

CITY BUDGET OFFICE

EXTERNAL SERVICES



1. PREPARATION OF DISBURSEMENT VOUCHER FOR BURIAL ASSISTANCE FOR IMUS VETERAN MEMBERS

OFFICE OR DIVISION	City Budget Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	City of Imus Veteran Members only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of membership duly approved by the 2nd Cavite Veterans Post Commander		2nd Cavite Veterans Post Commander		
Certified True Copy of Death Certificate		City Civil Registrar's Office, 2 nd Floor, Imus City Hall		
Barangay Certification of Claimant		Respective Barangay		
Photocopy of Veterans ID		Client		
Photocopy of Claimant's ID		Client		
Photocopy of Community Tax Certificate		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Receive Requirements	None	1 minute	Nancy J. Camia
	1.2 Prepare disbursement voucher and Obligation Request (ObR)	None	5 minutes	Nancy J. Camia
	1.3 Record and assign Obligation Request Number	None	2 minutes	Arlene dG Duminding
	1.4 Approve and sign the Obligation Request	None	2 minutes	Ms. Theresa R. Dominguez City Budget Officer
	1.5 Forward and process to Office of the City Administrator, City Accounting and Internal Audit Services Office and City Treasurer's Office.	None	3 days (stop time)	Nancy J. Camia
2. Claim check.	2. Release check.	None	-	City Treasurer's Office
Fill-out Client Satisfaction Rating Form				
TOTAL		None	3 days, 10 minutes	

CITY BUDGET OFFICE

INTERNAL SERVICES



1. PREPARATION OF THE CITY ANNUAL BUDGET

OFFICE OR DIVISION	City Budget Office			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All departments/offices in the city government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Procurement Project Management Plan (PPMP) (1 Original, 4 Photocopy)		Respective departments/offices		
DBM Local Budget Preparation (LBP) Form No. 2 (1 Original, 1 Photocopy)		Respective departments/offices		
Programmed Appropriation and Obligation by Object of Expenditure (1 Original, 1 Photocopy)		Respective departments/offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit budget proposal.	1.1 Receive budget proposal of different departments/offices.	None	July 1 to July 15, annually	Loreta A. Maliksi
	1.2 Review and consolidate budget proposals.	None	July 16 to October 16, annually	Ms. Theresa R. Dominguez City Budget Officer
	1.3 Finalize the budget for budget hearing.	None		
	1.4 Forward to the City Mayor for approval and indorse the same to Sangguniang Panlungsod for final review and appropriate action for the enactment of Sangguniang Panlungsod Ordinance.	None		
TOTAL		None	4 months, 15 days	

2. ISSUANCE OF APPROVED OBLIGATION REQUEST (ObR)

OFFICE OR DIVISION	City Budget Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All departments/offices in the city government; Department of Education – Division of Imus City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For General Procurement				
Purchase Request duly signed and approved by the requesting official and approving authority (City Mayor, City Administrator or School District Supervisor)		Respective departments/offices		
Obligation Request Form (1 original, 2 photocopies)		Respective departments/offices		
For Employees' Salaries and Wages				
Payroll		Human Resource Management Unit		
For Travel Expenses				
Letter of Invitation		Training/Seminar Organizing Committee		
Approved Travel Order and Itinerary		Office of the City Administrator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements.	1.1 Receive the Purchase Request and Obligation Request Form.	None	2 minutes	Nancy J. Camia (for SEF) Loreta A. Maliksi
	1.2 Review and check the availability of appropriations.	None	3 minutes	Arlene dG Duminding (for MOOE/ Capital Outlay)
	1.3 Record and assign Obligation Request Number	None	2 minutes	Nancy J. Camia (for SEF) Neria S. Arguelles (for PS)
	1.4 Approve and sign the Obligation Request	None	2 minutes	Ms. Theresa R. Dominguez City Budget Officer

2. Claim the Obligation Request Form.	2. Release of approved and signed Obligation Request Form.	None	1 minute	Loreta A. Maliksi
Fill-out Client Satisfaction Rating Form				
TOTAL		None	10 minutes	



