

# CITY GOVERNMENT OF SAN PABLO



## **Citizen's Charter** **2024 (1st Edition)**



## **City Government of San Pablo**

# City Budget Office



**1) VERIFICATION AND CERTIFICATION OF OBLIGATION REQUESTS (ObRs)**

Verification and certification of Obligation Requests (ObRs) of different offices as to the existence of available appropriations and Allotment of Release Order (ARO).

Office or Division	City Budget Office				
Classification	G2G - Government to Government				
Type of Transaction	Simple				
Who may avail:	Different Offices of the City Government, including Municipal Trial Court (MTC), Regional Trial Court (RTC) and Commission on Audit (COA)				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
(1) Certified Obligation Requests (ObRs) with supporting documents			Different offices of the City Government of San Pablo		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
Step (1) Submits Certified Obligation Request/s (ObR/s) with complete supporting documents	Receives certified Obligation Request/s with supporting documents and forward to concerned personnel in-charge of the office	None		2 minutes	Administrative Aide IV - City Budget Office

	Checks, verifies, records Obligation Request/s (ObR/s) of different offices as to the existence of available appropriations.	None		8 minutes	<i>Supervising Administrative Officer - City Budget Office, Administrative Officer V - City Budget Office, Administrative Aide VI - City Budget Office, Administrative Assistant II - City Budget Office</i>
	Checks and initials ObR/s of the concerned offices	None		1 minute	<i>Assistant City Budget Officer - CGADH I - City Budget Office</i>
	Records and provides ObR Number	None		2 minutes	<i>Administrative Aide IV - City Budget Office</i>
	Certifies to the existence of available appropriations and signs ObR/s	None		1 minute	<i>City Budget Officer - City Budget Office</i>
Step (2) Receives ObR/s	Releases approved ObR/s	None		1 minute	<i>Administrative Aide IV - City Budget Office</i>
TOTAL		0.00		15 minutes	



**2) INDORSE REVIEWED BARANGAY and/or SK ANNUAL and/or SUPPLEMENTAL BUDGETS TO SANGGUNIANG PANGLUNSOD**

Checks and reviews approved Barangay and/or SK Annual and/or Supplemental Budgets from different barangay and indorsed to Sangguniang Panglunsod

Office or Division	City Budget Office				
Classification	G2G - Government to Government				
Type of Transaction	Highly Technical				
Who may avail:	80 Barangays in the City of San Pablo				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
(1) Annual Budget - Budget Message - Local Expenditures Program of "Proposed General Barangay Appropriations Bill" - Summary of Income and Expenditure (Past Year, Current Year and Budget Year) - Summary of Actual Estimated Output - Sanggunian Approved Annual Investment Plan (AIP) - List of Projects Chargeable against the 20% Development Plan (DF) - Plantilla of Personnel - DILG Endorsed GAD Plan Budget - And, other forms required based on the issued Local Budget Memorandum for the Budget Year			Barangays in the City of San Pablo		
(2) Supplemental Budget - Supplemental Budget Forms - Barangay Resolution/Appropriation Ordinance - Other supporting documents, such as - Supplemental Procurement Plan, Supplemental Investment Plan, and the like.			Barangays in the City of San Pablo		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE

<b>Step (1) Submits Approved Barangay and/or SK Annual and/or Supplemental Budget in Prescribed Forms of Barangay Budget.</b>	<b>Receives and checks Approved Barangay and/or SK Annual and/or Supplemental Budgets with complete supporting documents</b>	<b>None</b>		<b>5 minutes</b>	<b><i>Administrative Assistant II - City Budget Office</i></b>
	<b>Checks and reviews the Approved Barangay and/or SK Annual and/or Supplemental Budgets</b>	<b>None</b>		<b>30 minutes</b>	<b><i>Supervising Administrative Officer - City Budget Office, Administrative Officer V - City Budget Office</i></b>
	<b>Prepares Local Finance Committee indorsement letter per Approved Barangay and/or SK Annual and/or Supplemental Budgets</b>	<b>None</b>		<b>10 minutes</b>	<b><i>Administrative Assistant II - City Budget Office</i></b>
	<b>Checks and signs the Local Finance Committee indorsement letter</b>	<b>None</b>		<b>1 day</b>	<b><i>City Budget Officer - City Budget Office, City Treasurer - 's Office, City Planning and Development Coordinator - City Planning and Development Office</i></b>
	<b>Submits the Barangay and/or SK Annual and/or Supplemental Budgets with the Local Finance Committee indorsement letter to the Sangguniang Panglunsod</b>	<b>None</b>		<b>5 minutes</b>	<b><i>Administrative Aide I - City Budget Office</i></b>


