



CITY BUDGET DEPARTMENT
Quezon City

CITIZEN'S CHARTER
2022 (1st Edition)



I. **Mandate:**

As prescribed under Sections 333, 344 and 475(b) of RA 7160 (Local Government Code of 1991) the City Budget Department shall:

- Prepare forms, orders and circulars embodying instructions on budgetary and appropriation matters for the signature of the Mayor;
- Review and consolidate the budget proposals of different departments and offices of the city;
- Assist the Mayor in the preparation of the budget and during budget hearings;
- Study and evaluate budgetary implications of proposed legislation and submit comments and recommendations thereon;
- Submit periodic budgetary reports to the Department of Budget and Management and other concerned agencies;
- Coordinate with the Treasurer's Office, Accounting Department, and the Planning and Development Office for the purpose of budgeting;
- Assist the Sangguniang Panlungsod in reviewing proposed budgets during budget deliberation;
- Coordinate with the Planning and Development Office in the formulation of the city development plan;
- Review barangay budgets;
- Certify as to the existence of appropriations.

II. **Vision:**

To be a leading advocate for transparency on budget administration and fiscal management on local government

III. **Mission:**

Provide responsive budget administration and operation in the implementation of fiscal policies conformably with the thrusts and priorities of the City Government.

IV. **Service Pledge:**

The **City Budget Department** is
Committed to provide a
Balanced budget
Dedicated to address the needs of Quezon City constituents



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1. PREPARATION AND GENERATION OF RELEASE OF ALLOTMENT

Office or Division:	Budget Management and Information Services Division			
Classification:				
Type of Transaction:				
Who may avail:	Concerned Citizen / End-User			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Document 1</i> Work and Financial Plan and Request for Allotment (WFPRA) - 1 original copy supported with Requisition Issue Slip (RIS)/Agency Procurement Request (APR)/Purchase Request (PR) and approved Project Procurement Management Plan (PPMP) as needed.		Assigned Personnel under Budget Management and Information Services Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit WFPRA with PR/APR/ RIS and approved PPMP as needed	1.1 Check attached documents /stamping of date and time received /attach tracking slip and distribute to assigned budget analyst	None	5 minutes	<i>Receiving Clerk</i> (per Division)
	1.2 Evaluate submitted WFPRA and attachments and recommend amount for release.	None	1 day	<i>Budget Analyst</i>
	1.3 Prepare and generate Advice of Allotment Department(<i>PR, BAC Resolution</i>)			<i>Encoder</i>



2. CERTIFICATION AS TO AVAILABILITY OF APPROPRIATION

Office or Division:	City Budget Department / All Divisions			
Classification:				
Type of Transaction:				
Who may avail:	Concerned Citizen / End-User			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Document 1</i> Obligation Request (ObR) Form with payee's name (2 copies with original signature of the requesting party or end-user and 1 extra copy)		Assigned Budget Analyst and/or Receiving personnel		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Obligation Request (ObR) with necessary documents	1.1 Check attached documents/ stamping of date and time received /assigns control number/ encoding /attach tracking slip and distribute to assigned budget analyst	None	10 minutes	<i>Receiving Clerk</i> (Administrative Division)
	1.2 Review, evaluate, process and sign the Obligation Request	None	2 hours (if payroll) 1 day (if RIS/ APR/PR/BAC Resolution)	<i>Budget Analyst</i> <i>Division Head</i> <i>Asst. Dept. Head</i> <i>Dept. Head</i>
	1.3 Transmit approved ObR to City Accounting Department (<i>APR/ RIS/DV/ Payroll</i>) or Procurement Department(<i>PR, BAC Resolution</i>)	None	5 minutes	<i>Releasing Clerk</i> (per Division)



3. PREPARATION OF ANNUAL/SUPPLEMENTAL BUDGET OF THE CITY

Office or Division:	City Budget Department / All Divisions			
Classification:				
Type of Transaction:				
Who may avail:	All Budget Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Document 1</i> Budget Proposal with prescribed Local Budget Preparation Forms – 3 hard copies and 1 soft copy		Assigned Budget Analyst/Technical Working Group		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Confer with the City Finance Committee in coordination with the revenue generating departments to determine budgetary ceiling / income estimates	None	1 day	<i>City Budget Officer</i>
2. Receive memorandum letter and prepare budget proposals	2. Disseminate memorandum letter with attached Budget Call, required budgetary forms and calendar of activities stating the submission of budget proposals	None	2 days	Administrative Division
3. Attend budget orientation	3. Conduct budget orientation	None	5 minutes	<i>City Finance Committee</i> City Budget Department
4. Submit budget proposals with attached necessary budgetary document/ requirements	4. Check attached budgetary requirements/ documents/stamping of date and time received and distribute to assigned budget analyst.	None	10 days	<i>Receiving Clerk</i> (Administrative Division)



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 recommend in accordance with the guidelines in the budget call.	None	15 days	<i>Budget Analyst Division Head</i>
6. Attend Preliminary Budget Hearing	6. Conduct Preliminary Budget Hearing	None	5 days	<i>City Finance Committee City Budget Department</i>
	7. Finalize the proposed budget based on the findings and recommendations of CFC during budget hearing	None	15 days	<i>Budget Analyst Encoders</i>
	8. Submit the proposed budget to the City Mayor for approval	None	2 days	<i>City Finance Committee City Budget Department</i>
	9. Reproduce copies of the proposed annual budget	None	7 days	City Budget Department
10. Receive proposed annual budget	10. Submit proposed annual budget to the Office of the City Secretary for deliberation and approval of the City Council	None	1 day	City Budget Department



4. REVIEW OF ANNUAL/SUPPLEMENTAL BARANGAY BUDGET

Office or Division:	Barangay Operation Affairs Division			
Classification:				
Type of Transaction:				
Who may avail:	Barangay Officials and residents concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Document 1</i> Barangay Budget with attached budget requirements		Assigned Barangay Budget Analyst		
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>)/ stamping of date and time received and distribute to assigned budget analyst	None	10 minutes	<i>Receiving Clerk</i>
	2. Review, evaluate process and sign 3. Prepare transmittal letter and forward to City Council for approval	None	5 days	<i>Budget Analyst Division Head Asst. Dept. Head Dept. Head Budget Analyst Division Head Releasing Clerk</i>
	4. Endorse approved barangay budgets to the concerned barangays	None	1 day	<i>Releasing Clerk</i>