



# CITIZEN'S CHARTER CY-2017

## CITY BUDGET OFFICE

The City Budget Office helps to promote coherent and sound financial management policies on government expenditures towards the attainment of city development goals and objectives.

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City of Bacoor, Province of Cavite

Responsible Department/ Unit:

Service Name:

Service Description:

**City Budget Office**

**Processing of Obligation Request (OBRs) for General Fund and Special Education Fund (SEF)**

**Accommodating all city govt. expenditures prepared for payments**

Client:

**All city employees, Local School Board and NGOs**

Maximum Duration of Process:

**44 minutes**

Requirements

**All necessary documents that will validates the occurrence of city govt. expenditures**

How to Avail Service

Step	Action/s to be taken		Office / Person Responsible	Time to Complete (w/ complete requirements)	Fees	Form/s Use
	OUTPUT INDICATOR	Frontline Service Unit				
1	Obligation Request (OBRs) for General Fund and SEF	Receive and checks supporting documents of request for OBRs for General Fund and SEF	Ma. Cristina Villafranca / Katherine Pobre	2 mins. maximum per OBR	none	OBR
2		Assignment of proper account codes on payroll for permanent and regular-casual.	Katherine Pobre / Mark Sanchez	3 mins. maximum per OBR	none	OBR
3		Assignment of proper account codes on job order payroll & monitors balances	Jayson Bautista / Sherryl Elosa	3 mins. maximum per OBR	none	OBR
4		Assignment of proper account codes on Local School Board transactions	Karen Velez	3 mins. maximum per OBR	none	OBR
5		Checks/Verifies the OBR with P.R./POW if included in the List of Annual/ Supplemental/ Amendatory Procurement Plan & indicates the corresponding procurement code	Mariza De Leon	3 mins. maximum per OBR	none	OBR & P.R. / POW
6		Prepares summary of billing statement of utility bills (Electricity, Telephone & Water) for General Fund as attachment for OBRs	Elaine Monique Gervacio	7 mins. maximum	none	none
7		Prepares OBRs with code for all Utility bills for General Fund	Elaine Monique Gervacio	2 mins. max. per OBR	none	OBR
8		Manually types OBR number & proper account codes	Katherine Pobre/Mark Sanchez	4 mins. max. per OBR	none	OBR

Step	Action/s to be taken		Office / Person Responsible	Time to Complete (w/ complete requirements)	Fees	Form/s Use
	OUTPUT INDICATOR	Frontline Service Unit				
9		Certifies as to existence of appropriation(s)/allotment(s) & assignment of office codes, account codes and allotted amount	ELVINIA GUERRERO	5 mins. maximum	none	OBR
10		Releases the approved OBR & returns OBR with incomplete documents	Ma. Cristina Villafranca	3 mins. max. per OBR	none	OBR
11		Records all approved OBRs on the log book.	Katherine Pobre/Karen Velez	3 mins. max. per OBR	none	OBR
12		Records all approved OBRs in the Electronic Monitoring Format for Balances	Mark Sanchez	3 mins. max. per OBR	none	OBR
13		Reviews & Monitors the Electronic Monitoring Format for Balances	ELVINIA GUERRERO	3 mins. max. per OBR	none	OBR

**CITIZEN's CHARTER SERVICES**

City of Bacoor, Province of Cavite

Responsible Department/ Unit:

**City Budget Office**

Service Name:

**Monthly summary of Obligation Requests (OBRs) and Reports on monthly utility consumption**

Service Description:

**To summarize, reviews & reconciles monthly the OBRs issued and determine the average consumptions on utilities; To monitor budget utilization for General Fund & SEF**

Client:

Maximum Duration of Process:

**5 weeks, 6 days & 18 minutes**

Requirements

How to Avail Service

Step	Action/s to be taken		Office / Person Responsible	Time to Complete (w/ complete requirements)	Fees	Form/s Use
	OUTPUT INDICATOR	Frontline Service Unit				
1	Generated reports	Encodes detailed OBRs issued for General Fund and SEF	Ma. Cristina Villafranca	3 mins. maximum per	none	OBR
2		Reviews the summary of OBR for General Fund & SEF	Mariza De Leon	3 days maximum		none
3		Reconciles total of OBR summary with SAAOB for General Fund & SEF	Mariza De Leon	3 days maximum		
4		Prepares utility expenses report for General Fund	Ma. Cristina Villafranca	15 mins.		
5	List of Budget Utilization (OBR Aging) for General Fund	Verifies/Monitors monthly the Budget Utilization for Obligations not yet due & demandable	Jayson Bautista	3 weeks		OBR / Check Disbursement / Check Issued / Record Book
6	List of Budget Utilization (OBR Aging) for SEF	Verifies/Monitors monthly the Budget Utilization for Obligations not yet due & demandable	Mariza De Leon	2 weeks		

