



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.

Office or Division:	Barangay Operation Affairs Division			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	142 Barangays of Quezon City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Barangay Budget (copy of checklist) SK Budget (copy of checklist) 			Concerned Barangay of Quezon City	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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>