



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).

Office or Division:	City Budget Department / All Divisions			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	Departments/Offices under Quezon City Local Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Budget Proposal of each department with prescribed Local Budget Preparation Forms – 3 hard copies and 1 soft copy		Proposing or Requesting Department/ Office/Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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>
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>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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>