**CITIZEN's CHARTER SERVICES**

City of Bacoor, Province of Cavite

Responsible Department/ Unit:

Service Name:

**City Budget Office**

**Statement of Appropriations, Allotments and Obligations (SAAOB) Report for submission to Commission on Audit (COA) and Monthly Appropriation Balances for submission to Mayor's Office, Administrator's Office and Sangguniang Panlungsod Office and Sttement of Comparison of Budget (as part of Comparison of Budget and Actual Amount (SCBAA))**

Service Description:

Client:

Maximum Duration of Process:

Requirements

How to Avail Service

**Monitoring of Appropriation balances of respective offices and instigate transparent reporting.**

**Commission on Audit (COA); Mayor's Office; Administrator's Office and Sangguniang Panlungsod**

**2 weeks, 4 days and 3 minutes**

Step	Action/s to be taken		Office / Person Responsible	Time to Complete (w/ complete requirements)	Fees	Form/s Use
	OUTPUT INDICATOR	Frontline Service Unit				
1	Monthly submission of Statement of Appropriations, Allotments, Obligations and Balances to COA, on or before the 10th day of the following month	Post daily transactions of the General Fund (GF) and Special Educational Fund (SEF) to Registry of Appropriations, Allotments and Obligations (RAAO) as to Personal Services (PS), Maintenance and Other Operating Expenses (MOOE), Capital Outlay (CO) and Financial Expenses (FE) and Continuing Appropriation (CA).	Sherryll Elosa/ Karen Velez / Jayson Bautista	3 mins. Per OBR	none	RAAO
2		Prepares Monthly Status of Appropriations, Allotment & Obligations (SAAOB) for submission to Commission on Audit (COA) & monthly report of balances of allotments & appropriation for GENERAL FUND & SEF for submission to Administrator's office, Sangguniang Panlungsod office & Mayor's Office	Sherryll Elosa/ Karen Velez	SAAOB - 6 DAYS Reports to Mayor's office, SB and Administrator's office = 2days	none	none
3		Reviews the SAAOB Report for General and School Board Fund before submission to Commission on Audit (COA), Administrator's Office, Sangguniang Panglungsod & Mayor's Office.	ELVINIA GUERRERO	1 day maximum	none	none
4	Statement of Comparison of Budget as part of Statement of Comparison of Budget and Actual Amount (SCBAA)	Assists the City Budget Officer in the preparation of Statement of Comparison of Budget as part of the SCBAA.	Mariza R. De Leon	1 week	none	none
5	Comparison of Budget and Actual Amount (SCBAA)	Reviews and certifies Statement of Comparison of Budget and as part of SCBAA.	ELVINIA GUERRERO	2 days maximum	none	none

**CITIZEN's CHARTER SERVICES**

City of Bacoor, Province of Cavite

Responsible Department/ Unit:

Service Name:

**City Budget Office**

**Preparation of City and Local School Board (LSB) Annual and Supplemental Budget; Computed reserved, not needing clearance for later release allotments; Local Budget Matrix /Itemized (LBM) for General and Special Educational Fund (SEF); Allotment Release Order (ARO) Needing clearance; Budgetary Reports.**

Service Description:

**To promulgate public expenditures management policies that will uphold to the attainment of the city government objectives.**

Client:

**City Mayor; Sanggunian Panlalawigan, Provincial Budget Office**

Maximum Duration of Process:

**19 weeks and 4 days and 10 minutes**

Requirements

How to Avail Service

Step	Action/s to be taken		Office / Person Responsible	Time to Complete (w/ complete requirements)	Fees	Form/s Use
	OUTPUT INDICATOR	Frontline Service Unit				
1	Budget proposals of different department(s) /offices ; City of Bacoor DepEd Division Office	Review and consolidates the budget proposals of different department(s)/offices ; DepEd division Office in preparation for the Annual Budget of the City Gov't and Local School Board (LSB)	ELVINIA S. GUERRERO	4 weeks	none	Local Budget Preparation Forms
2	Annual/Supplemental Budget General Fund & School Board Fund	Assist the City Mayor in the preparation and finalization of the Annual and Supplemental Budget of the City Government		Annual Budget - 4 weeks; Supplemental Budget - 5 days	none	Local Expenditure Program (BESF)
3		Assists the City Budget Officer (CBO) in the preparation/draft of the Annual Budget and Supplemental Budget	Mariza De Leon/ Karen Velez	Annual Budget - 4 weeks; Supplemental Budget-2days	none	Local Budget Preparation Forms
4		Updates Plantilla of Personnel	Mariza De Leon	2 weeks	none	none
5	Allotment Release Order	Prepares General Fund & SEF Allotment Release Order (ARO) for appropriation that is for release and for later release and to be reviewed and approved by the City Budget Officer and the City Mayor	Mariza De Leon/Karen Velez	GF ARO - 2 weeks SEF ARO - 2 DAYS	none	none
6		Reviews the release of allotment through the Allotment Release Order (ARO)	ELVINIA GUERRERO	1 day		ARO
7		Post all released allotment in the Registry of Allotment, Appropriations and Obligations (RAAO) per office/department for General Fund and School Board Fund beginning of the Budget Year.	Sherryll Elosa/ Karen Velez	2 weeks	none	RAAO

