



LAPU-LAPU CITY CITIZEN’S CHARTER

CITY BUDGET OFFICE

2nd Floor, City Engineering Bldg., Lapu-Lapu City Government Center; Tel. Nos. 3402117, 343-3396
Head of Office: Ms. Judith D. Furuta

FRONTLINE SERVICE

BUDGET PREPARATION SERVICES AND ALLOTMENT RELEASE

1. BUDGET PREPARATION

WHO MAY AVAIL OF THE SERVICE:

All Department Heads/Heads of Offices in Lapu-Lapu City

REQUIREMENTS:

- Budget Proposals (LBPF Nos. 2 and 4) aligned with the Local Development Plan and AIP
- Project Procurement Management Plan (PPMP)

FEES/CHARGES: None

SCHEDULE OF SERVICE AVAILABILITY:

Monday to Friday, 8:00 AM to 5:00 PM except holidays

HOW TO AVAIL OF THE SERVICE:

STEPS	FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
	CLIENT	PERSONNEL		
1.	Submit budget proposal and Project Procurement Management Plan	Evaluate/Review the budget proposal and PPMP	30 mins	Ruby Ann A. Eyas
		Consolidate budget proposals from department heads/heads of offices and present to the City Budget Officer for correction	1 hour	Imelda O. Arong
		Present to the Local Finance committee	30 mins	Judith D. Furuta

FINANCIAL PROCESSING DIVISION

2. ALLOTMENT RELEASE SERVICES AND AUGMENTATION

- SALARIES, WAGES OF THE CONTRACT SERVICES, BONUSES, CASH ASSISTANCE, ALLOWANCES AND GRANTS** of Offices in Lapu-Lapu City

REQUIREMENTS OF THE SERVICE:

Officials, Employees, Teachers, Beneficiaries, Consultants, Mayor and Designated Official Liaison officers. Approved letter or Memo from the City Mayor for allotment release

REQUISITES: None

- Signed Obligation Request

SCHEDULE OF SERVICE AVAILABILITY:

Monday to Friday 8:00 AM to 5:00 PM except holidays

FEES/CHARGES: None

HOW TO AVAIL OF THE SERVICE:

SCHEDULE OF SERVICE AVAILABILITY:

STEPS	FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
2.	CLIENT	PERSONNEL		
1.	Submit memo from the LCE/Letter Request approved by the LCE	Verify the availability of appropriation balance	2 mins	Imelda O. Arong
		Process the advance Allotment Release Order (ARO)/Augmentation of Account into the system	5 mins	Imelda O. Arong
		Signs the ARO/ Augmentation of Accounts	3 mins	Judith D. Furuta
		Forward document to the City Accountant and City Mayor for signature and provide approved copies to COA, City Treasurer, City Accountant and the office concerned	1 day	Florencio L. Sevilla

3. PURCHASE REQUESTS

WHO MAY AVAIL OF THE SERVICE:

Department/Office Heads and Liaison Officers

REQUIREMENTS:

1. Purchase Request (System Only)
2. Project Procurement and Management Plan (PPMP)/Activity Design

FEES/CHARGES: None

SCHEDULE OF SERVICE AVAILABILITY:

Monday to Friday, 8:00 AM to 5:00 PM except holidays

HOW TO AVAIL OF THE SERVICE:

STEPS	FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
	CLIENT	PERSONNEL		
1.	Submit requirements	Receive and assign ObR control number to the document with signatory of the requesting office	2 mins	Aldrin T. Ybañez
		Classify account charges of claims based on the approved budget, balances of appropriation and supporting documents	5 mins	Susette P. Potot Evelyn I. Imperial Princess Rachael E. Patigdas
		Review the correctness of entries and supporting documents attached and countersign	3 mins	Susette P. Potot
		Certify existence of available appropriation	2 mins	Judith D. Furuta Ruby Ann A. Eyas Susette P. Potot
		Record and release of the certified financial document and forward to Accounting Office	3 mins	Eugene M. Cuito Elder O. Sumalinog

HOW TO AVAIL OF THE SERVICE:

STEPS	FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
	CLIENT	PERSONNEL		
B. 1.	1. Submit requirements	Review Purchase Request in eGAPS (Procurement Module) against Project Procurement Management Plan (PPMP)/Activity Design and determine account charges based on the approved budget, balances of appropriation and supporting documents	3 mins	Susette P. Potot
	2. Refer to Procurement Module of eGAPS			

