



# LAPU-LAPU CITY CITIZEN’S CHARTER

## CITY BUDGET OFFICE

2<sup>nd</sup> Floor, City Engineering Bldg., Lapu-Lapu City Government Center; Tel. No. 340-1412  
Head of Office: Ms. Judith D. Furuta

### FRONTLINE SERVICE

## ALLOTMENT RELEASE SERVICES AND AUGMENTATION

**WHO MAY AVAIL OF THE SERVICE:**

All Department Heads/Heads of Offices in Lapu-Lapu City

**REQUIREMENTS:**

Letter Request for Advance Release of Allotment/Augmentation approved by LCE

**FEES/CHARGES:**

None

**SCHEDULE OF SERVICE AVAILABILITY:**

Monday to Friday, 8:00 AM to 5:00 PM except holidays

**HOW TO AVAIL OF THE SERVICE:**

STEPS	FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
	CLIENT	PERSONNEL		
1.	Submit requirements	Verify the availability of appropriation/balances	10 mins	Ruby Ann A. Eyas Susette P. Potot
		Process the advance allotment release order for signature of City Budget Officer and City Mayor; Process augmentation into system	Within 1 day	Ruby Ann A. Eyas Susette P. Potot
		Forward photocopy of allotment release to COA, Treasurer, Accounting Office and office concerned.	30 mins	Jovey P. Ilaos

# FINANCIAL PROCESSING DIVISION

## 1. FOR SUPPLIERS

**WHO MAY AVAIL OF THE SERVICE:**

Suppliers

**REQUIREMENTS:**

1. Duly signed Obligation Request
2. Purchase Request
3. Purchase Order
4. Voucher
5. Complete required supporting documents

**FEES/CHARGES:** None

**SCHEDULE OF SERVICE AVAILABILITY:**

Monday to Friday, 8:00 AM to 5:00 PM except holidays

## 2. FOR CONTRACTORS

**WHO MAY AVAIL OF THE SERVICE:**

Contractors/Designated Official Liaison Officer

**REQUIREMENTS:**

1. Duly signed Obligation Request
2. Voucher
3. Certificate of Availability of Funds
4. Complete required supporting documents

**FEES/CHARGES:** None

**SCHEDULE OF SERVICE AVAILABILITY:**

Monday to Friday, 8:00 AM to 5:00 PM except holidays

## 3. FOR SALARIES, HONORARIA, CONTRACT SERVICES, BONUSES, CASH ASSISTANCE, ALLOWANCES AND GRANTS

**WHO MAY AVAIL OF THE SERVICE:**

- Officials
- Employees
- Teachers
- Beneficiaries
- Consultants
- Designated Official Liaison Officer

**REQUIREMENTS:**

1. Duly signed Obligation Request
2. Voucher
3. Payrolls
4. Complete required supporting documents

**FEES/CHARGES:** None

**SCHEDULE OF SERVICE AVAILABILITY:**

Monday to Friday, 8:00 AM to 5:00 PM except holidays

**HOW TO AVAIL OF THE SERVICE:**

STEPS	FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
	CLIENT	PERSONNEL		
1.	Submit requirements	Receive and verify submitted documents and assign ObR number	5 mins	Aldrin T. Ybañez
		Classify claims as to account charges based on the approved budget, balances of appropriation and supporting documents	Within 15 minutes	Imelda O. Arong and Evelyn I. Imperial
		Review the correctness of entry and supporting documents and countersign	5 mins	Gertrudes B. Dianon
		Certification of Availability of Appropriation	3 mins	Judith D. Furuta, Gertrudes B. Dianon Ruby Ann A. Eyas
		Release of financial documents	Within 5 mins	Eugene M. Cuito Aldrin T. Ybañez
2.	Claim financial documents			

**4. FOR EARMARK OF PURCHASE REQUEST AND INFRASTRUCTURE PROJECT**

**WHO MAY AVAIL OF THE SERVICE:**

Designated Liaison Officer of different offices (local and national government offices)

**REQUIREMENTS:**

1. Purchase Request
2. Request for Certification of Availability of Funds
3. Project Procurement and Management Plan

**FEES/CHARGES: None**

**SCHEDULE OF SERVICE AVAILABILITY:**

Monday to Friday, 8:00 AM to 5:00 PM except holidays

## HOW TO AVAIL OF THE SERVICE:

STEPS	FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
	CLIENT	PERSONNEL		
1.	Submit requirements	Receive purchase request and determine which accurate account to be charged based on the approved budget, balances of appropriation and supporting documents	5 minutes	Imelda O. Arong
2.	Claim financial documents	Release of financial documents		See Procurement Module of Egaps System

