



Republic of the Philippines
CITY BUDGET DEPARTMENT
Quezon City



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.

Vision Statement

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

Mission Statement

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

Core Values

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



PREPARATION AND GENERATION OF RELEASE OF ALLOTMENT

- Schedule of Availability of Service :
 Days : Monday – Friday
 Hours : 8:00 a.m. – 5:00 p.m. (no noon break)
- Who may avail of the Service : Concerned Citizen / End- user
- Documentary Requirements : Work and Financial Plan and Request for Allotment (WFPRA) supported with Purchase Request (PR)/Agency Procurement Request (APR)/Requisition Issue Slip (RIS) and approved Project Procurement Management Plan (PPMP) *as needed*
- Processing Period : One (1) Day
- How to Avail of the Service :

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submit WFPRA with PR/APR/ RIS and approved PPMP <i>as needed</i>	Check attached documents /stamping of date and time received /attach tracking slip Distribute to assigned budget analyst	5 minutes	Receiving Clerk (<i>per division</i>)	None	LBE-WFPRA
2		Evaluate submitted WFPRA and attachments and recommend amount for release. Prepare and generate Advice of Allotment	1 day	Budget Analyst Budget Operating System (BOS) Encoder	None	LBE Form 163 (AA)
END OF TRANSACTION						



CERTIFICATION AS TO AVAILABILITY OF APPROPRIATION

- Schedule of Availability of Service :
 Days : Monday – Friday
 Hours : 8:00 a.m. – 5:00 p.m. (no noon break)
- Who may avail of the Service : Concerned Citizen/End-user
- Documentary Requirement : Obligation Request (ObR) Form with payee's name supported with signed Payroll/Disbursement Voucher/ PR / APR / RIS/BAC Resolution
- Processing Period : 2 Hours (*Payroll*)
 1 Day (*PR/APR/RIS / Disbursement Voucher/BAC Resolution*)
- How to Avail of the Service :

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submit Obligation Request (ObR) with necessary requirements	Check attached documents/ stamping of date and time received /assigns control number/ encoding /attach tracking slip Distribute to assigned budget analyst	10 minutes	Receiving Clerk (<i>Admin. division</i>)	None	LBE Form No. 10 (OBR)
2		Review, evaluate, process and sign the Obligation Request	2 hours (<i>Payroll</i>) 1 day (<i>PR/APR/ RIS/BAC Resolution</i>)	Budget Analyst Division Head Asst. Dept. Head Dept. Head		
3		Transmit approved ObR to City Accounting Department (<i>APR/ RIS/DV/ Payroll</i>) or Procurement Department(<i>PR, BAC Resolution</i>)	5 minutes	Releasing Clerk (<i>per division</i>)		
END OF TRANSACTION						



REVIEW OF ANNUAL / SUPPLEMENTAL BARANGAY BUDGET

- Schedule of Availability of Service :
 Days : Monday – Friday
 Hours : 8:00 a.m. – 5:00 p.m. (no noon break)
- Who may avail of the Service : Barangay Officials and residents concerned
- Documentary Requirements : Barangay Budget with attached budget requirements
- Processing Period : 5 Days
- How to Avail of the Service :

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submit Barangay Annual / Supplemental Budget with other documents required	Check attached documents (<i>per checklist</i>)/ stamping of date and time received Distribute to assigned budget analyst	10 minutes	Receiving Clerk	None	N/A
		Review, evaluate process and sign Prepare transmittal letter and forward to City Council for approval	5 days	Budget Analyst Div. Head Asst. Dept Head Dept Head Budget Analyst Div. Head Releasing Clerk		
		Endorse approved barangay budgets to the concerned barangays	1 Day	Releasing Clerk	None	
END OF TRANSACTION						



PREPARATION OF ANNUAL / SUPPLEMENTAL BUDGET OF THE CITY

- Schedule of Availability of Service :
 Days : Monday – Friday
 Hours : 8:00 a.m. – 5:00 p.m. (no noon break)
- Who may Avail of the Service : All Budget Units
- Documentary Requirement : Budget Proposals with Prescribed Budget Preparation Forms
- Processing Period : 90 days (July 15 - October 16 of each year)
- How to Avail of the Service :

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1		Confer with the City Finance Committee in coordination with the revenue generating departments to determine budgetary ceiling / income estimates.	1 day	City Budget Officer		N/A
2	Receive memorandum letter and prepare budget proposals	Disseminate memorandum letter with attached Budget Call, required budgetary forms and calendar of activities stating the submission of budget proposals	2 days	Admin. Division		
3	Attend budget orientation	Conduct budget orientation	1 day	CFC CBD		
4	Submit budget proposals with attached necessary budgetary document/ requirements	Check attached budgetary requirements/ documents /stamping of date and time received. Distribute to assigned budget analyst.	10 minutes	Receiving Clerk	None	LBP Form # 2 LBP Form # 3 LBP Form # 4



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5	Coordinate with the budget analyst in-charge	Review, evaluate and analyze the submitted budget proposal and recommend in accordance with the guidelines in the budget call.	15 days	Budget Analyst Division Head		QCG-CBD-QP-F01-V01 (Analysis Sheet)
6	Attend Preliminary Budget Hearing	Conduct Preliminary Budget Hearing	5 days	CBD. CFC		QCG-CBD-QP-F01-V01
7		Finalize the proposed budget based on the findings and recommendations of CFC during budget hearing	15 days	Budget analyst Encoders Programmer		QCG-CBD-QP-F01-V01 LBP Form # 2 LBP Form # 3 LBP Form # 4
8		Submit the proposed budget to the City Mayor for approval	2 days			QCG-CBD-QP-F02-V01 LBP Form # 1 LBP Form # 2 LBP Form # 3 LBP Form # 4 LBP Form # 6 LBP Form # 7
9		Reproduction of the proposed annual budget	7 days	City Budget Department		QCG-CBD-QP-F02-V01 LBP Form # 1 LBP Form # 2 LBP Form # 3 LBP Form # 4 LBP Form # 6 LBP Form # 7
10	Receive proposed annual budget	Submit proposed annual budget to the Office of the City Secretary for deliberation and approval of the City Council	1 day	City Budget Department		QCG-CBD-QP-F02-V01 LBP Form # 1 LBP Form # 2 LBP Form # 3 LBP Form # 4 LBP Form # 6 LBP Form # 7
END OF TRANSACTION						