

## CITY BUDGET DEPARTMENT

### VISION

Efficient and effective fiscal management that is consistent with the mandate and policies towards economic growth and development projects.

### MISSION

1. Greater focus in the establishment of a systematic Work and Financial Plan of the City Government for a wise utilization of funds.
2. Maintain financial stability and strengthen budgeting system to cope with the financial crisis which may be brought by both internal and external factors.
3. A strong linkage with the accounting and auditing systems through information technology for comprehensive performances/outputs/results.
4. Motivation of all barangay officials in the proper utilization of the funds entrusted to them so that the resources will be used for expenditures that would be most beneficial to their area of responsibility.

FRONTLINE SERVICES	PREPARATION OF THE CITY ANNUAL BUDGET
STEP 1	Proper coordination with DBM on submission of budgetary reports and IRA estimates and other budgetary guidelines and requirements.
SERVICE PROVIDER/S	- NOMER Q. MARMOLEJO - NOEMI J. GARCIA
STEP 2	Preparation of Budget Call and Memorandum pertaining to Budget Preparation for Approval of the Hon. City Mayor
SERVICE PROVIDER/S	- NOMER Q. MARMOLEJO - MARIA ALELI DS. BALANSAY
TIME FRAME	On or before June 15
REQUIRED DOCUMENT/S	<ul style="list-style-type: none"> <li>- Spending Ceilings by major expenditures</li> <li>- Resource allocation scheme or fiscal policy decisions</li> <li>- Budgetary Thrusts</li> <li>- Objectives, strategies and priority PAPs</li> <li>- Expected results</li> <li>- Budget Calendar and Budget Preparation Forms</li> <li>- Guidelines to be observed in the preparation of budget proposals</li> <li>- Local Budget Circulars</li> <li>- Joint Memorandum Circulars of different national agencies</li> <li>- (COA, DILG, DEPED, MMDA, CSC, BLGF and others)</li> <li>- PPSAS Chart of Accounts</li> <li>- Other administrative guidelines</li> </ul>
STEP 3	Issuance of Budget Call approved by the Hon. City Mayor and Memorandum pertaining to Budget Preparation
SERVICE PROVIDER/S	- NOMER Q. MARMOLEJO - NOEMI C. GARCIA - JACQUELINE ANG - BENJAMIN SANCHEZ
TIME FRAME	June 16
REQUIRED DOCUMENT/S	Memorandum Circular together with the attached Local Budget Forms
STEP 4	Receiving of the submitted Budget Proposals of different offices/departments
SERVICE PROVIDER/S	HAZMIN V. SISON
TIME FRAME	On or before July 15

FRONTLINE SERVICES	PREPARATION OF THE CITY ANNUAL BUDGET (cont.)
REQUIRED DOCUMENT/S	Hard and soft copies of the following: - Budget Proposals for Year 2018 <ul style="list-style-type: none"> <li>• Budget of Expenditures and Sources of Financing (LBP Form No. 1)</li> <li>• Programmed Appropriation and Obligation of Object of Exp. (LBP Form No. 2)</li> </ul>
EQUIRED DOCUMENT/S	<ul style="list-style-type: none"> <li>• Programmed Appropriation and Obligation for S.P.A. (LBP Form No. 2A)</li> <li>• Personnel Schedule (LBP Form No. 3)</li> <li>• Mandate, Vision/Mission, Major Final Output, Performance Indicators</li> <li>• Statement of Indebtedness (LBP Form No. 5)</li> <li>• Statement of Statutory and Contractual Obligations (LBP Form No. 6)</li> <li>• Statement of Fund Allocation by Sector (LBP Form No. 7)</li> <li>• Schedule of List of 2018 Retirees submitted by Office/Department</li> <li>• List of 2018 Vacant Positions submitted by Office/Department</li> <li>• Budgetary Requirements for PPAs of different offices/departments</li> <li>• PPMP/APP/AIP</li> </ul> - Statement of Actual Receipts and Expenditures
STEP 5	Review and Analysis of the submitted Budget Proposals Receiving updated personnel schedule from the Human Resource Management Office Preparing comparative statements of the proposed budget Gathering data on actual expenditures from the City Accountant's Office Preparing budget recommendations for each department/office based on their submitted budget proposals
SERVICE PROVIDER/S	ALL BUDGET OFFICERS/ ANALYSTS
TIME FRAME	July 16 to July 31
STEP 6	Gathering of data on actual income and expenditures from the City Accounting Dept.
SERVICE PROVIDER/S	AUREA HUEVOS
TIME FRAME	not later than July 25
STEP 7	Consolidation of the proposed income estimates submitted by the income generating offices/departments for evaluation of the City Finance Committee to determine the Projected Income of the Budget Year
SERVICE PROVIDER/S	ROSARIO MIPARANUM
STEP 8	Determination and submission to the City Mayor of the estimated income and budgetary ceilings
SERVICE PROVIDER/S	ROSARIO MIPARANUM
TIME FRAME	not later than July 30
STEP 9	Consolidation of technical budget documents and preparation of schedules for Budget Evaluation/ Hearings/Deliberation of different offices/department with the City Finance Committee
SERVICE PROVIDER/S	- NOMER Q. MARMOLEJO                      - MARIA ALELI DS. BALANSAY - NOEMI J. GARCIA
REQUIRED DOCUMENT/S	<ul style="list-style-type: none"> <li>- Comparative Budget Statements for Next Preceding Year/ Current Year and Budget Year Estimates for the Budget Year as prepared by Budget Officers/Analysts</li> <li>- List of Proposed PPAs with corresponding amounts</li> <li>- List of Proposed Property, Plant and Equipment to be acquired</li> <li>- List of Proposed Creation/Abolishment of Plantilla Positions if any with corresponding computations</li> </ul>

