



Republic of the Philippines
CITY GOVERNMENT OF TACLOBAN
CITY BUDGET OFFICE
Tacloban City, Leyte

CITIZEN'S CHARTER

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
1.BUDGET PREPARATION & MGT SERVICES	<ul style="list-style-type: none"> • Issue Budget Call • Conduct Budget Forum • Prepare & Submit Budget Proposal • Review and consolidate Budget proposals • Prepare the LEP (Local Expenditure Program) • Prepare Budget message and BESF • Submit Executive Budget to SP 	June 5 - Oct. 16	City Budget Officer/ Vicente L. Dy III Redentor Curate Arah May Hidalgo Loi Janelle Avestruz	AIP, Budget Proposals , PPA's per office, Local Expenditure Program(LEP)	
2.BUDGET RELEASE SERVICES	<ul style="list-style-type: none"> • Receiving <ul style="list-style-type: none"> - POW -Proj. Proposals -PR -APPOINTMENTS • Request for Funding <ol style="list-style-type: none"> 1. Funds Available <ul style="list-style-type: none"> -Release of Allotment (LBM/ARO) (Augmentation/Regular) 2. Approval 3. Funds NOT available <ul style="list-style-type: none"> -Returned to concern office 	3-5 mins 3-5 mins Within 4 hrs 3-5 mins	Receiving clerk/ Adelina Labita & Benedicto Capongcol Jr. Jeanette Abrematea/ Aileen Rose Ronda/ Pepito Malda Vicente L. Dy III	Approved POW, Proj. Proposal, PR from Office Head; Approved Appointments from HR and Chief Executive	

	<ul style="list-style-type: none"> • Receiving -OR (Obligation Request) <ol style="list-style-type: none"> 1. Assign control numbers 2. Encode OR's at the BES(Budget Execution System) 3. Check for availability of funds: <ul style="list-style-type: none"> -if not available? <ul style="list-style-type: none"> -for release of fund -returned to concerned office -if available? 4. Link PR, PP, POW vs. ARO 5. Approval 6. Releasing 	<p>3-5 mins</p> <p>3-5 mins</p> <p>3-5 mins</p> <p>Within 4 hrs</p> <p>3-5 mins</p>	<p>Adelina Labita/ B. Capongcol</p> <p>Adelina Labita/ B. Capongcol</p> <p>Mabel Capili/ Jason Capongcol</p>	<p>Approved OR from Head of Office</p>	
3.BRGY. BUDGET & MGT. SERVICES	<ul style="list-style-type: none"> • Receives from SB approved Brgy. Appropriation Ordinance • Conduct Initial Review <ol style="list-style-type: none"> 1. Annual Budget (AB) 2. Supplemental Budget (SB) <ul style="list-style-type: none"> - Budgetary Requirement complete? <ul style="list-style-type: none"> ▪ If complete: <ul style="list-style-type: none"> -prepare endorsement letter to LFC ▪ If not complete: <ul style="list-style-type: none"> -returned to concerned brgy. 	<p>3-5 mins</p> <p>20-30 mins</p> <p>3-5 mins</p> <p>3-5 mins</p> <p>3-5 mins</p>	<p>Adelina Labita/B.Capongcol</p> <p>Dolores Tan</p> <p>Adelina Labita/ B. Capongcol</p>	<p>Complete documents as to:</p> <ol style="list-style-type: none"> a. Budget Message b. Certified Statement of Income c. Actual Income and Expenditures for the past, current and budget year d. Brgy. Expenditure Program e. Appropriation Ordinance f. Actual and Estimated Output g. Minutes of Meeting h. Youth Dev't Program, GAD Budget with approved Sb Resolution i. Plantilla of Positions j. Resolution for Adoption of BDP & AIP k. AIP 	

4.OTHER RELATED SERVICES	<ul style="list-style-type: none"> Receives document, Annual Dues, Quarterly Release/subsidies, Donation(LFC) Prepares OR/Voucher 	<p>3-5 mins</p> <p>3-5 mins/ Docs</p>	<p>Adelina Labita/ B.Capongcol</p> <p>Carla Angley/ Arvel Banado</p>	<ul style="list-style-type: none"> Complete documents indorsed from Brgy. Affairs Office/CHO/DILG Approved letter request from City Mayo'r Office Approved LFC Resolution 	
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Prepared by:

CA
CARLA A. ANGLELY
 Admin. Officer-Designate

Noted by:

[Signature]
VICENTE L. DY III
 OIC-City Budget Officer

