



## Reviewing Barangay Budgets and Preparing Recommendation

### ABOUT THE SERVICE

This department provides technical assistance to the city's 27 barangay governments in the preparation of their local budgets.

<b>Department / Office:</b>		<b>CITY BUDGET OFFICE</b>		
<b>Classification:</b>		Simple (3D)		
<b>Type of Transaction:</b>		G2G - Government to Government		
<b>Who may avail</b>		All the 27 barangays of Naga City		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Annual and Supplemental Budget</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the Service.  Barangays submit their proposed annual and supplemental budget/ revisions for review.	Initial review and feedback to concerned barangay.  Final review.	P	30 minutes  Within 2 days from receipt of complete documents	MARIA CONSUELO F. DEL CASTILLO CGADH I (Assistant City Budget Officer)
	2. Endorsement to the Sangguniang Panlungsod.  <ul style="list-style-type: none"> <li>Preparation of endorsement letter to SP.</li> <li>Review and approval of endorsement letter and attachments.</li> </ul>		5 minutes  5 to 10 minutes	GINA DR. CORONEZ Administrative Aide III  MARIA CONSUELO F. DEL CASTILLO CGADH I (Assistant City Budget Officer)
<b>TOTAL</b>		P	2 days and 45 minutes	

### CITY BUDGET OFFICE

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