

CITY BUDGET OFFICE
External Services

with Sectoral
Plans and
Devolution
Transition Plan
*(as received by City
Planning and
Development Office)*

- **FOR
SUPPLEMENTAL
BUDGET OF
BARANGAY**

- Past Year
Statement
of Allotment,
Obligation
and Balances
(SAOB)
with record of
Estimated and
Actual Income
*(as received by
City Accounting
Office)*

- Real Property
Tax
Share (RPT)
Deposit
Slip/s
- Computation of
Allowable PS
Limitation
*(in cases where
Supplemental
Budget is
appropriated for
Expense under
Personal Services)*
- Cash Analysis

- **FOR ANNUAL
BUDGET OF
SANGGUNIANG
KABATAAN (SK)**

- Annual Barangay
Youth Investment
Program

Concerned Barangay

City Accounting Office

SK Chairman/Barangay Treasurer

	(ABYIP) including <ul style="list-style-type: none"> • Sangguniang Kabataan Annual Budget Plan (SKABP) • Comprehensive Barangay Youth Development Plan (CBYDP) • SK Resolution • Attendance and Picture/s of the meeting 			
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	Staff Assigned/ Budgeting Assistant/ City Budget Office
	1.2 Reviews the 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 maybe necessary)</i>	None	20 - 25 minutes	Staff Assigned/ Budgeting Assistant/ City Budget Office

<p>2. Submits the Final/Revised Annual/ Supplemental Budget. <i>(requirements attached)</i></p> <p>**FOR ANNUAL BUDGET (3 sets)</p> <p>**FOR SUPPLEMENTAL BUDGET (3 sets)</p>	<p>2.1 Reviews Barangay/SK Annual/ Supplemental Budget. <i>(based on the Revisions, corrections and completion of requirements)</i></p>	None	2 hours & 30 minutes	Staff Assigned/ Budgeting Assistant/ City Budget Office
	<p>2.2 Prepares Indorsement of Barangay/ SK Annual/ Supplemental Budget.</p>	None	5 minutes	Staff Assigned/ City Budget Office
	<p>2.3 Signs Indorsement of Barangay/ SK Annual/ Supplemental Budget.</p>	None	5 -10 minutes	City Budget Officer/ City Budget Office
	<p>2.4 Prepares Transmittal and Forward to Sangguniang Panlungsod the Barangay/SK Annual/ Supplemental Budget for Final Review and Approval.</p>	None	5 -10 minutes	Staff Assigned/ City Budget Office
	<p>2.5 Return to the City Budget Office the Approved Barangay/ SK Annual/ Supplemental Budget.</p>			Office of the Sangguniang Panlungsod of Cavite City
	<p>2.6 Return to the Concerned Barangay/SK Chairman</p>			Staff Assigned/ City Budget Office

	Copy of Approved Annual/ Supplemental Budget including the Endorsement Letter from Sangguniang Panlungsod.			
TOTAL:		None	8 hours & 30 minutes	

CITY BUDGET OFFICE
Internal Services

1. Issuance of Certificate of Availability of Appropriation/Utilization

Departments/Employees requesting Certificate of Availability of Funds/Appropriation/Utilization for Programs/Projects/Activities for Goods and Services, for appointments of the Regular, Plantilla Positions, Appointments of Job Order Workers/Contractual Employees and Monetization of Leave Credits.

Office or Division:	City Budget Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Respective Offices/Departments and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Written or verbal request			Personal	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a written or verbal request.	1.1 Scan/check records and encoding of Certificate of Availability of Funds/ Appropriation/ Utilization with corresponding Document Code/Control Number.	None	30 minutes	City Budget Officer/ Budget Officer III/ Budgeting Asst./ Metro Aide II/ City Budget Office
	1.2 Sign Certificate of Availability of Funds/ Appropriation/ Utilization.	None	15 minutes	City Budget Officer/ City Budget Office

