

1. PREPARATION AND GENERATION OF RELEASE 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

Office/Division	City Budget Department			
Classification	Simple			
Type of Transaction	G2G-Government to Government			
Who may avail	All Budget Units			
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
1. Work and Financial Plan and Request for Allotment Form (LBE-WFPRA Form) 2. Purchase Request (PR)/Agency Procurement Request (APR)/ Requisition Issue Slip (RIS) 3. Project Procurement Management Plan (PPMP) 4. Advice of Allotment (LBE Form 163)			To be prepared by the requesting department/office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit WFPRA with PR/APR/RIS and approved PPMP as needed	1. Check attached documents /stamping of date and time received/ attach tracking slip Distribute to assigned budget analyst	None	5 minutes	Receiving Clerk
	2. Evaluate submitted WFPRA and attachments and recommends needed amount. Prepare and generate Advice of Allotment	None	1 day	Budget Analyst Budget Operating System (BOS) Encoder
END OF TRANSACTION				

2.CERTIFICATION AS TO AVAILABILITY OF APPROPRIATION

Obligation Request Form is reviewed, evaluated and processed to certify as to availability of appropriation based on the approved budget and released of allotment of concerned departments/offices.

Office/Division	City Budget Department			
Classification	Simple			
Type of Transaction	G2G-Government to Government			
Who may avail	All Budget Units			
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
1. Obligation Request (LBE Form No. 10) 2. Payroll/Purchase Request/APR/RIS/BAC Resolution 3. Disbursement Voucher			To be prepared by the requesting department/office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Obligation Request (ObR) with necessary requirements	1. Check attached documents/stamping of date and time received /assigns control number/ encoding /attach tracking slip Distribute to assigned budget analyst	None	10 minutes	Receiving Clerk
	2. Review, evaluate, process and sign the Obligation Request	None	2 hours (Payroll) 1 day (PR/APR/RIS,BAC Resolution)	Budget Analyst Division Head Asst. Dept. Head Dept. Head
	3. Transmit approved ObR to City Accounting Department(APR/ RIS/DV/ Payroll) / Procurement Department(PR, BAC Resolution)	None	5 minutes	Releasing Clerk
END OF TRANSACTION				

3. REVIEW OF ANNUAL/SUPPLEMENTAL BARANGAY BUDGET

Conduct initial review of the submitted Barangay Budget of the 142 barangays of Quezon City

Office/Division	City Budget Department			
Classification	Simple			
Type of Transaction	G2G-Government to Government			
Who may avail	Barangay officials and residents concerned			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
1. Barangay budget with attached budget requirements.		To be prepared by barangay concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Barangay Annual / Supplemental Budget with other documents required	1. Check attached documents (<i>per checklist</i>) stamping of date and time received Distribute to assigned budget analyst	None	10 minutes	Receiving Clerk
	2. Review, evaluate process and sign Prepare transmittal letter and forward to City Council for approval	None	5 days	Budget Analyst, Div. Head, Asst. Dept Head Dept Head Analyst, Div. Head Releasing Clerk
	3. Endorse approved barangay budgets to the concerned barangays	None	1 Day	Releasing Clerk
END OF TRANSACTION				

4. PREPARATION OF ANNUAL/SUPPLEMENTAL BUDGET OF THE CITY

Consolidates and review budget proposals of departments/offices to determine compliance with budgetary guidelines and requirements of the DBM, DILG and COA and other governing agencies.

Office/Division	City Budget Department			
Classification	Simple			
Type of Transaction	G2G-Government to Government			
Who may avail	All Budget Units			
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
1. Budget Proposals with Prescribed Budget Preparation Forms <ul style="list-style-type: none"> • LBP Form # 1 • LBP Form # 2 • LBP Form # 3 • LBP Form # 4 • LBP Form # 6 • LBP Form # 7 • QCG-CBD-QP-F01-V01 			To be prepared by the department/office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Confer with the City Finance Committee in coordination with the revenue generating departments to determine budgetary ceiling / income estimates.	None	1day	City Budget Officer
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	None	2 days	Administrative Division
Attend budget orientation	Conduct budget orientation	None	1 day	CFC CBD

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.	None	10 minutes	Receiving Clerk
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.	None	15 days	Budget Analyst Division Head
Attend Preliminary Budget Hearing	Conduct Preliminary Budget Hearing	None	5 days	CBD. CFC
	Finalize the proposed budget based on the findings and recommendation of CFC during budget hearing	None	15 days	Budget analyst Encoders Programmer
	Submit the proposed budget to the City Mayor for approval	None	2 days	CBD. CFC
	Reproduction of the proposed annual budget	None	7 days	City Budget Department
Receive proposed annual budget	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
END OF TRANSACTION				