	– Annual Investment Program/ Plans
<b>FRONTLINE SERVICES</b>	<b>PREPARATION OF THE CITY ANNUAL BUDGET (cont.)</b>
<b>STEP 10</b>	Conduct of Budget Hearing
<b>SERVICE PROVIDER/S</b>	- NOMER Q. MARMOLEJO - HON. OSCAR G. MALAPITAN - LOCAL FINANCE COMMITTEE
<b>TIME FRAME</b>	August 15 to August 30
<b>STEP 11</b>	Assist the City Mayor in the Finalization and documentation of the Annual Executive Budget and transmittal to the Sangguniang Panlungsod for enactment into an approved Ordinance
<b>SERVICE PROVIDER/S</b>	- NOMER Q. MARMOLEJO - ALL BUDGET OFFICERS/ANALYSTS
<b>TIME FRAME</b>	On or before October 10
<b>STEP 12</b>	Approving and signing of the Annual Executive Budget
<b>SERVICE PROVIDER/S</b>	HON. CITY MAYOR OSCAR G. MALAPITAN
<b>REQUIRED DOCUMENT/S</b>	Annual Executive Budget
<b>STEP 13</b>	Assist the City Mayor in the submission of the Annual Executive Budget to the Sangguniang Panlungsod for Budget Authorization
<b>SERVICE PROVIDER/S</b>	NOMER Q. MARMOLEJO
<b>TIME FRAME</b>	not later than October 16
<b>STEP 14</b>	Assist the Sangguniang Panlungsod in the endorsement of the Approved Sangguniang Panlungsod Ordinance to Department of Budget and Management (DBM-RO) for Budget Review
<b>SERVICE PROVIDER/S</b>	NOMER Q. MARMOLEJO
<b>TIME FRAME</b>	3 days upon approval of the Sangguniang Panlungsod Ordinance

