

**Republic of the Philippines  
Province of Surigao del Sur  
CITY OF BISLIG**

**CITY BUDGET OFFICE**

**LIST OF FRONTLINE SERVICES**

1. PROCESSING OF CLAIMS
2. RELEASE OF ALLOTMENT
3. REVIEW OF BARANGAY ANNUAL AND SUPPLEMENTAL BUDGET
4. ISSUING RECOMMENDATIONS TO PROJECT MONITORING COMMITTEE (PMC) CITY FUNDED INFRASTRUCTURE PROJECTS
5. REQUESTING TO CONDUCT TRAINING ON BARANGAY BUDGET PREPARATION

**VISION STATEMENT**

*Premier center in local budget administration that is responsive to the city's development needs.*

**MISSION STATEMENT**

*Competent and effective public expenditure managers for sustainable development of the city through rational and efficient management of fund and transparency of public spending.*

**PERFORMANCE PLEDGE**

*We, the Personnel of the City Budget Office, do hereby pledge to provide prompt, courteous and excellent services to our clients.*

CITIZEN'S CHARTER

CITY BUDGET OFFICE

TYPE OF FRONTLINE SERVICE	:	<b>PROCESSING OF CLAIMS</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM – 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	LGU OFFICIALS AND EMPLOYEES, BARANGAY OFFICIALS AND STAKEHOLDERS OF BISLIG CITY
DURATION OF TRANSACTION	:	21 MINUTES
WHAT ARE THE REQUIREMENTS?	:	1. OBLIGATION REQUEST SIGNED BY REQUISITIONERS 2. DISBURSEMENT VOUCHER 3. PROGRAM OF WORKS
FEE/S	:	NONE

HOW TO AVAIL OF THE SERVICE?

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Submit duly approved Obligation Request	Receive OBR	None	ObR	3 mins	Bernadette D. Baquial Rogelio C. Lisondato Arturo S. Bulasa JO Clerks
2		Record	None	ObR	3 mins	Rogelio C. Lisondato Arturo S. Bulasa JO Clerks
3		Check the availability of appropriation	None	ObR	5 mins.	Carmelita K. Olarte Admin. Officer I Cora Y. Guillen Admin. Officer I
4		Posting of claims and assign number of the Obligation Request	None	ObR	3 mins.	Melba S. Castillo Admin. Asst. II
5		Review and sign the documents	None	None	2 mins.	Belma K. Lomantas Admin. Officer V
6		Endorsement of claims to City Accounting Office	None	None	5 mins.	Bernadette D. Baquial Rogelio C. Lisondato Arturo S. Bulasa JO Clerks
<b>END OF TRANSACTION</b>						

CITIZEN'S CHARTER

CITY BUDGET OFFICE

TYPE OF FRONTLINE SERVICE	:	<b>RELEASE OF ALLOTMENT</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM – 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	LGU OFFICIALS AND EMPLOYEES, BARANGAY OFFICIALS AND STAKEHOLDERS OF BISLIG CITY
DURATION OF TRANSACTION	:	<u>FOR FIRST QUARTER OF THE CALENDAR YEAR</u> ➤ 2 DAYS, 4 HOURS AND 21 MINUTES <u>FOR THE REMAINING QUARTERS</u> ➤ 1 DAY, 4 HOURS AND 21 MINUTES
WHAT ARE THE REQUIREMENTS?	:	WORK AND FINANCIAL PLAN DULY SIGNED BY THE HEAD OF OFFICE
FEE/S	:	NONE

**HOW TO AVAIL OF THE SERVICE?**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Submit Work and Financial Plan	Receive Work and Financial Plan	None	None	3 mins	Bernadette D. Baquial Rogelio C. Lisondato Arturo S. Bulasa JO Clerks
2		Record	None	None	3 mins	Rogelio C. Lisondato Arturo S. Bulasa JO Clerks
3		Prepare Advice of Allotment	None	Advice of Allotment Form	2 days for 1 <sup>st</sup> quarter for the Calendar Year  1 day for the remaining quarters (2 <sup>nd</sup> to 4 <sup>th</sup> Quarters)	Melecia G. Ballentos Admin. Officer I
4		Encode/control the release in the Budget Operating System	None	Computer System	4 hours	Melba S. Castillo Admin. Asst. II
5		Review and sign the documents	None	Advice of Allotment Form	5 mins.	Belma K. Lomantas Admin. Officer V
6		Endorse the document to Local Chief Executive for approval	None	None	10 mins.	Bernadette D. Baquial Rogelio C. Lisondato Arturo S. Bulasa JO Clerks
<b>END OF TRANSACTION</b>						

