

Functional Statement, Objectives and Expected Results

Office/Department > OFFICE OF THE CITY BUDGET OFFICER

Budget Year > 2012P4,930,282.00

I. FUNCTIONAL STATEMENT

1. Executive and Annual Budget
Assists the City Mayor in the preparation of the executive and annual budgets for legislative authorization.
2. Supplemental Budgets
Prepare the Supplemental Budget for legislative authorization and approval and for final submission and approval of the Sangguniang Pambayan.
3. Barangay Budgets
Review and approves the budget of the different barangays in the City as amended under Section 3 of PD 1375 OF THE Office of the President.
4. Allotment System
Issues allotment advice in support of the fund requirement for the conduct of the operations under each program. Allocates in accordance with planning services, available funds to program on the basis of approved guideline and priorities.
5. Technical Assistance
Develop and improves budgetary methods, procedures and guideline and justifications. Provides technical assistance in the application and utilization of budgetary methods and budget system.

- II. OBJECTIVES
To provide technical, secretarial staff services to the City Mayor and other local officials on budgeting and other related matters.

III. PROGRAMS/PROJECTS/ACTIVITIES

| Code Reference | Program/Activity/Project Description | Cost | Output Indicator | Target | Implementation Schedule | |
|----------------|--|------|--|---|-------------------------|---------------|
| | | | | | From | To |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| | Alignment of AIP with LDP | | AIP for the Budget year | Planning Dev't Office, Local Dev't Council & Local Sanggunian | Jan. 2012 | Jun. 2012 |
| | Formulation of fiscal policies & redirections for the Budget year. | | Local Budget Call for the budget year | Expanded Local Finance Committee & Local Chief Executive | Jul. 1, 2012 | Jul. 31, 2012 |
| | Review of existing programs/activities and preparation of budget proposal for the budget year | | Budget Proposals of Departments/Offices | All Department Heads | Jul. 1, 2012 | Jul. 31, 2012 |
| | Target Setting for each major final Output by program/project/activity | | Performance measures & targets for the budget year | All Department Heads | Jul. 1, 2012 | Jul. 31, 2012 |
| | LFC & LCE conducts technical budget hearings on budget proposals submitted by Department Heads | | Performance measures & targets for the budget year | All Department Heads | Aug.16, 2012 | Sep. 30, 2012 |
| | Budget Proposals are consolidated by LFC into a Local Expenditure Program | | Performance measures & targets for the budget year | Executive Budget | Sep. 16, 2012 | Sep. 30, 2012 |
| | Budget message is prepared by the LCE & is submitted to the Sangguniang Panlungsod together with the Executive Budget. | | Focused & Transparent Budget | Sangguniang Panlungsod | Oct. 1, 2012 | Oct. 15, 2012 |

Prepared by:

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City Budget Officer

Approved by:

RAMON D. TORRES
City Mayor