<b>FRONTLINE SERVICES</b>	<b>SCRUTINIZATION AND EVALUATION OF THE ANNUAL EXECUTIVE BUDGET IN PURSUANCE WITH THE LOCAL GOVERNMENT CODE AND OTHER PERTINENT LAWS AND REGULATIONS BEFORE SUBMISSION TO DEPARTMENT OF BUDGET AND MANAGEMENT (DBM-RO)</b>
<b>STEP 1</b>	Received the Appended Budget from the Secretary of the Sangguniang Panlungsod (support function)
<b>SERVICE PROVIDER/S</b>	- NOMER Q. MARMOLEJO - NOEMI J. GARCIA - JENNILYN ALTEZA - MARIA ALELI DS. BALANSAY
<b>TIME FRAME</b>	Three (3) days after the approval of the Appropriation Ordinance
<b>REQUIRED DOCUMENT/S</b>	<ul style="list-style-type: none"> <li>– Transmittal Letter</li> <li>– Copy of the Approved Appropriation Ordinance <ul style="list-style-type: none"> <li>• 2018 Gender and Development Plan</li> <li>• 2018 City Disaster Risk and Reduction Management Plan</li> <li>• 2018 Climate Change Action Plan</li> <li>• 2018 Peace and Order Plan</li> <li>• 2018 City Council for the Protection of Children Plan</li> <li>• 2018 City Senior Citizens and Persons with Disabilities Plan (if any)</li> <li>• 2018 List of PPAS to combat AIDS</li> </ul> </li> <li>– Copy of the Sangguniang Panlungsod Resolution approving the AIP</li> </ul>

<b>FRONTLINE SERVICE</b>	<b>PREPARATION OF THE SUPPLEMENTAL BUDGET AND AUGMENTATION</b>
<b>STEP 1</b>	Preparation of Source of Funding (LBP Form No. 9) for Supplemental Budgets for signature of the City accountant and City Treasurer

SERVICE PROVIDER/S	- NOMER Q. MARMOLEJO - MICHAEL AGUHAYON	- NOEMI C. GARCIA - ERWIN BORROMEIO
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<b>FRONTLINE SERVICE</b>	<b>PREPARATION OF THE SUPPLEMENTAL BUDGET AND AUGMENTATION (cont.)</b>	
<b>STEP 2</b>	Preparation of Supplemental Appropriation (LBP Form No. 10) for Supplemental Budgets for signature of the City Budget Officer and City Mayor	
SERVICE PROVIDER/S	- NOMER Q. MARMOLEJO - MICHAEL AGUHAYON	- NOEMI C. GARCIA - ERWIN BORROMEIO
<b>STEP 3</b>	Endorsement to Sangguniang Panlungsod for enactment into an Appropriation Ordinance	
SERVICE PROVIDER/S	NOMER Q. MARMOLEJO	