## BARANGAY ADVISORY AND REVIEW SERVICES

### 1. BARANGAY ANNUAL BUDGET (BAB)

#### **WHO MAY AVAIL OF THE SERVICE:**

Barangay Officials and Personnel in Lapu – Lapu

#### **REQUIREMENTS:**

- Barangay Budget Preparation Form Nos. 1, 2, 2A, 3 and 4
- Annual Budget Form (Budget Year)
- Approved Annual Investment Program with BDC Resolution
- SB Resolution adopting the AIP
- Budget Message
- Annual Procurement Plan (APP)
- Gender and Development (GAD) Plan and Budget duly certified by the city's DILG
- Barangay Disaster Risk Reduction Management Plan duly certified by city's DRRM
- Transmittal/Endorsement Letter
- Barangay Budget Authorization Form No. 1
- Minutes of Meeting
- Work Program of certain expenses (e.g. Clean & Green Program)
- Breakdown/Computation of certain appropriations (e.g. Increase in Honoraria)
- Justification of Expenditures Per Sector (e.g. Administrative Services)
- Statement of Government Equity of the next preceding year (from Accounting)
- Statement of Income and Expenses of the next preceding year (from Accounting)
- Mandated documents required by DBM/DILG and COA

#### **FEES/CHARGES:**

None

#### **SCHEDULE OF SERVICE AVAILABILITY:**

Monday to Friday, 8:00 AM to 5:00 PM except holidays

## **2. BARANGAY SUPPLEMENTAL BUDGET (BSB)**

### ***WHO MAY AVAIL OF THE SERVICE:***

Barangay Officials and Personnel in Lapu – Lapu

### ***REQUIREMENTS:***

- Barangay Statement of Government Equity to support source of funds (if applicable)
- Barangay Supplemental Budget Preparation Form (BSBPF) No. 6
- Barangay Budget Preparation Form No. 3 or Personnel Schedule (if applicable)
- Transmittal /Endorsement Letter
- Barangay Supplemental Budget Preparation Form (BSBPF) No. 5
- Amended Annual Investment Program(AIP) with BDC Resolution
- SB Resolution adopting the amended AIP
- SB minutes of meeting
- Work Program of certain expenses (e.g. Clean & Green Program)
- Justification of Expenditures Per Sector (e.g. Administrative Services, Day Care Services, Health Services, Peace & Order Services...)
- Breakdown/Computation of certain appropriations (e.g. Increase in Honoraria/Clean & Green Program)
- Mandated documents required by DBM/DILG and COA

### ***FEES/CHARGES:***

None

### ***SCHEDULE OF SERVICE AVAILABILITY:***

Monday to Friday, 8:00 AM to 5:00 PM except holidays

## **3. SANGGUNIANG KABATAAN ANNUAL BUDGET (SKAB)**

### ***WHO MAY AVAIL OF THE SERVICE:***

Barangay Officials and Personnel in Lapu – Lapu

### ***REQUIREMENTS:***

- Approved and reviewed barangay Annual Budget
- SK Annual Budget Form (as per JMC No. 1, s. 2019 dated January 23, 2019)
- SK Resolution/Ordinance approving SK Annual Budget
- Annual Barangay Youth Development Plan with Resolution/Ordinance
- Transmittal /Endorsement Letter
- Budget Message
- SK minutes of meeting
- Annual Procurement Plan (APP)
- Work Program of certain expenses (e.g. Clean & Green Expenses)
- Computation/Breakdown of certain budgetary appropriations/expenses
- Justification of priority expenditures
- Mandated documents required by DBM/DILG and COA

