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| 1.5. Consolidation of Budget Proposals | September 17-28, 2011 |
| 1.6. Budget Message, Local Expenditure Program
And BESF Preparation | October 1-15, 2011 |
| 1.7. Submission of Executive Budget | October 16, 2011 |

2. The Budget Preparation Forms to be submitted together with other documents are As follows:

- 1.1. Local Budget Preparation Form No. 1
- 1.2. Local Budget Preparation Form No. 2
- 1.3. Local Budget Preparation Form No. 3
- 1.4. Local Budget Preparation Form No. 3A
- 1.5. Local Budget Preparation Form No. 4
- 1.6. Local Budget Preparation Form No. 5
- 1.7. Local Budget Preparation Form No. 6
- 1.8. Local Budget Preparation Form No. 7
- 1.9. Local Budget Preparation Form No. 8
- 1.10. Organizational Structure of the implementing office
- 1.11. Proposed special provisions/operating policies to be incorporated in the Executive Budget.

3. These budget preparation forms (B.P. Form No. 2, 3 and 4) documents (organizational structure and staffing summary special provisions) shall be submitted to the LFC, thru the City Budget Officer, on or before August 15, 2011 for consolidation and review.
4. Any queries, clarifying questions, issues and observations relative to these guidelines shall be referred at once to the Local Finance Committee for resolution during the budget workshop. Technical and other form of assistance in the preparation of the 2012 Annual Budget may be requested from the Local Budget Officer.

Please be guided accordingly.


RODOLFO Y. GANTUAÑECO
City Mayor