

104. REVIEW AND APPROVAL OF BARANGAY BUDGETS**DESCRIPTION OF THE SERVICE :**

Barangay budgets are reviewed by the City Budget Office before the Sangguniang Panlungsod approval.

REQUIREMENTS:

- * Copy of the Barangay Annual or Supplemental Budget

FEE:

- * No fee

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON- IN-CHARGE
1. Issues barangay annual and supplemental budget forms to the requesting party	5 minutes	ARIEL ESPIRITU <i>Administrative Asst. IV</i> MARIVIC MALICDEM <i>Administrative Asst. II</i>
2. Receives the proposed barangay annual/supplemental budget	10 minutes	HELEN C. LEYNES <i>Supervising Administrative Officer</i>
3. Reviews proposed budget and all supporting documents a. Income b. Expenditures - Personal Services MOOE Capital Outlays c. Barangay resolution approving proposed appropriation	6 hours	ELVIRA L. LINGAO <i>City Budget Officer</i> BUENAFLORE TITULAR <i>Asst. City Budget Officer</i> VIVIANA PAGCALIWANGAN <i>Administrative Officer IV</i> HELEN C. LEYNES <i>Supervising Administrative Officer</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON - IN-CHARGE
4. Indorses reviewed barangay annual/ supplemental budget to the Sangguniang Panlungsod for approval	15 minutes	ROSEMARIE DE GUZMAN <i>Administrative Asst.</i> // REXON REYES <i>Administrative Aide II</i>
5. The SP approves the Barangay Budget		
6. The Secretary to the SP issues the certified true copy of the SP resolution approving the barangay budget to the Barangay Treasurer	5 minutes	MICAH MARALIT <i>Secretary to the SP</i>