	5-10 minutes	City Budget Officer OFFICE OF THE CITY BUDGET OFFICER
	2.4 Prepares Transmittal and Forward to the Office of the Sangguniang Panlungsod the Barangay/SK Annual/ Supplemental Budget for Final Review and Approval.	None	5-10 minutes	Administrative Aide IV (Budgeting Aide) / Administrative Assistant II (Budgeting Assistant) OFFICE OF THE CITY BUDGET OFFICER
	2.5 Return to the Office of the City Budget Officer the Approved Barangay/ SK Annual/ Supplemental Budget.			Office of the Sangguniang Panlungsod

	<p>2.6 Return to the Concerned Barangay/SK Chairman Copy of Approved Annual/ Supplemental Budget including the endorsement Letter from the Office of the Sangguniang Panlungsod.</p>			<p>Administrative Aide IV (Budgeting Aide)</p> <p>/</p> <p>Administrative Assistant II (Budgeting Assistant)</p> <p>OFFICE OF THE CITY BUDGET OFFICER</p>
TOTAL:		None	8 hours	

**OFFICE OF THE
CITY BUDGET OFFICER
Internal Services**

1. Issuance of Certificate of Availability of Appropriation/Allocation/Utilization

Departments/Employees requesting Certificate of Availability of Funds - Appropriation/Allocation/Utilization for

- a. Programs/Projects/Activities for Goods and Services, for appointments of the Regular, Plantilla Positions, Appointments of Job Order Workers/Contractual Employees
- b. Monetization of Leave Credits
- c. Terminal Leave Pay

Office or Division:	Office of the City Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Respective Offices/Departments and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> a. Written or verbal request. b. Monetization Slip c. Certificate of Availability of Terminal Leave Funds 		<ul style="list-style-type: none"> a. Personal b. Department Concerned c. Office of the Human Resource and Management Officer (HRMO) 		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. a. Make a written or verbal request.	1.1a. Scan/check records and encoding of Certificate of Availability of Funds - Appropriation/ Allocation/ Utilization with the corresponding Document Code/Control Number.	None	30 minutes	City Budget Officer / SAO (Financial and Mgt. Officer I) / Administrative Assistant II (Budgeting Assistant) /

<p>1b. Submit a Monetization Slip /Certificate of Availability of Terminal Leave Funds Form</p>	<p>1.1 b. Check the records and encode monetized / Terminal Leave Pay amount with initial and date of the personnel in-charge certifying the existence of Appropriation</p>			<p>Administrative Aide IV (Budgeting Aide) OFFICE OF THE CITY BUDGET OFFICER</p>
	<p>1.2 Sign Certificate of Availability of Funds - Appropriation/ Allocation/ Utilization</p>	<p>None</p>	<p>15 minutes</p>	<p>City Budget Officer OFFICE OF THE CITY BUDGET OFFICER</p>
<p>2. Acceptance of Certificate of Availability of Funds - Appropriation/ Allocation/ Utilization</p>	<p>2.1 Release of Certificate of Availability of Funds - Appropriation/ Allocation/ Utilization</p>	<p>None</p>	<p>15 minutes</p>	<p>City Budget Officer / SAO (Financial and Mgt. Officer I) / Administrative Assistant II (Budgeting Assistant) / Administrative Aide IV (Budgeting Aide) OFFICE OF THE CITY BUDGET OFFICER</p>
<p>TOTAL:</p>		<p>None</p>	<p>1 hour</p>	

2. Obligating Financial Assistance to Indigents

Financial Assistance is given to indigent citizens of Cavite City for Burial, Medical and other Acceptable instances.

Office or Division:	Office of the City Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Citizens and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Obligation Request (ObR) signed by the Head of Office</p> <p>Case Study as to the eligibility of the client/recipient of the Financial Assistance assessed and signed by CSWDO.</p> <ul style="list-style-type: none"> - BURIAL: Death Certificate - MEDICAL: Medical Prescription/Medical Abstract/Medical Certificate - Barangay Endorsement - Barangay Certificate of Indigency 		<p>Department concerned</p> <p>CSWDO</p> <p>Office of the City Civil Registrar</p> <p>Doctor/Hospital to where the patient/recipient has been confined and or examined.</p> <p>Barangay to where the client resides</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents Obligation Request (ObR)/ Disbursement Voucher (DV) of Financial Assistance prepared by CSWDO.	1.1 Accepts Obligation Request (ObR)/ Disbursement Voucher (DV) of Financial Assistance.	None	5 minutes	SAO (Financial and Mgt. Officer I) OFFICE OF THE CITY BUDGET OFFICER

