



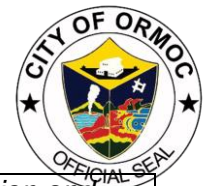
City Budget Division/ Administrative Unit
Education and Scholarship Office
External Services



1. Education and Scholarship Program

A section under City Budget Office that aims in strengthening the effectiveness and efficiency in the management in Special Education Fund (SEF), implementation of the City Scholarship programs as well as the operations of the Local School Board and City Scholarship Board.

Office Or Division:	City Budget Division/ Education and Scholarship Office (ESO)			
Classification:	Complex			
Type Of Transaction:	G2C - Government to Citizens G2G - Government to Government			
Who May Avail?	Permanent residents of Ormoc City who qualifies the scholarship program and all Public Schools in Deped Ormoc City Division.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Good Moral Character from school (1 copy-original)		Previous school attended or school currently enrolled		
Certificate of grade from Registrar with an average grade of 2.50 or 80% with no failing grade (1 copy - original)		Previous school attended or school currently enrolled		
2x2 ID Picture (1 piece)		Photo Studio		
Latest Income Tax Return or Cert. from BIR as exempted or Affidavit of Applicant's parents stating the reason for not filing the ITR (1 copy – original)		BIR Public Attorney's Office at RTC / Private Law Firm		
Case Assessment from CSWDO (1 copy – original)		District 3 in 1 building where the barangay residents belong.		
Barangay Clearance attesting to residency (1 copy-original)		Barangay Hall		
Electric bill and water bill for the past month (1 copy – original)		Leyeco V/ ORWASA Water Billing Station		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Provide guidelines and assistance to existing and new scholars	None	5 minutes	<i>Education and Scholarship Personnel</i> City Budget Office



	<p>2. Secretariat services for the Local School Board and Local Scholarship Board</p> <p>2.1 Resolutions prepared</p> <p>2.2 Meeting folders prepared</p> <p>2.3 Minutes of meetings conducted prepared</p> <p>2.4 Communication letters to stakeholders (School and Scholar)</p>	None	<p>3 days</p> <p>2 days</p> <p>2 days</p> <p>5 minutes</p>	<p><i>Education and Scholarship Personnel</i> City Budget Office</p>
3. Applicants will submit their requirements as stated above.	3. Process/ Assess Scholarship Applications	None	5 minutes	<p><i>Education and Scholarship Personnel</i> City Budget Office</p>
	<p>4. Administrative Support services provided</p> <p>4.1 Allowance distribution</p> <p>4.2 Conduct of Orientation for new scholars</p> <p>4.3 Conduct of qualifying exam for scholar applicants</p> <p>4.4 OBR/PR/ PPMP and other reports Preparation</p>	None	<p>1 day</p> <p>1 day</p> <p>1 day</p> <p>1 day</p>	<p><i>Education and Scholarship Personnel</i> City Budget Office</p>
TOTAL		None	11 days and 15 minutes	



2. Initial Review of Barangay and SK Budget

A local budget process where the local budget is subjected to scrutiny and evaluation in pursuance of the local Government Code.

Office Or Division:	City Budget Division, Administrative Unit			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who May Avail:	All City Departments/Offices, National Government Agencies and other Government instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Barangay Budget Preparation Form No. 1 (6 copies)			Respective Barangay	
Barangay Budget Preparation Form No. 2 (6 copies)			Respective Barangay	
Barangay Budget Preparation Form No. 3 (6 copies)			Respective Barangay	
Barangay Budget Preparation Form No. 4 (6 copies)			Respective Barangay	
Barangay Supplemental Budget Preparation Form no. 5 (6 copies)			Respective Barangay	
Barangay Supplemental Budget Preparation Form no. 6 (6 copies)			Respective Barangay	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Barangay Treasurer submits their Annual/ Supplemental Budget	1. Initial Review of Annual and Supplemental Budgets of 110 barangays	None	2 hours	<i>Barangay Budget Division</i>
	2. Initial review of SK Annual and Supplemental Budgets	None	2 hours	<i>Administrative Assistant III City Budget Office</i>
TOTAL		None	4 hours	



City Budget Division/ Administrative Unit
Internal Services



1. Budget Management and Execution Program

After the usual recording of appropriations in the proper registries, the execution of the budget involves the release of allotments, the certification of available appropriations and cash, the recording of actual obligations and disbursements of funds for approved PPAs and the delivery of goods and services to target clients in the most efficient, effective, economical and ethical way.

