



Availing of Budget Management Services

ABOUT THE SERVICE

Ensure efficient use of government resources. This department provides timely and accurate budgeting services to all city departments and offices to support the implementation of their respective programs, projects, and activities.

Department / Office:		CITY BUDGET OFFICE		
Classification:		Simple (3D)		
Type of Transaction:		G2G - Government to Government		
Who may avail		Government/ Departments/ Offices seeking approval of Obligation Request		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Procurement thru alternative modes <ul style="list-style-type: none"> - PR. BAC recommendation, canvass and award, complete as to dates, details and signatories • Procurement thru bidding <ul style="list-style-type: none"> - Contract documents leading to award of contract • Payroll and other personal claims <ul style="list-style-type: none"> - Payroll/ disbursement voucher and supporting documents • Financial Assistance <ul style="list-style-type: none"> • Authority specifying purpose and amount to be granted 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Obligation Request (ObR) and supporting documents. <ul style="list-style-type: none"> • For payroll and personal benefit claims • For all MOOE and Capital Outlay procurements and financial assistance. 		P	3 minutes	SIONEF JING M. SALCEDO Administrative Aide III MARICRIS P. DIALOGO Administrative Aide III
	2. Check completeness of procurement ObR and record in computerized Statement of Appropriation and Obligation (SAO) for:			



	<ul style="list-style-type: none"> • General Fund and Economic Enterprises 		3 minutes	MARIFE B. EVA Senior Administrative Assistant I (Data Controller IV)
	<ul style="list-style-type: none"> • Special Purposes Appropriation (SPA) 		3 minutes	RACHEL M. BARRIOS Administrative Aide IV
	<ul style="list-style-type: none"> • Special Education Fund (SEF) 		3 minutes	GINA DR. CORONEL Administrative Aide III
	<ul style="list-style-type: none"> • Local Development Fund (LDF) • Local Disaster Risk Reduction and Management Fund (LDRRMF) 		3 minutes	MARIA CONSUELO F. DEL CASTILLO CGADH I (Assistant City Budget Officer)
	3. Approve duly recorded ObRs.			
	a) Not exceeding P1 million		1 minute	JESUS S. DEL VILLAR Administrative Officer V
	b) b. Exceeding P1 million		1 minutes	MARIA CONSUELA P. DEL CASTILLO CGADH I (Assistant City Budget Officer)
				FRANCISCO M. MENDOZA CGDH I (City Budget Officer)
TOTAL		P		

CITY BUDGET OFFICE

Room 112, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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