	1.2 Obligate and charge to appropriate accounts and assign obligation number.	None	15 minutes	SAO (Financial and Mgt. Officer I) OFFICE OF THE CITY BUDGET OFFICER
	1.3 Obtain a copy of Obligation Request (ObR) for filing and System Encoding Purposes.	None	2-5 minutes	-do-
	1.4 Review and Certify as to existence of Appropriation.	None	10 minutes	City Budget Officer OFFICE OF THE CITY BUDGET OFFICER
2. Receives the signed Obligation Request (ObR) of Financial Assistance	2.1 Recording of Processed obligation Request (Logbook) for release and endorsement to the Office of the City Accountant	None	10-15 minutes	Administrative Aide III (Utility Worker) OFFICE OF THE CITY BUDGET OFFICER
TOTAL:		None	50 minutes	

3. Obligating Payrolls

(Including Step Increment, Monetization of Leave Credits, Loyalty Pay and Terminal Leave)

All payrolls and other personnel benefits including bonuses and allowances under Personal Services (PS) and Wages for General Services under Maintenance and Other Operating Expenses (MOOE) to be released shall be reviewed as to the Appropriation corresponding to Account Name/Codes and Responsibility Center.

Office or Division:	Office of the City Budget Officer	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Employees	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Obligation Request (ObR) signed by the Head of Office	Office/Department Concerned
	Journal Entry Voucher (JEV)	Office of the City Accountant
	<ul style="list-style-type: none"> - FOR SERVICES RENDERED OF JOB ORDER WORKERS AND CONTRACTUAL WORKERS <ul style="list-style-type: none"> • Payroll • Approved Contract of Service (for 1st salary) • Daily Time Record (DTR) • Accomplishment Report (Monthly) • Pass Slip and Pass Slip Log Sheet (<i>when applicable</i>) • Incident Report (<i>when applicable</i>) 	<ul style="list-style-type: none"> Office of the City Administrator Office of the Human Resource Officer Office/Department Concerned
	<ul style="list-style-type: none"> - FOR REGULAR/PERMANENT/PLANTILLA CASUAL EMPLOYEES <ul style="list-style-type: none"> • Payroll • Daily Time Record (DTR) 	<ul style="list-style-type: none"> Office/Department Concerned Office of the City Human Resource Management Officer

<ul style="list-style-type: none"> • Pass Slip and Pass Slip Log Sheet (<i>when applicable</i>) • Incident Log sheet (<i>when applicable</i>) • Approved Application for Leave (<i>attached to DTR for days on Leave</i>) • Approved Travel Order (<i>attached to DTR in case of Official Travel, Seminar or Conference</i>) 	<p>Office/Department Concerned</p>
<p>- FOR OVERTIME PAY</p> <ul style="list-style-type: none"> • Payroll • Approved Memorandum/Authority to Render Overtime Services (<i>Permanent and Casual Employees</i>) • Approved Memorandum/ Authority to render Additional Services (<i>Job Order Employees</i>) • Daily Time Record (DTR) 	<p>Office/Department Concerned</p>
<p>FOR STEP INCREMENT</p> <ul style="list-style-type: none"> • Disbursement Voucher • Notice of Step Increment (NOSI) • Service Record 	<p>Office/Department Concerned Office of the Human Resource Officer</p>
<p>FOR SALARY ADJUSTMENT</p> <ul style="list-style-type: none"> • Disbursement Voucher (<i>when applicable</i>) • Payroll • Notice of Salary Adjustment (NOSA) • Service Record 	<p>Office/Department Concerned Office of the Human Resource Officer</p>

FOR MONETIZATION

- Signed Monetization Slip Certifying Availability of Funds
- Approved Application for Leave

Office of the City Human Resource Management Officer
(Signed by the office of the City Budget Officer for Availability)

FOR TERMINAL LEAVE

- Approved Leave Application
- Certified Photocopy of Leave Card as of last date of service
- Service Record
- Photocopy of Latest Appointment
- Latest NOSA or NOSI
- Certificate of last day of Service
- Ombudsman Clearance
- Money, Property & Accountability Clearance
- Fiscal Clearance
- Municipal Trial Court Clearance
- Regional Trial Court Clearance
- GSIS Clearance
- SALN as of the last day of Service
- Affidavit of Applicant that there is no pending criminal investigation or prosecution against him/her (notarized)
- Applicants authorization to deduct all financial obligations with the LGU
- Certificate of Availability of Terminal Leave Funds

Office of the City Human Resource Management Officer

LGU

City Fiscal's Office
Municipal Trial Court and Regional Trial Court at the area of residence

GSIS
Employee Concerned

Employee Concerned

Employee Concerned

Office of the City Human Resource Management Officer

	1.2 Obligate and charge to corresponding Responsibility Center, Appropriate Account/s and Assign obligation Number.	None	15 minutes	Administrative Aide IV (Budgeting Aide) / Administrative Assistant II (Budgeting Assistant) OFFICE OF THE CITY BUDGET OFFICER
	1.3 Obtain a copy of the Obligation Request (ObR) for filing purposes.	None	2-5 minutes	-do-
	1.4 Review and Certify as to existence of Appropriation.	None	10 minutes	City Budget Officer OFFICE OF THE CITY BUDGET OFFICER
2. Receives the signed Obligation Request (ObR) of Payroll	2.1 Recording of Processed obligation Request (Logbook) for release and endorsement to the City Accounting Department.	None	10-15 minutes	Administrative Aide III (Utility Worker) OFFICE OF THE CITY BUDGET OFFICER
TOTAL:		None	50 minutes	

4. Obligating Purchases (Expenses of Operations)

Purchases shall be classified and evaluated based on the Availability of Appropriation on Purchase Requests (PRs) in case of goods and services and Certification for Infrastructure Projects in accordance with the existing Budgetary Rules, Regulations, and Guidelines issued by the Department of Budget and Management (DBM) and Commission on Audit (COA).

