SILANG WATER DISTRICT

BUDGET DIVISION WORK FLOW

DIVISION MANAGER C

CORPORATE BUDGET SPECIALIST B

LEGEND:
→ FLOW
←---→ SAME DUTIES
⏜ DUTIES

ADMINISTRATIVE DIVISION

COMMERCIAL DEPARTMENT

HUMAN RESOURCE DIVISION

ENGINEERING & OPERATIONS DEPARTMENT

FINANCE DEPARTMENT

OFFICE OF THE GEN. MANAGER

BOARD OF DIRECTORS

RECEIVES & CONSOLIDATES PROPOSED BUDGET PER DIVISION

SUBMITS CONSOLIDATED PROPOSED BUDGET TO THE GENERAL MANAGER, DMC'S & OFFICERS FOR REVIEW & APPROVAL

PREPARES FINAL ANNUAL BUDGET AFTER GEN. MANAGER'S PRESENTATION TO THE BOARD FOR APPROVAL

SUBMISSION/DISTRIBUTION OF FINAL ANNUAL BUDGET TO LWUA, DBM AND DMC'S BY THE DIVISION MANAGER-BUDGET

RECEIVES & CHECKS PURCHASE ORDERS, BILLINGS, REPLENISHMENTS, LIQ. OF ADVANCES, PAYROLL SUMMARIES & VARIOUS EXPENDITURES PER DIVISION

POSTS/RECORDS PURCHASE ORDERS, BILLINGS, REPLENISHMENTS, LIQ. OF ADVANCES, PAYROLL SUMMARIES & VARIOUS EXPENDITURES TO VARIOUS BUDGET CONTROL BOOKS MANUALLY & COMPUTERIZED

PREPARES (BUR) BUDGET UTILIZATION REQUEST PER PURCHASE ORDER, BILLING, REPLENISHMENT, LIQ. OF ADVANCES, PAYROLL SUMMARY & VARIOUS EXPENDITURES THEN SIGNED BY THE DIVISION MANAGER C

SUBMITS BUR TO DIVISION HEADS FOR SIGNATURE

SUBMITS BUR TO ACCOUNTING DIV. FOR CERTIFICATION OF AVAILABILITY OF FUNDS/VOUCHER PREPARATION

PREPARES/CHECKS VARIOUS SCHEDULES REQUESTED PER DIVISION

PREPARES VARIOUS SCHEDULE REQUESTED PER DIVISION/DEPARTMENT