



## City Budget and Management Department

### A. Budget Preparation

<b>Office or Division:</b>	Operation Divisions			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Various offices/Departments of the Local Gov't of Muntinlupa			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Local Budget Memorandum, Budget Operations Manual, Budget Call, R.A 7160, Local Budget Preparation (LBP) Forms		Issued by Department of Budget and Management, Prepared by City Budget and Management Department.		
Accomplished LBP forms, budget proposals, Resolutions, Executive Orders, Circulars, Memorandums, Evaluation Forms, COA Charter of Accountants, Attachments		Prepared by City government office and departments, Issued by National government offices and Departments.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Various offices/departments received the memorandum re: Budget Call	Issuance of Budget Call	None	1 day	Local Chief Executive (LCE)
Various offices/departments will attend the Budget Forum	Conduct Budget Forum	None	1 day	City Treasurer City Accountant City Budget Officer City Planning Officer
Preparation and submission of budget proposals as input to the technical budget hearing	Received the submitted budget proposals as input to the technical budget hearing of various offices/departments	None	9 days	All Department Heads

None	Initial review of budget proposals from different offices under General Fund (GF) and School Board Fund(SBF) and Barangay budget	None	1 day	Local Budget Officer (LBO) / Budget Analysts
Dept. heads of various offices/departments will attend to defend/justify their budget proposals	Conduct of the technical budget hearings on the budget proposals submitted by the Dept. Heads	None	5 days	LFC /LBO / Budget Analysts
None	Final Review and consolidation of all submitted budget proposals into the Local Expenditure Program	None	2 months	LCE / LFC / LBO

## B. Budget Authorization Phase

<b>Office or Division:</b>	City Budget and Management Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Various offices/Departments of the Local Gov't of Muntinlupa			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Consolidated Executive Budget (LBP Forms)		Prepared by City's Government Offices and Departments and consolidated by City Budget and Management Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	Submission of the Local Expenditures Program (LEP) by the LCF to the Sangguniang Panlungsod (SP) for Budget Authorization	None	1 day	LBO LFC SP

C. Budget Review Phase

<b>Office or Division:</b>	City Budget and Management Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Various office/Departments of the Local Gov't of Muntinlupa			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Consolidated Executive Budget		Prepared by City's Government Offices and Departments		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	Submission of the approved Executive Budget to the Department of Budget and Management (DBM) for review	None	1 day	LCE/LBO

#### D. Process Flow of Budget Implementation Phase

<b>Office or Division:</b>	Operation Division/Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Internal and External clients customers (Local Gov't Offices / Depts., citizens of Muntinlupa, Suppliers, Individuals from the Private Sector and Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Executive Budget, AIP, APP, contracts, OBRs/PCVs, approved request letter, PR , Acceptance Inspection Report Form, Disbursement Vouchers, canvass/quotations, Certificate of emergency purchase, Summary of expenses.		Prepared by the head and administrative officers (end-users) of different offices and departments of the City.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>The offices/departments submitted to City Budget and Management Department to certified existence of available appropriation</p>	<p>Receives requests, OBRs, Petty Cash Voucher and all kinds of communication such as memo, letters, notices of Public hearing, etc. Records/logs then assigns the reference OBR/PCV No. then attached the routing slip and forwards to the different staff/personnel division concern</p>	<p>None</p>	<p>1 / 2 day</p>	<p>Admin Division/ LBO / Asst. Budget Officer</p>
	<p>Evaluates/Analyzes and verifies the request and its supporting documents;</p> <p>a. If "completeness, correctness, accuracy: is attained-verifies the budget balances, encodes in the BMMS registries then signs/initials the OBR/PCV. Forward to the Div. Chief/Asst. Dept. Head for validation</p>	<p>None</p>	<p>1 day</p>	<p>Operations Division Chief-Operations Analyst / Specialist</p>
<p>None</p>	<p>b. If "incomplete/for return" documents-analyst will indicate the reason(s) at the back of the OBR/PCV, re-routes back to the Admin Div. for release/return to the concern office/person</p>	<p>None</p>	<p>1 day (on or before</p>	<p>Admin Division / Department/ Offices concern</p>
<p>Department/offices concern received the documents</p>	<p>Release and records the documents then return to the office/person concern</p>	<p>None</p>	<p>1 day</p>	<p>Admin Division / Department/ Offices concern</p>

None	Receives/verifies the basis for charging the requests by the analyst then initials the OBR/PCV and forward to the CBO for approval	None	1/2 day	Asst. Dept. Head / Operations Div. Chief
None	Approves and signs the OBRs/PCVs then forwards to the Admin Div. for final OBR/PCV numbering and releasing	None	1 day	City Budget Officer (CBO)
None	Prepares the Supplemental Budget/Augmentation of the various offices/department under GF and SBF	None	1 day	Budget Analyst/ Asst. Dept. Head
Department/offices concern received the documents once released from CBMD	Scanning/Photocopies, records and releases copies to concerned offices/persons then files the receiving copies of the OBRs/PCVs/Memos and other documents	None	1 day	Admin Staff/ Division Department/ Offices concern

### E. Budget Implementation Phase

<b>Office or Division:</b>	Operation Division			
<b>Classification :</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Various office/Departments of the Local Gov't of Muntinlupa			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Routing slip, copy of OBR / PCV, and other pertinent documents.		Prepared by the requesting Administrative Officers of the different offices and departments of the City.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



None	1. Generate the draft Status Appropriation Allotment and Obligation (SAAO) for reconciliation by the different analysts from their registries	None	1 day	Database Accountability Division
None	2. Reconciliation of the reports generated in the file copies of each analyst in-charge	None	1 day	Budget Analysts
None	3. Prepares the final SAAOB report from the date provide by the budget analyst for final checking and initial by the analyst	None	1 day	Database Accountability Davison / Budget Analysts
None	4. Finalization/Final Review of the SAAOB report	None	1 day	Database Accountability division / Asst. Dept. Head / LBO
None	5. Submit and reports to the LCE the SAAOB	None	On or before the 10th day of the following month	LBO