

CITIZEN'S CHARTER
BUDGET SECTION / PDER DEPARTMENT

SERVICE: Preparation, consolidation & submission for approval of hospital budget

Schedule of availability of service

Days: Monday – Friday

Hours: 8:00am – 5:00pm

Who may avail of service

Medical and Ancillary Department staff

Administrative Division staff

Administrative and Ancillary Section staff

Documentary requirements

Budget proposal (BP)

Project Procurement Management Plan (PPMP)

Processing period

June to November

How to avail of service

STEP	APPLICANT / CLIENT	SERVICE PROCESS	DURATION	PERSON RESPONSIBLE	FEE S	FORMS	
		Issues memo	April	Chief, PDER	No fees	Memo	
	Submits budget proposal with PPMPs	Receives budget proposal & PPMPs	May to July	Administrative Aide III or IV Planning Officer IV		Budget proposal & PPMPs	
		Recommends changes & gives technical advice based on budgetary guidelines		Planning Officer IV Administrative Aide III or IV			
		Analyses BPs and PPMPs					
		Consolidates and finalizes all BPs for signature and approval of Hospital Director		Administrative Aide III or IV			
	Receives approved budget signed by City Mayor	Distributes approved budget to departments, divisions and sections	November	Administrative Aide III or IV			Approved budget with PPMPs
	Revises PPMPs based on approved budget	Compiles approved budget into an annual hospital budget					
		Submits approved budget to City Budget	November	Administrative Aide III			Approved budget with PPMPs
END OF TRANSACTION							

CITIZEN'S CHARTER
BUDGET SECTION / PDER DEPARTMENT

SERVICE: Request /facilitate for transfer of funds for hospital operation

- a. Personal Services
- b. Maintenance & Other Operating Expenses

Days: Monday – Friday
Hours: 8:00am – 5:00pm

Who may avail of service

Hospital management and employees

Documentary requirements

Work and financial plan (WFP)

Advice of Allotment (AA)

Obligation Request (OBR)

Disbursement Voucher (DV)

Official Receipt (OR)

Processing period

One (1) month

How to avail of service

STEP	APPLICANT / CLIENT	SERVICE PROCESS	DURATION	PERSON RESPONSIBLE	FEE S	FORMS
1	Receives approved budget	Prepares WFP for PS and MOOE	30 minutes	Administrative Aide III or IV	No fees	Work and financial plan (WFP)
2		Validates the correctness of WFP	20 minutes	Planning Officer IV		
3		Initials & signs WFP	1 day	Chief, PDER Hospital Director		
4		Submits WFP to City Budget Dept. (CBD)	1 day	Administrative Aide III		
5		Secures advice of allotment (AA) from CBD	1-2 weeks after release of WFP	Administrative Aide III		AA
6		Prepares obligation request (OBR) and disbursement voucher (DV)	30 minutes	Administrative Aide III & IV		OBR and DV
7		Validates the correctness of OBR & DV	20 minutes	Planning Officer IV		
8		Initials & signs OBR & DV	1 day	Chief, PDER Hospital Director		
9		Submits OBR & DV to City Budget Dept. (CBD)	1 day	Administrative Aide III or IV		No fees

10		Claims check at City Cash Division	As soon as possible after the call of City Treasurer's Office	Hospital Cashier		Check
11		Provides photocopies of OR and DV to Budget Section	As soon as possible after Cash Section gets the OR and DV	Hospital Cash Section staff		OR and DV
END OF TRANSACTION						

CITIZEN'S CHARTER
BUDGET SECTION / PDER DEPARTMENT

SERVICE: Preparation & coordination for the procurement of Property, Plant & Equipment

Schedule of availability of service

Days: Monday – Friday

Hours: 8:00am – 5:00pm

Who may avail of service

Hospital management and employees

Documentary requirements

Work and financial plan (WFP)

Advice of Allotment (AA)

Purchase Request (PR)

Project Procurement Management Plan (PPMP)

Processing period

Two (2) months

How to avail of service

STEP	APPLICANT / CLIENT	SERVICE PROCESS	DURATION	PERSON RESPONSIBLE	FEE S	FORMS
1	Receives approved budget	Prepares WFP for property, plant & equipment	30 minutes	Administrative Aide III or IV	No fees	Work & financial plan (WFP)
2		Validates the correctness of WFP	20 minutes	Planning Officer IV		
3		Initials & signs WFP	1 day	Chief, PDER Hospital Director		
4		Submits WFP to City Budget Dept. (CBD)	1 day	Administrative Aide III		
5		Secures advice of allotment (AA) from CBD	1-2 weeks after release of WFP	Administrative Aide III		AA
6		Prepares purchase request (PR)	2 weeks	Administrative Aide III		PR
7		Validates the correctness of PR	20 minutes	Planning Officer IV		PR
8		Initials & signs PR	1 day	Chief, PDER Hospital Director		PR
9		Submits PR to City Procurement	1 day	Administrative Aide III		PR
10		Coordinates with CBD & Procurement Department	Depends on the availability of Procurement Dept.	Administrative Aide III Planning Officer IV		AA, PR
END OF TRANSACTION						