2. Acceptance of Certificate of Availability of Appropriation/ Utilization.	2. Release of Certificate of Availability of Funds/ Appropriation/ Utilization.	None	15 minutes	City Budget Officer/ Budget Officer III/ Budgeting Asst./ City Budget Office
TOTAL:		None	1 hour	

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:	City Budget Office	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Citizens and Employees	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Obligation Request (ObR) signed by the Head of Office	Department concerned	
Case Study as to the eligibility of the client/recipient of the Financial Assistance assessed and signed by CSWDO	CSWDO	
- BURIAL: Death Certificate	City Civil Registrar's Office	
- MEDICAL: Medical Prescription/Medical Abstract/Medical Certificate	Doctor/Hospital to where the patient/recipient has been confined and or examined.	
- Barangay Endorsement	Barangay to where the client resides	
- Barangay Certificate of Indigency		

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	Budget Officer III/ City Budget Office
	1.2 Obligate and charge to appropriate accounts and assign obligation number.	None	15 minutes	Budget Officer III/ City Budget Office
	1.3 Obtain a copy of Obligation Request (ObR) for filing and System Encoding Purposes.	None	2-5 minutes	Budget Officer III/ City Budget Office
	1.4 Review and Certify as to existence of Appropriation.	None	10 minutes	City Budget Officer/ City Budget Office
2. Receives the signed Obligation Request (ObR) of Financial Assistance.	2. Recording of Processed obligation Request (Logbook) for release and endorsement to the City Accounting Department.	None	10-15 minutes	Staff Assigned
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 under Personal Services to be released shall be reviewed as to the Appropriation corresponding to Account Name/Codes and Responsibility Center.

Office or Division:	City Budget Office	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Employees	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>Obligation Request (ObR) signed by the Head of Office</p> <p>Journal Entry Voucher (JEV)</p> <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 - FOR REGULAR/PERMANENT/PLANTILLA CASUAL EMPLOYEES <ul style="list-style-type: none"> • Payroll • Daily Time Record (DTR) • Approved Leave Form <i>(attached to DTR for days on Leave)</i> • Approved Travel Order <i>(attached to DTR in case of Official Travel, Seminar, Conference)</i> 	<p>Office/Department Concerned</p> <p>City Accounting Office</p> <p>Human Resource Office</p> <p>City Administrator's Office</p> <p>Office/Department Concerned</p>

<p>- FOR OVERTIME PAY</p> <ul style="list-style-type: none"> • Payroll • Daily Time Record (DTR) • Approved Memorandum/Authority to Render Overtime Services 	<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 (when applicable) 	<p>Office/Department Concerned</p> <p>Human Resource Office</p>
<p>FOR SALARY ADJUSTMENT</p> <ul style="list-style-type: none"> • Disbursement Voucher (when applicable) • Payroll • Notice of Salary Adjustment (NOSA) • Service Record 	<p>Office/Department Concerned</p> <p>Human Resource Office</p>
<p>FOR MONETIZATION</p> <ul style="list-style-type: none"> • Signed Monetization Slip Certifying Availability of Funds • Approved Application for Leave 	<p>Human Resource Management Office <i>(signed by City Budget Officer for Availability)</i></p>
<p>FOR TERMINAL LEAVE</p> <ul style="list-style-type: none"> • 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 	<p>Human Resource Management Office</p> <p>Office of the Ombudsman</p>

