

**DUTIES AND RESPONSIBILITIES**  
**Publication Period: May 02 to 17, 2024**

**CITY BUDGET OFFICE**

**Plantilla Item No. 2 – Supervising Administrative Officer (Budget Officer IV) (SG 22)**

- 1) Assist the CBO in overseeing and coordinating the consolidation of project proposals of various departments for the preparation of the Annual Executive Budget and Supplemental budget;
- 2) Assist the CBO in preparation of forms, orders, and circulars embodying instructions on budgetary and appropriation matters;
- 3) Assist the CBO in reviewing the level and type of expenditures of different departments in preparation of the Annual Executive Budget and Supplemental budgets;
- 4) Monitor budget expenditures and appropriation balances;
- 5) Assist the CBO in compliance to the policies of the NGAs and DBM;
- 6) Assist the CBO in the preparation and submission of the periodic budgetary reports to DBM and NGAs;
- 7) Assist the CBO in establishing, upgrading, updating and maintaining systems and programs on budget operations;
- 8) Assist in the review of the consolidated budget proposals of different departments;
- 9) Assist the CBO in the review the consolidated Allotment Release Order / Budget Matrix / Financial Plan;
- 10) Assist the CBO in the Budget Execution and Budget Accountability process.
- 11) Assist the CBO in reviewing the approved budget of component local government units;
- 12) Supervise budgeting operations and administrative services sections.
- 13) Consolidate reports and ensure proper coordination with the Local Finance Committee and other LGU departments;
- 14) Recommend internal policies of the department for continuous system improvement;
- 15) Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 4 – Administrative Officer (Budget Officer I) (SG 11)**

- 1) Assist in the preparation and submission of the periodic budgetary reports;
- 2) Oversee Budgeting Assistant transactions;
- 3) Verify transactions for request for certificate of availability of appropriation;
- 4) Determine charging and checks available appropriation;
- 5) Ensure that all requests for certificate of availability of appropriation posted satisfy the requirements according to completeness of attachments, accuracy and correctness of details of appropriations;
- 6) Post transactions for assigned implementing offices;
- 7) Assist in the releases of allotments based on the approved Allotment Release Order and/or Budget Matrix;
- 8) Prepare periodic budget report on Appropriations, Allotment and Balances;
- 9) Assist in the preparation of Budget Execution Forms;
- 10) Prepare and monitor Daily Summary of transaction in the Budget Execution;
- 11) Safekeep Budget Execution documents (soft and hard copies) and turnover the same to Records Officer for disposal;
- 12) Perform other duties and responsibilities as may be assigned from time to time.