Office Or Division:	City Budget Division, Administrative Unit			
Classification:	Complex			
Type Of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who May Avail:	All City Departments/Offices, National Government Agencies and other Government instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certification on Appropriations, Funds and Obligation of Allotment – 6 copies(original)		Requesting Office		
2. Allotment Release Orders (AROs): 2.1 Comprehensive Release – 6 copies (original) 2.2 Supplemental ARO – 6 copies (original) 2.3 Augmentation ARO - 4 copies (copies) 2.4 Release of Retention (FLR) – 6 copies (original)		City Budget Office		
3. Request letter – 2 copies (original)		Requesting Office		
4. Supplemental PPMP – 3 copies (original)		Requesting Office		
5. Copy of LGU Annual Budget – 1 copy (Original)		City Budget Office		
6. Copy of Appropriation Ordinance (1 copy) original		Sangguniang Panlungsod		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Issuance of Allotment Release Orders (AROs)	None	5 days	<i>Budgeting Assistants/ CBO staff</i>
	1.1 Comprehensive Release		2 days	
	1.2 Supplemental ARO		2 days	
	1.3 Augmentation within same Allotment class (PS or MOOE)	None		



	1.4 ARO for Release of Retention (FLRs)	None	1 day	
	1.5 ARO for Staffing / Organizational Structure modification	None	1 day	
	2. CAFOA/Vouchers certified as to availability of Appropriations/Funds	None	1 hour	<i>Staff</i> City Budget Office
	3. Purchase Requests (PR) Purchase Orders (POs) and Requisition Issuance Slips (RIS) certification and recording	None	30 minutes	<i>Budgeting staff</i> City Budget Office
	4. Disbursement vouchers (for payrolls/cash advances) recorded/ logged	None	30 minutes	<i>Admin Aide I</i> City Budget Office
	5. Annual / Supplemental PPMPs reviewed/checked	None	1 hour	<i>Budget Officer III/ staff</i> City Budget Office
TOTAL		None	11 days and 3 hours	



2. Budget Preparation

The local budget process where generated funds are allocated to prioritized programs/activities/ projects of the LGU to pursue its development goal.

Office Or Division:	City Budget Division, Administrative Unit			
Classification:	Complex			
Type Of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who May Avail:	All City Departments/Offices, National Government Agencies and other Government instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Budget Preparation Calendar		City Budget Office		
2. Local Budget Preparation Forms: (all original copies) 2.1 LBP Form No. 1 (Annex A) – 6 copies 2.2 LBP Form No. 2 (Annex F) – 6 copies 2.3 LBP Form No. 2A (Annex G) – 6 copies 2.4 LBP Form No. 3 (Annex H) – 6 copies 2.5 LBP Form No. 3A (Annex I) – 6 copies 2.6 LBP Form No.4 (Annex J) – 6 copies 2.7 LBP Form No.5 (Annex K) – 6 copies 2.8 LBP Form No.6 (Annex L) – 6 copies 2.9 LBP Form No.7 (Annex M) – 6 copies		City Budget Office		
3. Budget Proposal		All Local Offices and Selected National Agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Prepare and submits budget proposal	1.Preparation of Executive Budget	None	2 days 1 week	<i>Supervising Administrative Officer And staff City Budget Office</i>
2.Department heads/Office-In-charge attend budget consultation	1.1 Issuance of budget call		2 weeks	
	1.2 Conduct Budget Forum		2 weeks	



	<p>1.3 One on one budget consultation with LGU departments and Offices</p> <p>1.4 Consolidation of budget proposals</p> <p>1.5 Review and finalization of budget proposals</p> <p>1.6 Preparation of Budget message and Local Expenditure Program (LEP) using all LBP forms.</p> <p>1.7 Submission of Executive Budget to the Sanguniang Panlungsod</p> <p>2. Preparation of Annual Budget</p>	None	<p>2 weeks</p> <p>1 week</p> <p>2 months</p> <p>1 day</p> <p>1 month</p>	<p><i>Supervising Administrative Officer And staff City Budget Office</i></p>
	3.Preparation of Supplemental Budgets: LBP Form 8 and 9 accomplished	None	2 weeks	<p><i>Supervising Administrative Officer And staff City Budget Office</i></p>
TOTAL		NONE	4 months & 2 weeks & 3 days	



3. Budget Accountability

The last phase of budget process where all funds are accounted for at end of the year to explain what PPAs were implemented, where funds were spent and utilized results were attained

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Classification:	Complex			
Type Of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who May Avail:	All City Departments/Offices, National Government Agencies and other Government instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Local Budget Accountability Forms: LBAC Form No.1 – 4 copies (original) LBAC Form No.2 – 4 copies (original) LBAC Form No.3 – 4 copies (original) LBAC Form No.4 – 4 copies (original) LBAC Form No.5 – 4 copies(original)		City Budget Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Submit Accountability Reports	None	2 days	<i>Budget Officer III</i> City Budget Office
	2. Prepare/Issue monthly/Quarterly Reports on budget/funds utilization, Obligations & Balances (CLA, CONLA, RAOs)	None	5 days	<i>Budget Officer III</i> City Budget Office
	3. Encode in the BLGF's electronic Statement of receipts and expenditures (eSRE) LGU system	None	2 days	<i>Administrative Assistant III</i> City Budget Office
TOTAL		NONE	9 days	