

# CITY BUDGET OFFICE

Buhanginan Hill, Pala-o, 9200 IliganCity  
Tel.: (063) 221-2253; email: [cbo\\_iligan@yahoo.com](mailto:cbo_iligan@yahoo.com)

**Frontline Service** : **PRE-REVIEW OF BARANGAY ANNUAL AND SUPPLEMENTAL BUDGETS**

**Schedule of Availability of Service** : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
On Mondays provision of services starts after flag raising

**Who May Avail of the Service** : Barangay Officials

## What are the Requirements:

- Annual/Supplemental Budget with Annual Investment Plan
  1. Transmittal letter
  2. Barangay Budget Message
  3. Recapitulation
  4. Barangay Budget Authorization Form No. 1
  5. Barangay Budget Preparation Form No. 1 (Certified Statement of Income)
  6. Barangay Budget Preparation Form No. 2 (Actual Income and Expenditure for Past Year)
  7. Barangay Budget Preparation Form No. 3 (Actual and Estimated Income and Expenditure for Current Year)
  8. Barangay Budget Preparation Form No. 4 (Income and Expenditure Estimates for Budget Year)
  9. Barangay Budget Preparation Form No. 5 (Actual and Estimated Output)
  10. Barangay Budget Preparation Form No. 6 (Barangay Expenditure Program)
  11. Barangay Budget Preparation Form No. 452 (Personnel Schedule)
  12. Barangay Budget Preparation Form No. 453 (Statement of Statutory and Contractual Obligations)
  13. Barangay Budget Preparation Form No. 454 (Statement of Fund Preparation)
  14. GAD Plan
- Annual Investment Plan
  1. Barangay Resolution (Adopting and Approving Brgy. Development Council Resolution)
  2. Barangay Development Council Resolution
  3. Summary for Annual Investment Program (AIP) by Program/Project/Activity by Sector

**Duration** : 18 hours and 54 minutes

## BUDGET OPERATIONS DIVISION



## How to Avail the Service: PRE-REVIEW OF BARANGAY ANNUAL AND SUPPLEMENTAL

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	Submit draft of Barangay Budget proposal	Receive Barangay Budget proposal and instruct client to follow up after 16 hours	2 minutes	Administrative Aide	None	Barangay Budget Preparation Forms, Appropriation Ordinance
2		Review draft	16 hours	Brgy. Budget staff	None	
3	Follow-up Barangay Budget proposal	Return draft with corrections	2 minutes	Brgy. Budget staff		
	Submit second draft with corrections incorporated	Review second draft if changes have been incorporated, if still with corrections or not compliant, return for finalization	4 hours	Brgy. Budget staff		
4	Submit final proposal	Receive and review proposal, if with substantial compliance	2 hours	Budget Officer IV		
		*If found not compliant, return to client for finalization				
		Prepare indorsement to Sangguniang Panlungsod (SP)	15 minutes	Brgy. Budget staff (Budget Officer II)		
		Review budget and sign indorsement to SP	30 minutes	City Budget Officer/OIC		
		Forward to SP for review and	3 minutes	Administrative Aide		
		Inform client that proposal is forwarded to SP	2 minutes	Administrative Aide		
<b>END OF TRANSACTION</b>						



Special Education and Barangay Budget Division

