

CITY BUDGET OFFICE

2/F MARIKINA CITY HALL, Shoe Ave., Sta Elena , Marikina City
 DEPARTMENT HEAD: FE S. GERONIMO - City Budget Officer
 Tel. No.: 646-6450

SERVICE/S RENDERED:

Systematic encoding, recording, monitoring and processing of transactions involving the city's expenditures against the allocated resources.

	Client step	Office/ Person Responsible	Location of Office	Processing Time
1	Recording and monitoring of all requests for availability of appropriation including balances of allotment for each quarter.	City Budget Office Budget Officer IV (in charge of MOOE) Budget Officer IV (in charge of Capital Outlay and Infra Projects) Budget Officer II (in charge of Mandatory, MH and SEF) Budget Officer II (in charge of PLMar)	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	Within a maximum of 2 days
2	Earmarking of appropriation for prioritized programs, projects and activities	City Budget Office Budget Officer IV (in charge of MOOE) Budget Officer IV (in charge of Capital Outlay and Infra Projects) Budget Officer III (in charge of Mandatory MH and SEF) Budget Officer II (in charge of PLMar)	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	Within the day (First come, first served basis)
3	Encoding of transactions in the computer on real time basis as part of the implementation of the New Budget System introduced by COA	City Budget Office Budget Officer IV (in charge of MOOE) Budget Officer IV (in charge of Capital Outlay and Infra Projects) Budget Officer III (in charge of Mandatory MH and SEF) Budget Officer II (in charge of PLMar)	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	Within a maximum of 2 days
4	Analyzing and reviewing of various transactions for approval	City Budget Office Budget Officer II and Budget Officer II	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	Within a maximum of 2 days
5	Approval and posting of transactions on Budget System Books of Accounts	City Budget Office City Budget Officer	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	Within a maximum of 2 days

Technical Review of Barangays Annual and Supplemental Budgets

	Activities	Office / Person Responsible	Location of Office	Processing Time
1	Conducts orientations, seminars and trainings to Barangay Officials	City Budget Office City Budget Officer and Asst. City Budget Officer (in charge of barangay budgets)	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	1 day / barangay
2	Conducts technical review of both annual and supplemental budgets of the barangays of the city	City Budget Office City Budget Officer and Asst. City Budget Officer(in charge of barangay budgets)	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	Maximum of 3 days
3	Provide assistance to the City Council in the review of barangay budgets	City Budget Office City Budget Officer	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	1 day / review

Technical Assistance on Financial Management

	Activities	Office / Person Responsible	Location of Office	Processing Time
1	Meeting with the Finance Group and Income Generating Offices to determine probable and collectable income for the budget year.	City Budget Office City Budget Officer	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	Maximum of 3 meetings
2	Assisting the mayor in the preparation of the Executive Budget for the budget year and submission to the City Council	City Budget Office City Budget Officer	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	Within the prescribed period of 2-3 months

Preparation and Execution of Executive Budget

	Activities	Office / Person Responsible	Location of Office	Processing Time
1	Issuance of the budget call (by the Local Chief Executive)	Office of the City Mayor City Mayor City Budget Office City Budget Officer	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	1 day
2	Submission of estimate of income (by the local finance committee)	City Budget Office City Budget Officer	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	1 day

3	Preparation of notice to all department heads for submission of office budget proposals (appropriation language, approved AIP, APP and PPMP)	City Budget Office City Budget Officer	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	1 day
4	Collation of all budget proposals	City Budget Office City Budget Officer and Staff	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	1 ½ months
5	Budget Review and Budget Hearings	City Budget Office City Budget Officer and Department of Heads different offices	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	1 week
6	Submission to the Sangguniang Panglungsod	City Budget Office City Budget Officer	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	Within the prescribed period (not later than October 16 of the Fiscal Year)
7	Revisions, if any	City Budget Office City Budget Officer	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	1 week
8	Finalization	City Budget Office City Budget Officer	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City	3 days
9	Authorization through an appropriation ordinance (by the Sangguniang Panglungsod)	City Council Office City Councilors	2nd Floor Justice Hall Bldg., Sta. Elena, Marikina City	2 sessions of the City Council
10	Submission to the Department of Budget and Management (DBM) NCR for technical review	City Budget Office City Budget Officer DBM NCR Regional Director	2nd Floor Marikina City Hall Bldg., Shoe Ave., Sta. Elena, Marikina City DBM NCR Office Manila	Maximum of 1 month

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.