



CITY BUDGET DEPARTMENT

CITIZEN'S CHARTER

2023 (1st Edition)



I. Mandates:

- Section 475(b) of Republic Act 7160 (Local Government Code of 1991) - The budget officer shall take charge of the budget office and shall:
 - (1) Prepare forms, orders and circulars embodying instructions on budgetary and appropriation matters for the signature of the Mayor, as the case may be;
 - (2) Review and consolidate the budget proposals of different departments and offices of the local government unit;
 - (3) Assist the Mayor, as the case may be, in the preparation of the budget and during budget hearings;
 - (4) Study and evaluate budgetary implications of proposed legislation and submit comments and recommendations thereon;
 - (5) Submit periodic budgetary reports to the Department of Budget and Management;
 - (6) Coordinate with the treasurer, accountant, and the planning and development coordinator for the purpose of budgeting;
 - (7) Assist the sanggunian concerned in reviewing the approved budgets of component local government units; and
 - (8) Coordinate with the planning and development coordinator in the formulation of the local government unit development plan;
- Sections 333 and 344 of Republic Act 7160 (Local Government Code of 1991) - Budgeting includes the review of the barangay budget and the certification of the existence of appropriation.
- Commission on Audit (COA) Circular No. 2006-02 dated January 31, 2006 (2.2) - The Head of the Budget Unit shall certify the existence of available appropriation, take charge of budgetary activities as provided under Section 344 and Section 475, respectively, of R.A. 7160, the Local Government Code, and shall maintain the Registries of Appropriations, Allotments and Obligations as prescribed under the Manual on the New Government Accounting System for Local Government Units.

II. Vision:

The City Budget Department seeks to uphold its role in assisting the City Government in the advocacy to observe and support the call for transparency, reformed fiscal administration and commitment to serve.

III. Mission:

To provide responsive budget administration and operation and to implement sound fiscal policies in line with the thrusts and priorities of the City Government.

IV. Service Pledge:



We commit to quality performance in the adoption and implementation of sound and efficient fiscal management.

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Internal Services



1. PREPARATION OF THE GENERAL FUND BUDGET

The budget proposals of all Departments/Offices are reviewed and consolidated to ensure compliance with the budgetary guidelines and requirements with the Department of Budget and Management (DBM).



Office or Division:	City Budget Department / All Divisions			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	Departments/Offices under Quezon City Local Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Budget Proposal of each department with prescribed Local Budget Preparation Forms – 3 hard copies and 1 soft copy		Proposing or Requesting Department/ Office/Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive memorandum from City Finance Committee for upcoming meeting	1. Confer with the City Finance Committee in coordination with the revenue-generating departments to determine budgetary ceiling and income estimates	None	2 days	<i>City Budget Officer</i>
2. Receive Budget Call and prepare budget proposal	2. Disseminate Budget Call with the prescribed local budget preparation forms and calendar of activities stating the submission of budget proposals	None	2 days	<i>Administrative Division</i>
3. Attend budget orientation	3. Conduct budget orientation	None	1 day	<i>City Finance Committee</i> <i>City Budget Department</i>
4. Submit budget proposals with necessary budgetary documents/ requirements	4. Check submitted budgetary requirements/ documents, stamp the date and time received and distribute to assigned budget analyst	None	5 minutes	<i>Receiving Clerk (Administrative Division)</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Coordinate with the budget analyst in-charge	5. Review, evaluate, and analyze the submitted budget proposal and prepare initial recommendations in accordance with the guidelines in the budget call.	None	37 days	<i>Budget Analyst</i> <i>Division Head</i>
6. Attend Preliminary Budget Hearing	6. Conduct Preliminary Budget Hearing	None	9 days	<i>City Finance Committee</i> <i>City Budget Department</i>
7. Coordinate with budget analysts for program prioritization	7. Finalize the proposed budget based on the findings and recommendations of CFC during budget hearing	None	16 days	<i>Budget Analyst</i> <i>Encoders</i>
8. Receive the proposed annual budget of the city for approval of the City Mayor	8. Submit the proposed budget to the City Mayor for approval	None	6 days	<i>City Finance Committee</i>
9. Receive from the City Mayor the signed proposed annual budget of the city	9. Reproduce copies of the proposed annual budget of the city	None	16 days	<i>City Budget Department</i>
10. Receive the proposed annual budget of the city by the Office of the Secretary to the Sanggunian	10. Submit the proposed annual budget to the Office of the City Secretary for deliberation and approval of the City Council	None	1 day	<i>City Budget Department</i>

