

OFFICE OF THE MUNICIPAL BUDGET FUNCTIONAL CHART



Municipal Budget Officer

1. Prepare forms, orders and circulars embodying instructions on budgetary and appropriation matters for signature of the LCE
2. Review and consolidate the budget proposals of different departments and offices of the LGU,
3. Assists the Municipal Mayor in the preparation of the budget and during hearings,
4. Study and evaluate budgetary implications of proposed legislations and submit comments and recommendations thereon,
5. Submit periodic budgetary reports to the Department of Budget and Management,
6. Coordinate with the Municipal Treasurer, Municipal Accountant and the MPDC for the purpose of budgeting
7. Assists the Sangguniang Bayan in reviewing the LEP Submitted by LCE for authorization,
8. Makes elementary review of barangay budgets submitted by Punong Barangays and pass on commentary to the Local Finance Committee,
9. Coordinate with the Municipal Planning and Development Coordinator in the formulation of the development plan,
10. Prepares periodic reports as requested by the Provincial Budget Office, the DBM-CAR-RO and other agencies,
11. Provide technical assistance to the SB in the review of municipal, and barangay annual/supplemental budgets,
12. Is a member of the Monitoring and Evaluation Team,
13. Does other related functions assigned by the LCE.

Budget Officer I

1. Assists the MBO in the review and consolidation of budget proposals of the different offices of the LGU for preliminary budget hearings,
2. Prepares the annual/supplemental budget on the prescribed forms after the approval by the Sangguniang Bayan and forward the same to the Sangguniang Panlalawigan for final review'
3. Posts daily Requests for Obligation of all approved PR/Training designs/Vouchers,
4. Maintains Daily Registries of allotment on PS, MOOE, CO of the different departments,
5. Performs routine tasks in reviewing, checking, totaling and comparing budget requests, expenditures and similar data and the review of department and in the preparation of budgets,
6. Keeps records on budget authorization, allotments and current expenditures and prepares budget execution forms as per E-NGAS,
7. Review individual items for processing against the budget amount and reports to the MBO or other competent official for variation, deviation, which may need additional review or special authorization,
8. Act as liaison to different offices/agencies when necessary,
9. Assemble forms in preparing department and municipal budget requests and under authority from the MBO, sends out budget forms and appropriate budget instructions,
10. Performs related duties as may be assigned by supervisors.

Casual Clerk

1. Posts daily requests for obligations,
2. Maintains daily registries of allotment on PS, MOOE, CO of different departments,
3. Act as liaison to different offices/agencies when necessary,
4. Do clerical jobs like filing, receiving, dispatching, encoding, preparing budget review and indorsements,
5. Does related duties as may be assigned by supervisors,
6. Prepares budget execution forms as per E-NGAS.

Frontline Services Offered

1. Certification of the Obligation Request Slip (ORS) and Recording
2. Certification of the Obligation Request Slip (ORS) and Recording-Cash Advances (Travelling Expenses)
3. Certification of the Obligation Request Slip (ORS) and Recording-Maternity Leave
4. Certification of the Obligation Request Slip (ORS) and Recording-Monetization Leave
5. Certification of the Obligation Request Slip (ORS) and Recording-Procurement of Goods thru Shopping
6. Certification of the Obligation Request Slip (ORS) and Recording- Procurement of Goods and Infrastructure thru Public Bidding
7. Certification of the Obligation Request Slip (ORS) and Recording- Overtime Pay
8. Certification of the Obligation Request Slip (ORS) and Recording-Repair and Maintenance Motor Vehicles/Office Equipment, and other PPEs)
9. Certification of the Obligation Request Slip (ORS) and Recording for Salaries, Wages, Allowances & Bonuses (PERA, RATA, Clothing Allowance, Hazard Pay, Laundry & Subsistence Allowance, Mid-Year Bonus, Year-End Bonus, Cash Gifts, Etc.)
10. Certification of the Obligation Request Slip (ORS) and Recording-Terminal Leave Benefits
11. Certification of the Obligation Request Slip (ORS) and Recording-Travelling/Training Expenses
12. Certification of the Obligation Request Slip (ORS) and Recording- Utilities Expenses (Oil and lubricants, power services, telephone, advertising, communication, etc.)
13. Inquiry on Budgetary Matters (DBM Issuances on Procurement, Circulars, Memoranda, etc.)
14. Sangguniang Kabataan (SK) Budget Preliminary Review and Technical Assistance
15. Barangay Budget Preliminary Review and Technical Assistance