	Receives the Barangay and/or SK Annual and/or Supplemental Budget endorsed by the Local Finance Committee to the Sangguniang Panglunsod for appropriate action. "Review of Barangay Budget..." as per Section 333 of R.A. 7160	None		2 months 16 days	<i>Supervising Administrative Officer - Sangguniang Panlungsod</i>
	Receives the Barangay and/or SK Annual and/or Supplemental Budgets from the Sangguniang Panglunsod and prepares indorsement letter to concerned barangays	None		10 minutes	<i>Administrative Assistant II - City Budget Office</i>
	Checks and initials indorsement letter to concerned barangays	None		2 minutes	<i>Supervising Administrative Officer - City Budget Office</i>
	Checks and signs indorsement letter to concerned barangays	None		2 minutes	<i>City Budget Officer - City Budget Office</i>
Step (2) Receives Approved Barangay and/or SK Annual and/or Supplemental Budgets	Records and releases Approved Barangay and/or SK Annual and/or Supplemental Budgets	None		5 minutes	<i>Administrative Assistant II - City Budget Office</i>
TOTAL		0.00		2 months 17 days 1 hour 9 minutes	





**3) RENDERS TECHNICAL ASSISTANCE TO BARANGAYS**

**Renders technical assistance in preparation of Annual and Supplemental Budget of different barangays**



Office or Division	City Budget Office				
Classification	G2G - Government to Government				
Type of Transaction	Simple				
Who may avail:	80 Barangays in the City of San Pablo				

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1) Annual Budget - Budget Message - Local Expenditures Program of "Proposed General Barangay Appropriations Bill" - Summary of Income and Expenditure (Past Year, Current Year and Budget Year) - Summary of Actual Estimated Output - Sanggunian Approved Annual Investment Plan (AIP) - List of Projects Chargeable against the 20% Development Plan (DF) - Plantilla of Personnel - DILG Endorsed GAD Plan Budget - And, other forms required based on the issued Local Budget Memorandum for the Budget Year			Barangays in the City of San Pablo		
(2) Supplemental Budget - Supplemental Budget Forms - Barangay Resolution/Appropriation Ordinance - Other supporting documents, such as, Supplemental Procurement Plan, Supplemental Investment Plan, and the like.			Barangays in the City of San Pablo		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE

<b>Step (1) Provide copy of Barangay and/or SK Annual and/or Supplemental Budgets in Prescribed Forms of Barangay Budget for review</b>	<b>Receives and checks the copy of Barangay and/or SK Annual and/or Supplemental Budgets</b>	<b>None</b>		<b>5 minutes</b>	<b><i>Administrative Assistant II - City Budget Office</i></b>
	<b>Checks and reviews the provided copy of Barangay and/or SK Annual and/or Supplemental Budgets</b>	<b>None</b>		<b>1 hour</b>	<b><i>Supervising Administrative Officer - City Budget Office, Administrative Officer V - City Budget Office</i></b>
<b>Step (2) Ask queries regarding the provided copy of Barangay and/or SK Annual and/or Supplemental Budgets</b>	<b>Answers issues and concerns of Barangay Officials regarding the provided copy of Barangay and/or SK Annual and/or Supplemental Budgets</b>	<b>None</b>		<b>30 minutes</b>	<b><i>Supervising Administrative Officer - City Budget Office, Administrative Officer V - City Budget Office</i></b>
<b>Step (3) Receives the checked and reviewed copy of Barangay and/or SK Annual and/or Supplemental Budgets</b>	<b>Records and releases the checked and reviewed copy of Barangay and/or SK Annual and/or Supplemental Budgets</b>	<b>None</b>		<b>5 minutes</b>	<b><i>Administrative Assistant II - City Budget Office</i></b>
<b>TOTAL</b>		<b>0.00</b>		<b>1 hour 40 minutes</b>	