Step	Action/s to be taken		Office / Person Responsible	Time to Complete (w/ complete requirements)	Fees	Form/s Use
	OUTPUT INDICATOR	Frontline Service Unit				
8	Adherence to Full Disclosure Policy	Endorsement to MIS a soft copy of Annual Budget LBP Form 3 for posting to city government website	ELVINIA S. GUERRERO	5 minutes	none	Annual Budget
9		Endorsement to PIO the copy of LBP Form # of Annual Budget for Posting in Bulletin Board	ELVINIA S. GUERRERO	5 minutes	none	Annual Budget
10	Budgetary Reports	Submits periodic Budgetary Reports to the Department of Budget and Management (DBM)	ELVINIA S. GUERRERO	1 day	none	SRE

**CITIZEN's CHARTER SERVICES**

City of Bacoor, Province of Cavite

Responsible Department/ Unit: **City Budget Office**  
 Service Name: **Barangay Annual and Supplemental Budget**  
 Service Description: **To assist 73 barangays in preparation of Annual and Supplemental Budget.**  
 Client: **Barangays and Sangguniang Panlungsod**  
 Maximum Duration of Process: **1 hour and 24 minutes**  
 Requirements: **Annual and Supplemental Budget drafts of different barangays**  
 How to Avail Service

Step	Action/s to be taken		Office / Person Responsible	Time to Complete (w/ complete requirements)	Fees	Form/s Use
	OUTPUT INDICATOR	Frontline Service Unit				
1	Barangay Budgets	Assists the City Budget Officer (CBO) in the review of the Annual Budget and Supplemental Budget of different barangays	Ma. Cristina Villafranca	45 minutes	none	none
2		Types endorsement letter to Sangguniang Panlungsod		5 mins. Per brgy.	none	none
3		Files the copy of Annual and Supplemental Budget & other records coming from Department of Budget & Management (DBM)		5 mins.	none	none
4		Assist the Sangguniang Panlungsod in Review of Annual and Supplemental Budget of the barangays	ELVINIA GUERRERO	annual 10 mins./brgy. Supplemental - 10 mins/brgy	none	none
5		Records IRA, RPT and 55% Personal services of 73 barangays to be used in drafting an annual budget	Ma. Cristina Villafranca	3 mins/per brgy	none	none
6		Records total income, total expenditures & unappropriated balance of 73 brgys from annual budget	Ma. Cristina Villafranca	3 mins/per brgy	none	none
7		Records total appropriations of supplemental budgets of 73 brgys	Ma. Cristina Villafranca	3 mins/per brgy	none	none



**CITIZEN's CHARTER SERVICES**

City of Bacoor, Province of Cavite

Responsible Department/ Unit: **City Budget Office**  
 Service Name: **Fund Certification/Indorsement letter for Certificate of Availability of Fund**  
 Service Description: **To issue certification for availability of fund for positions, for utility company application requirements, other fund certification request**  
 Client: **Human Resources Dev't. & Mgmt. Dept., City Department & Employees & Utility Companies**  
 Maximum Duration of Process: **41 minutes**  
 Requirements: **Letter Request for Certification of Availability of Fund**  
 How to Avail Service:

Step	Action/s to be taken		Office / Person Responsible	Time to Complete (w/ complete requirements)	Fees	Form/s Use
	OUTPUT INDICATOR	Frontline Service Unit				
1	Certificate of Availability of Fund	Verifies the position & prepares certification of availability of fund for positions	Mariza De Leon	5 mins.max. /certification	none	none
2		Prepares certification of availability of fund for utility application requirements	Mariza De Leon	5 mins.max. /certification	none	none
3		Prepares certification of availability of fund for other fund request	Mark Sanchez	4 mins.max. /certification	none	none
4		Reviews & approves the certificate of availability of fund	ELVINIA GUERRERO	2 mins.max. /certification	none	none

1	Indorsement Letter for Certificate of Availability of Fund (CAF)	Stamping of APP reference codes in approved Purchase Requests	Mariza De Leon	5 mins.max. /PR	none	none
2		Reviews the APP reference codes to ensure the veracity of the existence of funds for each program/activity	ELVINIA GUERRERO	3 mins.max. /PR	none	none
3		Prepares the indorsement letter for the approved Purchase Requests to be forwarded to Accounting Office for issuance of CAF	Katherine Pobre	15 mins.max. /certification	none	none
4		Certifies the indorsement letter for CAF	ELVINIA GUERRERO	2 mins.max. /certification	none	none