

# 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. ISSUANCE OF CERTIFICATION OF AVAILABILITY OF FUNDS

The City Budget Office certifies that there are available funds to address the project / program / activity proposed by various offices/departments.

<b>Office or Division:</b>		City Budget Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		All Department/Offices of Bacolod City Government		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
<b>General:</b> <ul style="list-style-type: none"> <li>• Letter-request addressed to the City Budget Officer (One Original and One Photocopy)</li> </ul> <b>For other professional services:</b> <ul style="list-style-type: none"> <li>• Letter-request addressed to the City Budget Officer (One Original and One Photocopy)</li> <li>• Draft contract or memorandum of agreement (MOA) (One Original)</li> </ul>		Requesting office/department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit a letter request, together with the draft contract or MOA, if any	1.1 Receive the letter request and check the completeness of the attached draft of the contract or MOA	None	20 minutes	<i>Administrative Assistants</i>
	1.2 Check whether there are available funds to address the request and identify where the same should be charged	None	4 hours	<i>Administrative Aides, Administrative Assistants, and Budget Officers - City Budget Office</i>
	1.3 Issue either of the following: <ul style="list-style-type: none"> <li>● If there are available funds – a certification of availability of funds</li> <li>● If there is <b>no</b> appropriation – a letter detailing the lack of appropriation</li> </ul>	None	1 day	<i>Administrative Assistants and City Budget Officer - City Budget Office</i>
2. Receives the certification or the letter, as the case may be	2. Release the certification to the requesting office/department	None	10 minutes	<i>Administrative Aides</i>
<b>TOTAL</b>		None	1 day, 5 hours and 30 minutes	

## FLOWCHART FOR REGULAR TRANSACTION

