



# **CITY BUDGET DEPARTMENT**

## **CITIZEN'S CHARTER**

2023 (2<sup>nd</sup> 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) - Chapter III - 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 is recognized as a financial arm of the Quezon City Government with the highest standards of effective fiscal management and administration, exemplary in budget management, administration, and implementation of sound fiscal policies.

## **III. Mission:**

To continuously innovate systems and technology in providing responsive administration to ensure the prudent allocation and accountable appropriation of public funds.

## **IV. Service Pledge:**

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



## 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).

<b>Office or Division:</b>	City Budget Department / All Divisions			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Departments/Offices under Quezon City Local Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Budget Proposal of each department with prescribed Local Budget Preparation Forms – 3 hard copies and 1 soft copy		Proposing or Requesting Department/ Office/Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Budget Call and prepare budget proposal	1. 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>
2. Attend budget orientation	2. Conduct budget orientation	None	1 day	<i>City Finance Committee, City Budget Department</i>
3. Submit budget proposals with necessary budgetary documents/ requirements	3. Receive submitted proposals with complete budgetary requirements/ documents, stamp the date and time received and distribute to assigned budget analyst	None	10 minutes	<i>Budget Analyst Receiving Clerk</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
4. Coordinate with the budget analyst in-charge	4. 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, Division Head</i>
5. Attend Preliminary Budget Hearing	5. Conduct Preliminary Budget Hearing	None	9 days	<i>City Finance Committee, City Budget Department</i>
6. Coordinate with budget analysts for program prioritization	6. Finalize the proposed budget based on the findings and recommendations of CFC during budget hearing	None	16 days	<i>Budget Analyst, Encoders, Division Chiefs</i>
7. Receive the proposed annual budget of the city for approval of the City Mayor	7. Submit the proposed budget to the City Mayor for approval	None	6 days	<i>City Finance Committee City Budget Department</i>
8. Receive from the City Mayor the signed proposed annual budget of the city	8. Reproduce copies of the proposed annual budget of the city	None	16 days	<i>City Budget Department</i>
9. Receive the proposed annual budget of the city by the Office of the Secretary to the Sanggunian	9. 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.

<b>Office or Division:</b>	Budget Management and Information Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Departments/Offices under Quezon City Local Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Work and Financial Plan and Request for Allotment (WFPRA) – two (2) original copies supported with a copy of approved Project Procurement Management Plan (PPMP) except for salaries, allowances and other benefits.		Requesting Department/Office/Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit WFPRA with approved PPMP except for salaries, allowances and other benefits	1.1 Receive WFPRA, stamp the date and time received, and distribute to assigned budget analyst	None	10 minutes	<i>Receiving Clerk</i>
	1.2 Evaluate submitted WFPRA with attachment, and recommend amount for release	None	2 days	<i>Budget Analyst, Division Head</i>
	1.3 Approve WFPRA			<i>Asst. Dept. Head, Dept. Head</i>
	1.4 Prepare and generate Advice of Allotment (AA)			<i>BMIS Division Encoder</i>
	1.5 Review generated AA and recommend approval			<i>Budget Analyst, Division Head, Asst. Dept. Head, Dept. Head,</i>
1.6 Transmit AA to the Office of the City Mayor (OCM)	<i>Releasing Clerk</i>			
1.7 Receive the approved AA from the OCM	None	30 minutes	<i>Receiving Clerk</i>	
1.8 Transmit the original copy of approved AA to the City Accounting Department.	None	30 minutes	<i>Releasing Clerk</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.

<b>Office or Division:</b>	City Budget Department / All Divisions			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Departments/Offices under Quezon City Local Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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 supporting documents		Requesting Department/Office/Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Obligation Request (ObR) with supporting documents	1.1 Receive ObR, stamp the date and time received, assign control number, encode and distribute to assigned budget analyst	None	10 minutes	<i>Receiving Clerk</i>
	1.2 Review and evaluate ObR and attachments	None	2 hours (for payroll)	<i>Budget Analyst</i>
	1.3 Approve and sign ObR for payroll or Recommend approval for ObR with RIS / BAC Resolution			<i>Division Head</i>
	1.4 Encode details of ObR			<i>Division Encoder</i>
	1.5 Approve and sign ObR with RIS / BAC Resolution		1 day (for RIS/ BAC Resolution)	<i>Asst. Dept. Head, Department Head</i>
1.6 Secure 2nd original signed copy of ObR for filing and distribute approved ObR to assigned division	None	10 minutes	<i>BMIS Division Releasing Clerk</i>	
1.7 Transmit approved ObR to City Accounting Department (with RIS/DV/ Payroll) or Procurement Department (with BAC Resolution)	None	10 minutes	<i>Division Head, Releasing Clerk</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.

<b>Office or Division:</b>		Barangay Operation Affairs Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		142 Barangays of Quezon City		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Barangay Budget (copy of checklist)</li> <li>SK Budget (copy of checklist)</li> </ul>		Concerned Barangay of Quezon City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Barangay Budget with documents required	1.1 Receive barangay budget with required documents ( <i>per checklist</i> ), stamp the date and time received, and distribute to assigned budget analyst	None	10 minutes	<i>Budget Analyst Receiving Clerk</i>
	1.2 Review and evaluate barangay budget	None	5 days	<i>Budget Analyst, Division Head</i>
	1.3 Release reviewed barangay budget to the concerned barangay for transmittal to the City Council			<i>Dept. Head /Asst. Dept. Head, Releasing Clerk</i>
	1.4 Receive approved barangay budget from the City Council	None	1 day	<i>Receiving Clerk</i>
1.5 Transmit approved barangay budget to the concerned barangay	<i>Division Head, Dept. Head/Asst. Dept. Head Releasing Clerk</i>			
	1.6 Receive SK budget with required documents ( <i>per checklist</i> ), stamp the date and time received, and distribute to the assigned budget analyst	None	10 minutes	<i>Budget Analyst Receiving Clerk</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Review and evaluate SK budget  1.8 Release reviewed SK budget to the concerned barangay for transmittal to the City Council	None	3 days	<i>Budget Analyst, Division Head</i>  <i>Dept. Head/Asst. Dept. Head, Releasing Clerk</i>
	1.9 Receive approved SK budget from the City Council  1.10 Transmit approved SK budget to the concerned barangay	None	1 day	<i>Receiving Clerk</i>  <i>Division Head, Dept. Head/Asst. Dept. Head Releasing Clerk</i>