

CITY BUDGET OFFICE

Bacolod City

Generally, the budget service evolves within the five (5) phases of the Budget Process: Preparation, Authorization, Review, Execution, and Accountability. Although, the nature of budget services does not require direct contact with the general public, nevertheless, the performance thrust programs, projects, and activities through, among others, the timely and systematic release of appropriations to Departments/Offices in a form of Allotment Release Order (ARO) and certification as to Appropriation on Obligations Requests (OBRs) are services that this office offers, which have an effect on the delivery of goods and services to the constituents of Baco

1. RELEASE OF ALLOTMENT RELEASE ORDER (Per Request)

Though this office releases the allotment on a quarterly basis, there are some allotments that needs to be released by request, provided they are approved by the Local Chief Executive.

Office or Division:	City Budget Office			
Classification:	✓ Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government			
Who may avail:	All Department/Offices of Bacolod City Government			
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Certificate of Availability of Fund • Endorsement from CMO approving the release of allotment 			<ul style="list-style-type: none"> • City Budget Office • City Mayor's Office 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Certificate of Availability of Fund	1. Issues Certificate of Availability of Fund	None	One (1) day	Joevel Bartolome Admin Asst. II (Budgeting Asst.) All Budgeting Assistants Maria Imelda A. Williams

				(City Gov't Dept. Head II) City Budget Officer
2. Request City Mayor for the Release of Allotment.	2.1 Issues Allotment Release Order (ARO) upon receipt of Endorsement / Approval of City Mayor	None	One (1) day	Gio-Ed S. Balalilhe Admin Asst. II (Budgeting Asst.) Joevel A. Bartolome Admin Asst. II (Budgeting Asst.) All Budgeting Assistants Maria Imelda A. Williams (City Gov't Dept. Head II) City Budget Officer
	2.2 Release ARO to requesting party	None	One (1) day	Gio-Ed S. Balalilhe Admin Asst. II (Budgeting Asst.)
TOTAL		None	Three (3) days	

2. CERTIFICATION OF OBLIGATION REQUEST (OBR)

The City Budget Office certifies OBR submitted by various offices/departments for availability of appropriation.

Office or Division:	City Budget Office
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government – Government to Government – Government to Government
Who may avail:	All Department/Offices of Bacolod City Government
CHECKLIST REQUIREMENTS	
WHERE TO SECURE	

<ul style="list-style-type: none"> • Obligation Request • Disbursement Voucher • Purchase Request • Payroll • Other documentary requirements necessary for the approval of the transaction as prescribed under COA Circular No. 2012-001 			Requesting Department/Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit OBR supported by documentary requirements to the City Budget Office	1.1 Provide unique numbers and records OBR	None	One (1) to (2) hours	Jules Nile M. Pico Administrative Aide II
	1.2 Register OBR on Ledger	None	One (1) to (2) hours	Gerard N. Gicano Job Order Gio-Ed S. Balalilhe Admin Asst. II (Budgeting Asst.) Joevel A. Bartolome Admin Asst. II (Budgeting Asst.) Pete P. Gela Budgeting Asst. Alvino Gellongo Budgeting Asst. Eunice Memoria Admin Asst. II (Budgeting Asst.) Ma. Socorro R. Dela Laborer I Michelle A. Villaruz Admin Officer II (Budget Officer I)

				Kharyn Joy E. Yanson Budget Officer II
	1.3 Review of Obligation Requests (OBRs)	None	Two (2) to four (4) hours	Juliet C. Lachica Budget Officer II Kharyn Joy E. Yanson Budget Officer II Jean J. Castañeda Budget Officer II Pete P. Gela Budgeting Asst.
	1.4 Approval of Obligation Requests (OBRs)	None	Two (2) to four (4) hours	Maria Imelda A. Williams (City Gov't Dept. Head II) City Budget Officer
TOTAL		None	One (1) to two (2) days	