CITIZEN'S CHARTER

CITY BUDGET OFFICE

TYPE OF FRONTLINE SERVICE	:	<b>REVIEW OF BARANGAY ANNUAL AND SUPPLEMENTAL BUDGET</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM – 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	24 BARANGAYS
DURATION OF TRANSACTION	:	2 HOURS AND 36 MINUTES
WHAT ARE THE REQUIREMENTS?	:	APPROVED BARANGAY ANNUAL AND SUPPLEMENTAL BUDGET
FEE/S	:	NONE

**HOW TO AVAIL OF THE SERVICE?**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
<b>1</b>	Submit duly approved annual and supplemental budget by the Barangay Captain	Receive AIP	None	LBP Form No. 8	3 mins	Bernadette D. Baquial Rogelio C. Lisondato Arturo S. Bulasa JO Clerks
<b>2</b>		Record	None	LBP Form No. 8	3 mins	Rogelio C. Lisondato Arturo S. Bulasa JO Clerks
<b>3</b>		Review the Annual and Supplemental Barangay Budget	None	LBP Form No. 8	1 hour	Carmelita K. Olarte Admin. Officer I
<b>4</b>		Prepare, sign and review recommendation letter	None	None	1 hour	Belma K. Lomantas Admin. Officer V
<b>5</b>		Endorse to Sangguniang Panlungsod duly reviewed budget	None	None	30 mins.	Belma K. Lomantas Admin. Officer V
<b>END OF TRANSACTION</b>						

CITIZEN'S CHARTER

CITY BUDGET OFFICE

TYPE OF FRONTLINE SERVICE	:	<b>ISSUING RECOMMENDATIONS TO PROJECT MONITORING COMMITTEE (PMC) CITY FUNDED INFRASTRUCTURE PROJECTS</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM – 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BARANGAY OFFICIALS / PROJECT BENEFICIARIES
DURATION OF TRANSACTION	:	REQUEST FOR INSPECTION OF ON-GOING AND FINISHED PROJECTS
WHAT ARE THE REQUIREMENTS?	:	6 HOURS AND 6 MINS.
FEE/S	:	NONE

**HOW TO AVAIL OF THE SERVICE?**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
<b>1</b>	Request for inspection of on-going and finished projects	Receive Request for inspection	None	None	3 mins	Bernadette D. Baquial Rogelio C. Lisondato Arturo S. Bulasa JO Clerks
<b>2</b>		Record	None	None	3 mins	Rogelio C. Lisondato Arturo S. Bulasa JO Clerks
<b>3</b>		Conduct inspection	None	Project Monitoring Form	4 hours	Daniel Kenneth L. Flores COS Employee
<b>4</b>		Prepares report of recommendation	None	Report Form	1 hour	Belma K. Lomantas Admin. Officer V Member, Project Monitoring Committee
<b>5</b>		Present report of recommendation to Project Monitoring Committee during regular and special meetings	None	None	1 hour	Belma K. Lomantas Admin. Officer V Member, Project Monitoring Committee
<b>END OF TRANSACTION</b>						

CITIZEN'S CHARTER

CITY BUDGET OFFICE

TYPE OF FRONTLINE SERVICE : **REQUESTING TO CONDUCT TRAINING ON BARANGAY BUDGET PREPARATION**  
 SCHEDULE OF AVAILABILITY OF SERVICE : MONDAY TO FRIDAY  
 8:00 AM – 5:00 PM,  
 WHO MAY AVAIL OF THE SERVICES? : BARANGAY SECRETARY & TREASURER  
 DURATION OF TRANSACTION : 8 WORKING HOURS, 6 mins.  
 WHAT ARE THE REQUIREMENTS? : LETTER REQUEST  
 FEE/S : NONE

**HOW TO AVAIL OF THE SERVICE?**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
<b>1</b>	Request for the conduct of training on Brgy. Budget Preparation	Receive Request	None	None	3 mins	Bernadette D. Baquial Rogelio C. Lisondato Arturo S. Bulasa JO Clerks
<b>2</b>		Record	None	None	3 mins	Rogelio C. Lisondato Arturo S. Bulasa JO Clerks
<b>3</b>		Conduct of Training	None	None	8 hours	Belma K. Lomantas Admin. Officer V
<b>END OF TRANSACTION</b>						