<b>FRONTLINE SERVICES</b>	<b>ASSIST THE CITY MAYOR IN SUBMISSION OF ANNUAL BUDGET AND THE COMMITTEE OF APPROPRIATION IN THE REVIEW OF ANNUAL AND SUPPLEMENTAL BUDGETS OF THE CITY</b>	
<b>STEP 1</b>	Assist the City Mayor in the submission of the Annual Executive Budget to the Sangguniang Panglungsod for Budget Authorization	
SERVICE PROVIDER/S	- NOMER Q. MARMOLEJO - MARIA ALELI DS. BALANSAY	- NOEMI J. GARCIA
TIME FRAME	Not later than October 16	
<b>STEP 2</b>	Assist the Committee on Appropriations in the completion/checking of checklist of requirements of the Annual Budget (support function)	
SERVICE PROVIDER/S	- NOMER Q. MARMOLEJO - MARIA ALELI DS. BALANSAY	- NOEMI J. GARCIA
REQUIRED DOCUMENT/S	<ul style="list-style-type: none"> <li>- Local Budget Authorization Forms</li> <li>• Checklist on Documentary and Signature Requirements for Annual Budget (LBA Form. No 1A)</li> <li>• Checklist on Documentary and Signature Requirements for Supplemental Budget (LBA Form No. 1B)</li> </ul>	
<b>STEP 3</b>	Assist the Committee on Appropriation of the Sangguniang Panlungsod during the evaluation and deliberation of the Annual Budget in terms of compliance with the budgetary requirements and general limitations pursuant to the Local Government Code	
SERVICE PROVIDER/S	- NOMER Q. MARMOLEJO - MARIA ALELI DS. BALANSAY	- NOEMI J. GARCIA
<b>STEP 4</b>	Assist the Sangguniang Panlungsod in the completion of the attachments required including the approved Appropriation Ordinance before transmittal to the Reviewing Authority of the Department of Budget and Management (DBM-RO)	
SERVICE PROVIDER/S	- NOMER Q. MARMOLEJO - MARIA ALELI DS. BALANSAY	- NOEMI J. GARCIA
TIME FRAME	Three (3) days after the approval of the Appropriation Ordinance	
REQUIRED DOCUMENT/S	<ul style="list-style-type: none"> <li>- Transmittal Letter</li> <li>- Copy of the Approved Appropriation Ordinance with Seal of the Caloocan City Govt.</li> <li>- Annual Investment Plan (approved by the Sangguniang Panlungsod through a Resolution) <ul style="list-style-type: none"> <li>• Gender and Development Plan</li> <li>• City Disaster Risk and Reduction Management Plan reviewed by the NDRRMC</li> <li>• Climate Change Action Plan</li> <li>• Peace and Order Plan</li> <li>• City Council for the Protection of Children Plan</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• City Senior Citizens and Persons with Disabilities Plan (if any)</li> <li>• 2018 List of PPAS to combat AIDS</li> </ul> – Copy of the Sangguniang Panlungsod Resolution approving the AIP
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<b>FRONTLINE SERVICES</b>	<b>RELEASE THE ALLOTMENT ON THE BASIS OF THE AUTHORIZED AND APPROVED APPROPRIATION ORDINANCE</b>
STEP 1	Preparation of the Allotment Release Orders (AROs) whether it is authorized under the Annual Budget or Supplemental Budget for PS, MOOE, CapEx and FinEx.
SERVICE PROVIDER/S	BUDGET OFFICER/ANALYST AS PER ASSIGNED OFFICE/DEPARTMENT
STEP 2	Checking of AROs before the approval of the City Budget Officer and the City Mayor
SERVICE PROVIDER/S	NOEMI J. GARCIA
STEP 3	The City Budget Officer and the City Mayor approves and signs the AROs of different offices/department
SERVICE PROVIDER/S	- NOMER Q. MARMOLEJO    - HON. OSCAR G. MALAPITAN
STEP 4	Provide copies of AROs after its approval to the Office /Department concerned (duplicate), City Accounting Department (triplicate) , Records (quadruplicate) and (Original copy) maintained by the City Budget Department
SERVICE PROVIDER/S	- JACQUELINE ANG    - FLORENTINA OLVEDA - DON SHERWIN AGUILA
STEP 5	Recording of the released amount in the proper registry and recording of the same in the book of accounts for each assigned offices /department
SERVICE PROVIDER/S	- MICHAEL G. AGUHAYON    - JENNYLYLN F. ALTEZA - ERWIN BORROMEO    - BUDGET OFFICER/ANALYST - MONALYN VILLARALVO
REQUIRED DOCUMENT/S	– Source of Appropriation whether Annual, Supplemental or Re-enacted Budget – PPA Reference Code as reflected in the Approved Annual Investment Program – LBE Form No.1 (ARO for PS), LBE Form No.1A (ARO for MOOE), LBE Form No.1B (ARO for FinEx) and LBE Form No.2 (ARO for CapEx)
TIME FRAME	One (1) day

<b>FRONTLINE SERVICES</b>	<b>PREPARATION OF TRANSMITTAL LETTERS OF ANNUAL / SUPPLEMENTAL BARANGAY BUDGETS OF THE 188 BARANGAYS PREPARATION OF THE CITY ANNUAL BUDGET</b>
STEP 1	Preliminary review and analysis of barangay annual/supplemental budgets
SERVICE PROVIDER/S	- BENJAMIN SANCHEZ    - ROSARIO M. MIPARANUM - NIEVECEL C. PAZ
STEP 2	Encoding of transmittal letters for final review of Ms. Noemi J. Garcia
SERVICE PROVIDER/S	- HAZMIN V. SISON    - ELLERY JOSHUA E. DEL ROSARIO
STEP 3	Final review of barangay budgets prior to the signature of the City Budget Officer
SERVICE PROVIDER/S	NOEMI J. GARCIA
STEP 4	Signing of transmittal letters of reviewed barangay budgets for submission to the Sangguniang Panlungsod
SERVICE PROVIDER/S	NOMER Q. MARMOLEJO
STEP 5	Endorsement of annual/ supplemental barangay budgets and transmittal letters to the Sangguniang Panlungsod Secretariat for final review and approval of the Sangguniang Panlungsod
SERVICE PROVIDER/S	- BENJAMIN SANCHEZ    - NIEVECEL PAZ
TIME FRAME	July 16 to July 31

