



#### 4. REVIEW OF ANNUAL/SUPPLEMENTAL BARANGAY BUDGET

<b>Office or Division:</b>		Barangay Operation Affairs Division		
<b>Classification:</b>				
<b>Type of Transaction:</b>				
<b>Who may avail:</b>		Barangay Officials and residents concerned		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<i>Document 1</i> Barangay Budget with attached budget requirements		Assigned Barangay Budget Analyst		
<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 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>