

# FUNCTIONAL CHART

## OFFICE OF THE CITY BUDGET CITY OF ROXAS

<b>CITY BUDGET DIVISION</b>	<b>BARANGAY BUDGET DIVISION</b>	<b>ADMINISTRATIVE DIVISION</b>
<ol style="list-style-type: none"><li>1. Prepared the Executive Budget &amp; Special Budgets.</li><li>2. Preparation of Allotment Release Order (ARO).</li><li>3. Preparation of Periodic Budgetary Reports- Status of Appropriations Allotments, Obligations and Balances (SAAOB).</li><li>4. Review and Consolidate the Budget Proposals of the different offices of the city government under the jurisdiction of the city</li><li>5. Certified of Statement of Income and Expenditures.</li><li>6. .Processing of Obligation Requests (OBRs) as to the Existence of Appropriation.</li></ol>	<ol style="list-style-type: none"><li>1. Review and submission of barangay budgets – Annual and Supplemental Budgets.</li><li>2. Give technical assistance to Punong Barangay and SK Chairman in the preparation of their budget.</li><li>3. Certified of Statement and Expenditures.</li></ol>	<ol style="list-style-type: none"><li>1. Preparation of Payrolls, Vouchers, Application for Leave, Assigning Purchase Request Number and Follow Process GSIS Concern.</li><li>2. Processing of Obligations Request (OBRs) as to the Existence of Appropriation.</li></ol>