<b>STEP 6</b>	Receiving of approved barangay budgets with ordinance from Sangguniang Panlungsod
<b>SERVICE PROVIDER/S</b>	- BENJAMIN SANCHEZ - NIEVECEL PAZ

<b>FRONTLINE SERVICES</b>	<b>PREPARATION OF TRANSMITTAL LETTERS OF ANNUAL / SUPPLEMENTAL BARANGAY BUDGETS OF THE 188 BARANGAYS PREPARATION OF THE CITY ANNUAL BUDGET (cont.)</b>
<b>STEP 7</b>	Informing barangays for the release of their respective barangay budgets
<b>SERVICE PROVIDER/S</b>	- BENJAMIN SANCHEZ - NIEVECEL PAZ
<b>TIME FRAME</b>	One (1) day
<b>REQUIRED DOCUMENT/S</b>	<ul style="list-style-type: none"> <li>- Barangay Budget</li> <li>- Attachments (Barangay Development Plan, Youth Development Plan, GAD Development Plan and Disaster Plan)</li> </ul>

<b>FRONTLINE SERVICES</b>	<b>GENERAL PROCEDURE FOR PROCESSING THE FOLLOWING DOCUMENTS:</b>
	<ul style="list-style-type: none"> <li style="width: 50%;">- PAYROLLS</li> <li style="width: 50%;">- OBLIGATION REQUESTS(OBRs)</li> <li style="width: 50%;">- LETTER REQUESTS (LRs)</li> <li style="width: 50%;">- VOUCHERS</li> <li style="width: 50%;">- PURCHASE REQUESTS(PRs)</li> <li style="width: 50%;">- OTHER INCOMING DOCUMENTS</li> </ul>
<b>STEP 1</b>	<p>Receiving, recording and assigning control numbers for the following documents:</p> <ul style="list-style-type: none"> <li>- Payrolls</li> <li>- Letter Requests</li> <li>- Purchase Requests (PRs)</li> <li>- Program of Works for Infrastructure Projects for Certification as to Availability of Appropriation</li> <li>- Project proposals for Programs, Projects and Activities for Certification as to Availability of Appropriation</li> <li>- Contract of Service for Certification as to Availability of Appropriation for Job Order Workers and Contractual Employees</li> <li>- Appointments of the Regular Plantilla Positions for Certification as to Availability of Appropriation</li> <li>- Obligation Requests (OBRs) and Vouchers</li> <li>- Memorandum Circulars from the Department of Budget and Management (DBM)</li> <li>- Various communications from inter-offices/departments, barangays, NGAs and other agencies</li> </ul>
<b>SERVICE PROVIDER/S</b>	- JACQUELINE ANG - FLORENTINA OLVEDA - DON SHERWIN AGUILA

<b>FRONTLINE SERVICES</b>	<b>LETTER REQUESTS (LRs)</b>
<b>STEP 1</b>	Refer to the General Procedure for Processing Documents
<b>STEP 2</b>	Recording and distribution of Letter Requests before distribution to budget officers/analysts for earmarking as to availability of appropriation
<b>SERVICE PROVIDER/S</b>	- JOSEPHINE J. FRANCISCO - ERWIN JOSEPH BORROME0 - MICHAEL G. AGUHAYON

<b>STEP 3</b>	Review, analyze and check the Letter Request for its consistency to AIP/ APP/ SPP and PPMP before recording and earmarking as to availability of appropriation as per responsibility center and account code
<b>SERVICE PROVIDER/S</b>	Budget Officer/Budget Analyst as per assigned office/department

<b>FRONTLINE SERVICES</b>		<b>LETTER REQUESTS (LRs)</b>
<b>STEP 4</b>	Final Review of the aforementioned documents before approval/ signature of Mr. Nomer Q. Marmolejo (City Budget Officer)	
<b>SERVICE PROVIDER/S</b>	- MICHAEL G. AGUHAYON - ERWIN JOSEPH BORROMEO - MONALYN VILLARALVO - JENNYLYN F. ALTEZA	
<b>STEP 5</b>	Signing of Letter Request of end users as to existence of appropriation	
<b>SERVICE PROVIDER/S</b>	NOMER Q. MARMOLEJO	
<b>STEP 6</b>	Release and return Purchase Request with CAP No. and certified appropriation to the General Services Department	
<b>SERVICE PROVIDER/S</b>	- JACQUELINE ANG - FLORENTINA OLVEDA - DON SHERWIN AGUILA	
<b>TIME FRAME</b>	One (1) day	