2. PREPARATION OF ADVICE OF ALLOTMENT



Advice of Allotment (AA) is prepared and generated based on the review, evaluation, and recommendation of this Department on the Work and Financial Plan and Request for Allotment (WFPRA) submitted by different Departments for approval of the City Mayor.

Office or Division:	Budget Management and Information Services Division			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Departments/Offices under Quezon City Local Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Work and Financial Plan and Request for Allotment (WFPRA) – two (2) original copies supported with Requisition Issue Slip (RIS)/Agency Procurement Request (APR) and/or approved Project Procurement Management Plan (PPMP).		Requesting Department/Office/Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit WFPRA with APR/ RIS and/or approved PPMP	1.1 Check attached documents, stamp the date and time received, attach tracking slip, and distribute to assigned budget analyst	None	5 minutes	<i>Receiving Clerk</i> (assigned per Division)
	1.2 Evaluate submitted WFPRA with attachments, and recommend amount for release	None	1 day	<i>Budget Analyst</i>
	1.3 Prepare and generate Advice of Allotment of Department			<i>Encoder</i>



3. CERTIFICATION AS TO AVAILABILITY OF APPROPRIATION

Obligation Request is reviewed, evaluated, and processed to certify the availability of appropriation based on the approved budget and allotment release of concerned Departments/Offices.



Office or Division:		City Budget Department / All Divisions		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		Departments/Offices under Quezon City Local Government		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request (ObR) with name of the payee, responsibility center, particulars, account code and amount - 2 copies with original signature of the end-user and 1 extra copy - with attached supporting documents		Requesting Department/Office/Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Obligation Request (ObR) with necessary supporting documents	1.1 Check supporting documents, stamp date and time received, assign control number, encode and distribute to assigned budget analyst	None	10 minutes	<i>Assigned Budget Analyst</i> <i>Receiving Clerk (Administrative Division)</i>
	1.2 Review, evaluate, encode and sign the Obligation Request	None	2 hours (if payroll) 1 day (if RIS/ APR/BAC Resolution)	<i>Budget Analyst, Division Head, Asst. Dept. Head, Dept. Head</i>
	1.3 Transmit approved ObR to City Accounting Department (<i>with APR/ RIS/DV/ Payroll</i>) or Procurement Department (<i>with copy of BAC Resolution</i>)	None	5 minutes	<i>Releasing Clerk (assigned per Division)</i>

4. REVIEW OF THE BARANGAY BUDGET

The submitted Barangay Budget of the 142 barangays of Quezon City is initially reviewed and evaluated for approval by the City Council.



Office or Division:	Barangay Operation Affairs Division			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	142 Barangays of Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Budget with supporting documents: (with checklist) <ul style="list-style-type: none"> • Barangay Annual Budget • Barangay Supplemental Budget • SK Annual Budget 		Proposing or Requesting Barangay of Quezon City		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Barangay Annual / Supplemental Budget with other documents required	1.1 Check attached documents (<i>per checklist</i>), stamp the date and time received, and distribute to assigned budget analyst	None	10 minutes	<i>Receiving Clerk</i>
	1.2 Review, evaluate and recommend approval and transmit to the City Council	None	5 days	<i>Budget Analyst Division Head Asst. Dept. Head Dept. Head Releasing Clerk</i>
	1.3 Return approved barangay budgets to the concerned barangays	None	1 day	<i>Releasing Clerk</i>