



# PROVINCIAL BUDGET OFFICE



## Budget Preparation

Preparation of the Annual and Supplemental Budgets of the Provincial Government, its presentation to the Sangguniang Panlalawigan and submission for review to the Dept. of Budget & Management & responsible for the formulation & implementation of instructions & directives embodying budgetary requirements & processes.

<b>Office or Division:</b>		Budget Preparation Services		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Provincial Government of Cavite		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
• Budget Proposals				PGC Offices
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Departments/ Units of the Provincial Government of Cavite submits Budget Proposals in compliance to Budget Call	1.1 Issuance of Budget Call	None	Not later than June 16 of the current year	Local Chief Executive/ Provincial Governor
	1.2 Preparation and Submission of Budget Proposal		Not later than July 15 of the current year	Department/Unit Heads
	1.3 Review/Consolidation of Budget Proposals		July 16 to August 14 of the current year	Provincial Budget Officer Administrative Officer V Administrative Officer II
	1.4 Conduct of Budget Hearing and Evaluation of Budget Proposals		August 15 to 25 of the current year	Local Finance Committee
	1.5 Preparation of Local Expenditure Program (LEP)		August 26 to October 9 of the current year	Provincial Budget Officer Administrative Officer V Administrative Officer II
	1.6 Preparation of Budget Message		October 10 to 15 of the current year	Local Chief Executive/Provincial Governor
	1.7 Submission of Local Expenditure Program (LEP)		Not later than October 16 of the current year	Local Chief Executive/Provincial Governor
	<b>TOTAL</b>	<b>None</b>	<b>4 months</b>	



## Budget Review

Assist in the review and evaluation of the approved Annual and Supplemental Budgets of component cities and municipalities in the province to ensure compliance with the budgetary requirements and general limitations provided for in the Local Government Code.

<b>Office or Division:</b>		Budget Review Services		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Local Government Units of Cavite (Cities and Municipalities)		
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Appropriation Ordinance</li> </ul>				Component Cities and Municipalities
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Cities/Municipalities in the Province of Cavite submits the Appropriation Ordinance	1.1 Receiving of Appropriation Ordinance	None	Upon endorsement of Appropriation Ordinance	Sangguniang Panlalawigan/ Committee on Finance, Budget and Appropriation
	1.2 Review the Appropriation Ordinance		70 days for Annual Budget 60 days for Supplemental Budget	Provincial Budget Officer Administrative Officer V
	1.3 Preparation of Review Action		Provincial Budget Officer Administrative Officer V	
	1.4 Endorsement of Review Action and Appropriation Ordinance to Sangguniang Panlalawigan		Provincial Budget Officer Administrative Officer V	
	<b>TOTAL</b>	<b>None</b>	<b>70/60 days</b>	



## Budget Execution and Accountability

Release of actual funding requirements to ensure that appropriations/ allotments for all programs/projects/ activities of each department/ office in the Provincial Government are appropriately obligated pursuant to budgetary rules & regulations and evaluate/monitor the efficiency of resource utilization and financial performance of the Provincial Government.

<b>Office or Division:</b>		Budget Execution Services		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Provincial Government of Cavite		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
• Obligation Request				PGC Offices
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME/ DURATION	PERSON RESPONSIBLE
1. Departments/Units of the Provincial Government of Cavite submits Obligation Requests	1.1 Receive ObRs and Assign Numbers	None	5 days / ObR	Administrative Aide III
	1.2 Record in the Book of Obligation			Administrative Officer IV Administrative Assistant II Administrative Aide VI
	1.3 Review and Validation of Obligation Request			Administrative Officer V
	1.4 Certification of Obligation Request			Provincial Budget Officer
	1.5 Transmittal of Obligation Request			Administrative Aide IV
	<b>TOTAL</b>	<b>None</b>	<b>5 days</b>	



## PROOF OF POSTING



*Provincial Budget Office Citizen's Charter Posted at the Office Entrance.*



## COMMUNICATION PLAN

The office ensures that all personnel are aware of the information on the services provided by the Provincial Budget Office as stated in its Citizen's Charter. They are capable of providing this information to clients. They can also promptly answer to queries on the details of the processes of services being delivered by the office.

## CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Provincial Budget Office	2 <sup>nd</sup> Floor Cavite Finance Center Bldg., Capitol Road, Trece Martires City, Cavite	Telephone (046) 419-3241 Telefax (046) 419-3241 Email Address budget_cavite@yahoo.com