<b>FRONTLINE SERVICES</b>		<b>INCOMING COMMUNICATION</b>
<b>STEP 1</b>	Refer to the General Procedure for Processing Documents	
<b>STEP 2</b>	Initial review of incoming communications and referral to the City Budget Officer for action to be taken	
<b>SERVICE PROVIDER/S</b>	- NOEMI J. GARCIA - MA. ALELI DS. BALANSAY	
<b>STEP 3</b>	Preparation of business correspondence if it requires endorsement, etc.	
<b>SERVICE PROVIDER/S</b>	MA. ALELI DS. BALANSAY	
<b>STEP 4</b>	Release and endorsement of the letter of communication to office/department concerned	
<b>SERVICE PROVIDER/S</b>	- JACQUELINE ANG - FLORENTINA OLVEDA - DON SHERWIN AGUILA	
<b>TIME FRAME</b>	One (1) day	

<b>FRONTLINE SERVICES</b>		<b>PROCESSING OF PAYROLL</b>
<b>STEP 1</b>	Refer to the General Procedure for Processing Documents	
<b>STEP 2</b>	Reviewing /checking, assigning OBR Numbers, recording and certifying of availability of appropriation corresponding to account codes and office responsibility center and affixing the budget officer/analysts as per assigned offices/department	
<b>SERVICE PROVIDER/S</b>	Budget Officer/Budget Analyst as per assigned office/department	
<b>REQUIRED DOCUMENT/S</b>	<ul style="list-style-type: none"> <li>- For Services Rendered of Job Order Workers and Contractual Workers - Approved Contract of Service</li> <li>- For Overtime Pay - Memorandum of Authority to Render Overtime Service, Daily Time Record and accomplishment report</li> <li>- For Traveling Allowance - Memorandum of Authority to Claim Traveling Allowance and Itinerary of Travel</li> </ul>	
<b>STEP 3</b>	Counterchecking and recording of certified expense of aforementioned documents before approval/signature of Mr. Nomer Q. Marmolejo (City Budget Officer)	
<b>SERVICE PROVIDER/S</b>	- MICHAEL G. AGUHAYON - MONALYN VILLARALVO - ERWIN JOSEPH BORROMEO - JENNYLYN F. ALTEZA	

<b>STEP 4</b>	Signing of Payrolls as to existence of appropriation
<b>SERVICE PROVIDER/S</b>	NOMER Q. MARMOLEJO
<b>STEP 5</b>	Releasing and forwarding of payrolls with certified appropriation to the City Accounting Department
<b>SERVICE PROVIDER/S</b>	- JACQUELINE ANG - DON SHERWIN AGUILA - FLORENTINA OLVEDA
<b>TIME FRAME</b>	One (1) day
<b>FRONTLINE SERVICES</b>	<b>ISSUANCE OF CERTIFICATION OF AVAILABILITY OF APPROPRIATION FOR PROGRAMS/PROJECTS/ACTIVITIES</b>
<b>STEP 1</b>	Refer to the General Procedure for Processing Documents
<b>STEP 2</b>	Review, analyze and check if the Infrastructure Project as to consistency with the AIP, Sangguniang Panlungsod Ordinance and Supplementary Notes (Itemization of Infrastructure Projects) and if the project name of infrastructure project is also the same with the attached plan and Program of Work before distribution to budget officers/analysts for issuance of certification as to availability of appropriation
<b>SERVICE PROVIDER/S</b>	IRA - MARIA ALELI DS. BALANSAY - JENNYLYN ALTEZA - MONALYN VILLARALVO - JACQUELINE ANG CED - NOEMI J. GARCIA - ERWIN JOSEPH L. BORROMEO - MICHAEL G. AGUHAYON - JACQUELINE ANG SEF - MARIA ALELI DS. BALANSAY - ERWIN JOSEPH L. BORROMEO - JENNYLYN ALTEZA - JACQUELINE ANG
<b>STEP 3</b>	Preparation of Certification for Availability of Appropriation and issuance of CAP No. for Signature of the City Budget Officer
<b>SERVICE PROVIDER/S</b>	MARIA ALELI DS. BALANSAY
<b>STEP 4</b>	Recording of certified commitment to the Registry of Appropriation and Commitment before approval/signature of Mr. Nomer Q. Marmolejo (City Budget Officer)
<b>SERVICE PROVIDER/S</b>	- MICHAEL G. AGUHAYON - ERWIN JOSEPH BORROMEO - MONALYN VILLARALVO - JENNYLYN F. ALTEZA
<b>STEP 5</b>	Signing of Letter Request of end users as to existence of appropriation
<b>SERVICE PROVIDER/S</b>	NOMER Q. MARMOLEJO
<b>STEP 6</b>	Release and return Purchase Request with CAP No. and certified appropriation to the General Services Department
<b>SERVICE PROVIDER/S</b>	- JACQUELINE ANG - FLORENTINA OLVEDA - DON SHERWIN AGUILA
<b>TIME FRAME</b>	One (1) day