### ***FEES/CHARGES:***

None

### ***SCHEDULE OF SERVICE AVAILABILITY:***

Monday to Friday, 8:00 AM to 5:00 PM except holidays

#### 4. SANGGUNIANG KABATAAN SUPPLEMENTAL BUDGET (SKSB)

**WHO MAY AVAIL OF THE SERVICE:**

Barangay Sangguniang Kabataan Officers and Staff in Lapu – Lapu

**REQUIREMENTS:**

**BUDGETARY FORMS**

- Barangay Supplemental Budget Preparation Form (BSBPF) No. 5
- Statement of Government Equity to support source of funds (if applicable)
- Barangay Supplemental Budget Preparation Form (BSBPF) No. 6
- Transmittal/Endorsement Letter
- Amended Annual Barangay Youth Development Plan with Resolution
- Minutes of Meeting
- Work Program of certain expenses ( e.g. Clean & Green Expenses)
- Computation/Breakdown of certain budgetary appropriations/expenses
- Justification of priority expenditures
- Mandated documents required by DBM/DILG and COA

**FEES/CHARGES:** NONE

**SCHEDULE OF SERVICE AVAILABILITY:**

Monday to Friday, 8:00 AM to 5:00 PM except holidays

**HOW TO AVAIL OF THE SERVICE:**

STEPS	FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
	CLIENT	PERSONNEL		
1.	Submit draft of annual/supplemental budget with requirements for pre-review	Assess and evaluate the budget and its requirements in accordance with RA 7160 and other guidelines from competent agencies such as DBM, COA and DILG.	Within 10 working days (max for BAB and SKAB) Within 7 working days (max for BSB and SKSB) (First-Come-First Served-Basis)	May Flor S. Tongco Melbone O. Montejo
2.	Follow-up	Provide updates to the clients and provide checklist of deficiencies for compliance, if any.	Within 1 hour	May Flor S. Tongco Melbone O. Montejo
3.	Resubmit draft of budget for pre-review **only for budget with deficiencies	Review and assess the compliance of the deficiencies. **return budget for non-compliance of requirements	Within 3 working days	May Flor S. Tongco Melbone O. Montejo
4.	Submit final copy of the budget: 1 original copy and 7 photocopies of duly signed budget	Recheck completeness of documents/ signatories, sort-out all pages of the 8 sets and stamp "receive" the required number of sets of budget Prepares SP Endorsement Letter to be signed by the City Budget Officer Endorse original copy of the duly signed budget to the Sangguniang Panlungsod for review and appropriate action and another duplicate copy to the Chairman of Committee on Finance (SP).	Within 3 working days	May Flor S. Tongco Melbone O. Montejo  Judith D. Furuta

		<p>**The SP will take up the budget for the 1<sup>st</sup> reading and refer the budget to the LFC for deliberation thru the City Budget Office as the Secretariat. The LFC will then convene, discuss the said budget &amp; make the necessary recommendation based on findings.</p>	Within 3 weeks	Local Finance Committee/SP/ City Budget Office
		<p>**Prepares LFC review letter based on the LFCs findings. After which the said budget with the LFCs review letter will be routed for signatures to the 7 members of the LFC then forwarded to the DP for its 2<sup>nd</sup> reading and declaration of appropriate action based on the recommendation of the LFC. Copies of the budget with the LFC review letter will be transmitted to Accounting, SP and COA.</p>	Within 3 weeks	Local Finance Committee/SP/ May Flor S. Tongco/ Melbone O. Montejo
4.	Claim the reviewed budget	Release budget with SP Resolution	Within 10 minutes	May Flor S. Tongco Melbone O. Montejo

## ADMINISTRATIVE SERVICES

### REQUEST FOR COPIES OF OBLIGATION REQUEST, BUDGET DOCUMENTS AND CERTIFICATIONS

**WHO MAY AVAIL OF THE SERVICE:**

All government, private individuals and institution

**REQUIREMENTS:**

Communication letter/Request Slip

**FEES/CHARGES:**

None

**SCHEDULE OF SERVICE AVAILABILITY:**

Monday to Friday, 8:00 AM to 5:00 PM, except Holidays

**HOW TO AVAIL OF THE SERVICE:**

STEPS	FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
	CLIENT	PERSONNEL		
1.	Present letter/document or fill-up Request Slip	Receive and record contents of letter/document/Request Slip and/or assign control number	3 mins	Kimberly Ann B. Menguito
		Verify and facilitate request	2 mins	Genalyn S. Macan
		Approve request/Certify document	2 mins	Judith D. Furuta
2.	Claim copy of requested document	Release the requested document and/or forward to Accounting Office or Mayor/Administrator/Legal Office for referral	3 mins	Kimberly Ann B. Menguito