<ul style="list-style-type: none"> • Money, Property & Accountability Clearance • Fiscal Clearance • Municipal Trial Court Clearance • Regional Trial Court Clearance • GSIS Clearance • SALN as of 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 <p><i>In case of Resignation:</i></p> <ul style="list-style-type: none"> • Employee's letter of resignation duly accepted by the Head of Agency <p><i>In case of death of claimant:</i></p> <ul style="list-style-type: none"> • Death Certificate authenticated by PSA/LCR • Marriage Contract Authenticated by PSA • Birth Certificate of all surviving legal heirs authenticated by PSA • Designation of next-of-kin • Waiver of rights of children 18 years old and below 	<p>LGU</p> <p>City Fiscal's Office</p> <p>Municipal Trial Court and Regional Trial Court at the area of residence</p> <p>GSIS</p> <p>Employee Concerned</p> <p>Employee Concerned</p> <p>Employee Concerned</p> <p>Employee Concerned</p> <p>Employee's Immediate Family</p>
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CLIENTS STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Presents Obligation Request (ObR)/ Disbursement Voucher (DV). <i>(Payroll and other supporting documents attached)</i></p>	<p>1.1 Accepts Obligation Request (ObR)/ Disbursement Voucher (DV). <i>(Payroll and other supporting documents attached)</i></p>	None	5 minutes	Metro Aide II/ Utility Foreman/ Budgeting Assistant/ City Budget Office
	<p>1.2 Obligate and charge to corresponding Responsibility Center, Appropriate Account/s and Assign obligation Number.</p>	None	15 minutes	Metro Aide II/ Utility Foreman/ Budgeting Assistant/ City Budget Office
	<p>1.3 Obtain a copy of the Obligation Request (ObR) for filing purposes.</p>	None	2 - 5 minutes	Metro Aide II/ Utility Foreman/ Budgeting Assistant/ City Budget Office
	<p>1.4 Review and Certify as to existence of Appropriation.</p>	None	10 minutes	City Budget Officer/ City Budget Office
<p>2. Receives the signed Obligation Request (ObR) of Payroll.</p>	<p>2. Recording of Processed obligation Request (Logbook) for release and endorsement to</p>	None	10 -15 minutes	Staff Assigned

	the City Accounting Department.			
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 (PR's) in case of goods and services and Certification for Infrastructure Projects in accordance with the existing Budgetary Rules, Regulations and Guidelines issued by Department of Budget and Management (DBM) and Commission on Audit (COA).

Office or Division:	City Budget Office			
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		
Approved and Signed Purchase Order		General Services Office		
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	1.1 Accepts Obligation Request (ObR) /Disbursement Voucher (DV) of the expense. <i>(supporting Documents attached)</i>	None	5 minutes	Budget Officer III/ Budgeting Assistant/ Staff Assigned/ City Budget Office

expense. (supporting Documents attached)	1.2 Obligates and charge to corresponding Responsibility Center, Appropriate Account/s and Assign obligation Number.	None	15 minutes	Budget Officer III/ Budgeting Asst./ Staff Assigned/ City Budget Office
	1.3 Obtain a copy of Obligation Request (ObR) for Filing and system encoding purposes.	None	2 - 5 minutes	Budget Officer III/ Budgeting Asst./ Staff Assigned/ City Budget Office
	1.4 Review and Certify as to existence of Appropriation.	None	10 minutes	City Budget Officer/ City Budget Office
2. Receives the signed Obligation Request (ObR) of Expense.	2. Recording of Processed obligation Request (Logbook) for release and endorsement to the City Accounting Department.	None	10 -15 minutes	Staff Assigned
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 in accordance with the guidelines issued by the Commission on Audit (COA).

Office or Division:	City Budget Office	
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 maybe 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	Budget Officer III/ Budgeting Assistant/ Staff Assigned/ City Budget Office
	1.2 Obligates and charge to corresponding Responsibility Center, Appropriate Account/s and Assign obligation Number.	None	15 minutes	Budget Officer III/ Budgeting Assistant/ Staff Assigned/ City Budget Office
	1.3 Obtain a copy of Obligation Request (ObR). for Filing and system encoding purposes.	None	2 - 5 minutes	Budget Officer III/ Budgeting Assistant/ Staff Assigned/ City Budget Office
	1.4 Review and Certify as to existence of Appropriation.	None	10 minutes	City Budget Officer/ City Budget Office
2. Receives the signed Obligation Request	2. Recording of Processed obligation Request (Logbook) for	None	10 - 15 minutes	Staff Assigned

(ObR) of Travel Expense.	release and endorsement to the City Accounting Department.			
TOTAL:		None	50 minutes	