Office or Division:	Office of the City Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Respective Offices/Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request (ObR) signed by the Head of Office to where the Expense is being charged		Office/Department Concerned		
Approved and Signed Purchase Request		Office/Department Concerned		
Availability of Appropriation Slip		Office of the City Budget Officer		
Approved and Signed Purchase Order		Office of the City General Services Officer		
Bidding Documents		Bids and Awards Committee (BAC)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents Obligation Request (ObR) /Disbursement Voucher (DV) of the expense. <i>(supporting Documents attached)</i>	1.1 Accepts Obligation Request (ObR) /Disbursement Voucher (DV) of the expense. <i>(supporting Documents attached)</i>	None	5 minutes	SAO (Financial and Mgt. Officer I) / Administrative Assistant II (Budgeting Assistant) OFFICE OF THE CITY BUDGET OFFICER

	1.2 Obligates and charge to corresponding Responsibility Center, Appropriate Account/s and Assign obligation Number.	None	15 minutes	SAO (Financial and Mgt. Officer I) / Administrative Assistant II (Budgeting Assistant) OFFICE OF THE CITY BUDGET OFFICER
	1.3 Obtain a copy of Obligation Request (ObR) for Filing and system encoding purposes.	None	2-5 minutes	-do-
	1.4 Review and Certify as to existence of Appropriation.	None	10 minutes	City Budget Officer OFFICE OF THE CITY BUDGET OFFICER
2. Receives the signed Obligation Request (ObR) of Expense.	2.1 Recording of Processed obligation Request (Logbook) for release and endorsement to the Office of the City Accountant	None	10-15 minutes	Administrative Aide III (Utility Worker) OFFICE OF THE CITY BUDGET OFFICER
TOTAL:		None	50 minutes	

5. Obligating Travel Expenses (Cash Advances and Reimbursements for Seminars and other Local Official Travels)

Traveling Expenses of Officials/Employees shall be reviewed for proper documentation and shall follow the amounts authorized to cover expenses for local travel (actual fares and authorized modes of transportation), per diem, and other reasonable miscellaneous expenses under the guidelines issued by the Commission on Audit (COA).

Office or Division:	Office of the City Budget Officer	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Government Officials and Employees	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Obligation Request (ObR) signed by the Head of Office to where the Expense is being charged	Office/Department Concerned	
Letter of request to the Head of Office /Agency indicating the destination duration and purpose of the trip	Office/Department Concerned	
Letter/Invitation (in case of Training Seminar or Conference to be attended)	Agency or Office who conducts the Training, Seminar or Conference	
Approved Travel Order	Office/Department Concerned	
Duly Approved Itinerary of Travel (Appendix A)	Office/Department Concerned	
Approved Certificate of Travel Completed (Appendix B)	Office/Department Concerned	
Certificate of Appearance/Participation	Agency or Office a. of destination b. who conducts the Training, Seminar or Conference	
Transportation Tickets, Bills and invoices and or official receipts covering the whole amount claimed	Department/Employees Concerned	

Other required documents as may be necessary		Department/Employees Concerned		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents Obligation Request (ObR)/ Disbursement Voucher (DV) of Travel Expense. <i>(Supporting documents attached)</i>	1.1 Accepts Obligation Request (ObR)/ Disbursement Voucher (DV) of Travel Expense. <i>(Supporting documents attached)</i>	None	5 minutes	SAO (Financial and Mgt. Officer I) / Administrative Assistant II (Budgeting Assistant) OFFICE OF THE CITY BUDGET OFFICER
	1.2 Obligates and charge to corresponding Responsibility Center, Appropriate Account/s and Assign obligation Number.	None	15 minutes	-do-
	1.3 Obtain a copy of Obligation Request (ObR) for Filing and system encoding purposes.	None	2-5 minutes	-do-

	1.4 Review and Certify as to existence of Appropriation.	None	10 minutes	City Budget Officer OFFICE OF THE CITY BUDGET OFFICER
2. Receives the signed Obligation Request (ObR) of Travel Expense.	2.1 Recording of Processed obligation Request (Logbook) for release and endorsement to the Office of the City Accountant	None	10-15 minutes	Administrative Aide III (Utility Worker) OFFICE OF THE CITY BUDGET OFFICER
TOTAL:		None	50 minutes	