- Approved Annual Investment Program with BDC Resolution
- SB Resolution adopting the AIP
- Budget Message
- Annual Procurement Plan (APP)
- Gender and Development (GAD) Plan and Budget duly certified by the city’s DILG
- Barangay Disaster Risk Reduction Management Plan duly certified by city’s DRRM
- Transmittal/Endorsement Letter
- Barangay Ordinance approving the Annual Budget
- Detailed Minutes of Meeting
- Work Program of certain expenses (e.g. Clean and Green Program)
- Breakdown/Computation of certain appropriations (e.g. Increase in Honoraria)
- Justification of Expenditures per Sector (e.g. Administrative Services)
- Statement of Government Equity of the next preceding year (from Accounting)
- Detailed Statement of Financial Performance of the next preceding year (from Accounting)
- Other documents as may be required by DBM/DILG and COA

FEES/CHARGES: None

SCHEDULE OF SERVICE AVAILABILITY:
Monday to Friday, 8:00 AM to 5:00 PM except holidays

2. BARANGAY SUPPLEMENTAL BUDGET (BSB)

WHO MAY AVAIL OF THE SERVICE:
Barangay Officials and Personnel in Lapu – Lapu

- REQUIREMENTS:**
- SB Ordinance approving the supplemental budget
 - Barangay Statement of Government Equity to support source of funds (if applicable)

3. SANGGUNIANG KABATAAN ANNUAL BUDGET (SKAB)

WHO MAY AVAIL OF THE SERVICE:

Barangay Sangguniang Kabataan Officers and Staff in Lapu – Lapu

REQUIREMENTS:

- Approved and reviewed barangay Annual Budget as basis
- SK Annual Budget Form (as per JMC No. 1 s. 2025 dated May 23, 2025)
- SK resolution approving SK Annual Budget
- Annual Barangay Youth Development Plan with resolution duly reviewed and certified by LYDO
- Transmittal/Endorsement Letter
- Budget Message
- SK Minutes of Meeting
- Annual Procurement Plan (APP)
- Work Program of certain expenses (e.g. Clean and Green Expenses)
- Computation/Breakdown of certain budgetary appropriations/expenses
- Justification of priority expenditures
- Other documents as may be required by DBM/DILG and COA

FEES/CHARGES: NONE

SCHEDULE OF SERVICE AVAILABILITY:

Monday to Friday, 8:00 AM to 5:00 PM except holidays

4. SANGGUNIANG KABATAAN SUPPLEMENTAL BUDGET (SKSB)

WHO MAY AVAIL OF THE SERVICE:

Barangay Sangguniang Kabataan Officers and Staff in Lapu – Lapu

REQUIREMENTS:

- SK Resolution approving the Supplemental Budget
- Barangay Supplemental Budget Preparation Form (BSBPF) Nos. 1 and 2
- Statement of Government Equity to support source of funds (if applicable)
- Transmittal/Endorsement Letter
- Amended Annual Barangay Youth Development Plan with resolution
- Minutes of the Meeting
- Work Program of certain expenses (e.g. Clean and Green Expenses)
- Computation/Breakdown of certain budgetary appropriations/expenses
- Justification of priority expenditures
- Other documents as may be required by DBM/DILG and COA

FEES/CHARGES: NONE

SCHEDULE OF SERVICE AVAILABILITY:

Monday to Friday, 8:00 AM to 5:00 PM except holidays

		Copies of the SP resolution/ordinance with the budget will be furnished to Accounting and COA offices.	Within 3 weeks	City Budget Office
5.	Claim the reviewed budget	Release budget with SP resolution/ordinance to the barangay concerned	Within 10 mins	May Flor S. Tongco Melbone O. Montejo

ADMINISTRATIVE SERVICES

REQUEST FOR COPIES OF DOCUMENTS (Obligation Request, Budget, SAAOB, etc.)

WHO MAY AVAIL OF THE SERVICE:

All government and private individuals

REQUIREMENTS:

Communication letter/Request Slip

FEES/CHARGES:

None

HOW TO AVAIL OF THE SERVICE:

STEPS	FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
	CLIENT	PERSONNEL		
1.	Present document or fill-up Request Slip	Receive, record and assign control number to the request/ communication letter	2 mins	Kimberly Ann M. Sumalinog Josefina M. Canillo
		Verify and facilitate the request	1 min	Genalyn S. Macan
		Assess the request, sign and forward to the concerned division	3 mins	Judith D. Furuta
		Prepare the document with signatory (if applicable) by the City Budget Officer	5 mins – 1 hr (varies on what document is requested)	Ruby Ann A. Eyas Imelda O. Arong Susette P. Potot May Flor S. Tongco Genalyn S. Macan
2.	Claim copy of requested document	Release of the document	2 mins	Kimberly Ann M. Sumalinog Josefina M. Canillo