<b>FRONTLINE SERVICES</b>	<b>ISSUANCE OF CERTIFICATION OF AVAILABILITY OF APPROPRIATION FOR GOODS AND SERVICES SUBJECT TO ORDERING AGREEMENT</b>
<b>STEP 1</b>	Refer to the General Procedure for Processing Documents
<b>STEP 2</b>	Recoding of the Purchase Request for goods /services subject to ordering agreement of concerned offices/department duly signed by the department heads
<b>SERVICE PROVIDER/S</b>	- JOSEPHINE J. FRANCISCO - ERWIN JOSEPH BORROMEO - MICHAEL G. AGUHAYON
<b>STEP 3</b>	Reviewing /checking, assigning of CAP Numbers, recording and certifying of availability of appropriation corresponding to account codes and office responsibility center and affixing the budget officer/analysts as per assigned offices/department and endorse the PR to designated personnel for preparation



	of the certificate of appropriation
SERVICE PROVIDER/S	Budget Officer/Budget Analyst as per assigned office/department
STEP 4	Preparation of Certificate of Appropriation with CAP No. and approved amount together with approved Sangguniang Ordinance Number for signature of the City Budget Officer (copy furnished: BAC and end user)
SERVICE PROVIDER/S	MARIA ALELI DS. BALANSAY
<b>FRONTLINE SERVICES</b>	<b>ISSUANCE OF CERTIFICATION OF AVAILABILITY OF APPROPRIATION FOR GOODS AND SERVICES SUBJECT TO ORDERING AGREEMENT (cont.)</b>
STEP 5	Counterchecking of aforementioned documents and recording of amount to the Registry for Appropriation and Commitment before approval/signature of Mr. Nomer Q. Marmolejo (City Budget Officer)
SERVICE PROVIDER/S	Michael G. Aguhayon, Erwin Borromeo, Monalyn Villaralvo and Jennylyn F. Alteza
REQUIRED DOCUMENT/S	Contracts/Appointments (For services rendered of Job-Order Workers, Consultants)
STEP 6	Approval and signing of the Certification of the Availability of Appropriation for the PR under ordering agreement
SERVICE PROVIDER/S	NOMER Q. MARMOLEJO
STEP 7	Upon approval, release the approved certified appropriation for the goods and services under ordering agreement to the concerned offices/department and BAC
SERVICE PROVIDER/S	JACQUELINE ANG
TIME FRAME	One (1) day