3. PROCESSING OF DISBURSEMENT VOUCHERS OF UTILITY, COMMUNICATION AND SUBSCRIPTION EXPENSES

OFFICE OR DIVISION	City Budget Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All departments/offices in the city government; Department of Education – Division of Imus City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Statement of Account/ Billing Statement		Maynilad, MERALCO, PLDT		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirement.	1.1 Receive the requirement.	None	1 minute	Loreta A. Maliksi
	1.2 Prepare disbursement voucher and Obligation Request (ObR)	None	5 minutes	Nancy J. Camia (for SEF) Chona S. Dela Cruz Bernadette M. Balinas
	1.3 Record and assign Obligation Request Number	None	2 minutes	Nancy J. Camia (for SEF) Arlene dG Duminding
	1.4 Approve and sign the Obligation Request	None	2 minutes	Ms. Theresa R. Dominguez City Budget Officer
	1.5 Forward and process to Office of the City Administrator, City Accounting and Internal Audit Services Office and City Treasurer's Office.	None	3 days (stop time)	Nancy J. Camia (for SEF) Bernadette M. Balinas
2. Claim check.	2. Release check.	None	-	City Treasurer's Office
TOTAL		None	3 days, 10 minutes	

4. PREPARATION OF DISBURSEMENT VOUCHER FOR FINANCIAL ASSISTANCE

OFFICE OR DIVISION	City Budget Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All residents of City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request duly approved by the City Mayor		Office of the City Mayor		
Sangguniang Panlungsod Resolution (if more than Php 10,000.00)		Sangguniang Panlungsod		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirement.	1.1 Receive the letter request of Sangguniang Panlungsod Resolution if more than Php 10,000.00.	None	1 minute	Loreta A. Maliksi
	1.2 Prepare disbursement voucher and Obligation Request (ObR)	None	5 minutes	Neria S. Arguelles
	1.3 Record and assign Obligation Request Number	None	2 minutes	Arlene dG Duminding
	1.4 Approve and sign the Obligation Request	None	2 minutes	Ms. Theresa R. Dominguez City Budget Officer
	1.5 Release Disbursement Voucher and forward to Mayor's Office.	None	2 minutes (stop time)	Loreta A. Maliksi
TOTAL		None	12 minutes	

5. PREPARATION OF DISBURSEMENT VOUCHER FOR FIRE INSURANCE AND LOAN AMMORTIZATION

OFFICE OR DIVISION	City Budget Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	Financing/ Lending Sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Statement of Account/ Billing Statement		City Accounting and Internal Auditing Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirement.	1.1 Receive the requirement.	None	1 minute	Bernadette M. Balinas
	1.2 Prepare disbursement voucher and Obligation Request (ObR)	None	5 minutes	Bernadette M. Balinas
	1.3 Record and assign Obligation Request Number	None	2 minutes	Arlene dG Duminding
	1.4 Approve and sign the Obligation Request	None	2 minutes	Ms. Theresa R. Dominguez City Budget Officer
	1.5 Forward and process to Office of the City Administrator, City Accounting and Internal Audit Services Office and City Treasurer's Office.	None	3 days (stop time)	Bernadette M. Balinas
2. Claim check.	2. Release check.	None	-	City Treasurer's Office
TOTAL		None	3 days, 10 minutes	

6. PRELIMINARY REVIEW OF BARANGAY ANNUAL AND SUPPLEMENTAL BUDGET

OFFICE OR DIVISION	City Budget Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Budget Preparation Forms (1 Original, 6 Photocopies)		Respective Barangays		
Annual Investment Plan (1 Original, 6 Photocopies)		Respective Barangays		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Barangay Budget Forms and Annual Investment Plan.	1.1 Receive and evaluate submitted Barangay Annual and Supplemental Budget.	None	5 days	Edna S. Espiritu
	1.2 Review compliance with the requirements set forth in the Local Government Code.	None		Ms. Theresa R. Dominguez City Budget Officer
	1.3 Prepare and forward signed transmittal/indorsement letter to Sangguniang Panlungsod recommending the approval of budget in its regular session.	None	20 days	Edna S. Espiritu Ms. Theresa R. Dominguez City Budget Officer
2. Receive the copy of Barangay Annual and Supplemental Budget.	2. Furnish the concerned barangay the copies of approved Barangay Annual and Supplemental Budget.	None	2 days	Edna S. Espiritu
Fill-out Client Satisfaction Rating Form				
TOTAL		None	27 days	