

### 3. Preparation of Supplemental Budget

Supplemental Budget may be enacted when supported by funds actually available as certified by the local treasurer. It further provides that funds are likewise deemed available when there are savings. Accordingly, the said Supplemental Budget shall be subject for approval by the Sangguniang Panlalawigan and subject for review by the Department of Budget and Management.

<b>Office or Division:</b>	Provincial Budget Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request for funding		Requesting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare the letter request for funding	1.1 Receive letter request.	n/a	1 minute	<i>Administrative Aide II</i> Provincial Budget Office
	1.2 Forward the letter to the PG Department Head.	n/a	1 minute	<i>Administrative Aide II</i> Provincial Budget Office
	1.3 Evaluate and instruct Supervising Administrative Officer (SAO) for determination of source of fund; Letter request forwarded to SAO.	n/a	10 minutes	<i>PG Department Head</i> Provincial Budget Office
	1.4 Consolidate other requests for funding and look for possible source of funds.	n/a	50 minutes	SAO Provincial Budget Office
	1.5 Prepare letter request for certification of availability of funds by PACCO & PTO.	n/a	10 minutes	SAO Provincial Budget Office
	1.6 Sign letter request.	n/a	2 minutes	<i>PG Department Head</i> Provincial Budget Office

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.Preparation of Supplemental Budget for Local Finance Committee			
	2.1 Receive certification of source of fund from PACCO	n/a	1 minute	<i>Administrative Aide II</i> Provincial Budget Office
	2.2 Prepare a draft of list for funding and forward to the Department Head for review	n/a	50 minutes	SAO Provincial Budget Office
	2.3 Review consolidated list for funding and forward to Local Finance Committee (LFC) for deliberation.	n/a	60 minutes	<i>PG Department Head</i> Provincial Budget Office
	3.Local Finance Committee Meeting			
	3.1 Check, review and reproduce copies of consolidated lists for funding for deliberation by the LFC member	n/a	50 minutes	SAO Provincial Budget Office
	3.2 Finalize all the requests approved for supplemental budget	n/a	60 minutes	SAO Provincial Budget Office
	4.Preparation of Supplemental Budget for approval of the Governor.			

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	4.1 Prepare supplemental budget together with other pertinent documents and forward to PG Assistant Department Head for review.	n/a	100 minutes	SAO Provincial Budget Office
	4.2 Review Supplemental Budget as to correctness and accuracy.	n/a	30 minutes	<i>PG Assistant Department Head</i> Provincial Budget Office
	4.3 Forward to PG Department Head for signature.	n/a	10 minutes	<i>Administrative Aide IV</i> Provincial Budget Office
	4.4 Affix signature and forward to Supervising Administrative Officer for Governor's signature.	n/a	10 minutes	<i>PG Department Head / Administrative Aide IV</i> Provincial Budget Office
	5.SP Approval			
	5.1 Forward to the Sanggunian Panlalawigan for approval through enactment of Appropriation Ordinance.		5 minutes	<i>Supervising Administrative Officer</i> Provincial Budget Office
	<b>TOTAL:</b>	n/a	<b>7 hours and 30 minutes</b>	