<b>FRONTLINE SERVICES</b>	<b>RECORDING OF OBLIGATION OF EXPENSES TO BE INCURRED FROM VARIOUS OFFICES/DEPARTMENTS IN ACCORDANCE WITH DBM AND COA EXISTING RULES AND REGULATIONS</b>
STEP 1	Refer to the General Procedure for Processing Documents
STEP 2	Issuance of OBR Serial Number, classification and evaluation based on the availability of appropriation on PRs in case of goods and services and certification for infrastructure projects, in accordance with the existing Budgetary Rules and Regulations issued by DBM and COA
SERVICE PROVIDER/S	BUDGET OFFICERS/ANALYSTS
STEP 3	Posting of the duly certified OBR in the Registry of Allotments and Obligations for PS, MOOE, CapEx and FinEx in compliance with COA rules and regulations before approval/signature of the City Budget Officer
SERVICE PROVIDER/S	- MICHAEL G. AGUHAYON                      - ERWIN JOSEPH L. BORROMELO - MONALYN VILLARALVO                      - JENNYLYN F. ALTEZA
STEP 4	Approval/signature of the City Budget Officer
SERVICE PROVIDER/S	NOMER Q. MARMOLEJO
STEP 5	Release and endorsement of the OBR and voucher to the City Accounting Dept.
SERVICE PROVIDER/S	- JACQUELINE ANG                                      - FLORENTINA OLVEDA - DON SHERWIN AGUILA
TIME FRAME	One (1) day
REQUIRED DOCUMENT/S	Documentary requirements for common government transactions as per COA Circular

<b>FRONTLINE SERVICES</b>	<b>ISSUANCE OF CERTIFICATION FOR AVAILABILITY OF APPROPRIATION FOR APPOINTMENTS OF THE REGULAR PLANTILLA POSITIONS</b>
<b>STEP 1</b>	Refer to the General Procedure for Processing Documents
<b>STEP 2</b>	Review and certification as to availability of appropriation for appointments of the regular plantilla positions
<b>SERVICE PROVIDER/S</b>	BUDGET OFFICERS/ANALYSTS

<b>FRONTLINE SERVICES</b>	<b>ISSUANCE OF CERTIFICATION FOR AVAILABILITY OF APPROPRIATION FOR APPOINTMENTS OF THE REGULAR PLANTILLA POSITIONS (cont.)</b>
<b>STEP 3</b>	Final recording and checking of availability of appropriation for appointment of the regular plantilla positions to the Annual Budget
<b>SERVICE PROVIDER/S</b>	NOEMI J. GARCIA
<b>STEP 4</b>	Approval/Signing of the Certificate of Availability of Appropriation for the regular plantilla positions
<b>SERVICE PROVIDER/S</b>	NOMER Q. MARMOLEJO
<b>STEP 5</b>	Release and endorsement of the OBR and voucher to the Human Resource and Management Office
<b>SERVICE PROVIDER/S</b>	- JACQUELINE ANG - FLORENTINA OLVEDA - DON SHERWIN AGUILA
<b>REQUIRED DOCUMENT/S</b>	- Certification of Availability of Funds - Personal Data Sheet (PDS) - Appointments
<b>TIME FRAME</b>	One (1) day

<b>FRONTLINE SERVICES</b>	<b>ISSUANCE OF CERTIFICATION FOR AVAILABILITY OF APPROPRIATION FOR JOB ORDER WORKERS/CONTRACTUAL EMPLOYEES</b>
<b>STEP 1</b>	Refer to the General Procedure for Processing Documents
<b>STEP 2</b>	Review and certification as to availability of appropriation for services under contractual scheme
<b>SERVICE PROVIDER/S</b>	BUDGET OFFICERS/ANALYSTS
<b>STEP 3</b>	Final recording and checking of availability of appropriation for appointment of the job order workers to the summary of contractual employees
<b>SERVICE PROVIDER/S</b>	ERWIN JOSEPH BORROMEO
<b>STEP 4</b>	Approval/Signing of the Certificate of Availability of Appropriation for the regular plantilla positions
<b>SERVICE PROVIDER/S</b>	NOMER Q. MARMOLEJO
<b>STEP 5</b>	Release and endorsement of the OBR and voucher to the Human Resource and Management Office
<b>SERVICE PROVIDER/S</b>	- JACQUELINE ANG - FLORENTINA OLVEDA - DON SHERWIN AGUILA
<b>REQUIRED DOCUMENT/S</b>	Contracts/Appointments (For services rendered of Job-Order Workers, Consultants)
<b>TIME FRAME</b>	One (1) day

**FEEDBACK AND COMPLAINTS MECHANISM:**

Accomplish the Feedback Form available in the office and drop in the designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:

**Email Address:** *caloocan.budget@yahoo.com*

**Telephone Numbers:** (02) 288 – 8811 to 21 loc. 2220, 2252