



Chapter IV

Municipal Budget Office (MBO)

Internal Services



1. Certification of the Obligation Request Slip (ORS) and Recording

This service of the Municipal Budget Office is in keeping with the recording of certification of existence of available appropriation of PPA.

Office or Division:	Municipal Budget Office			
Classification:	G2G			
Type of Transaction:	Simple			
Who will avail:	End-users (National Agencies, LGU Offices)- All Government Agencies (NGAs, LGUs, GOCCs, WDs, SUCs, LCUs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Office of the requesting agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the ORS	1.0 Scrutinize the ORS, check/verify for the existence of appropriation of claim and affix office function, account codes and number then record the same in the ORS log	None	8 minutes	<i>Budget Officer III</i> MBO
	1.1 Sign the existence of available appropriation/ Certification as to the available appropriation		1 minutes	<i>Budget Officer III</i> MBO
	1.2 Take the signed ORS to the next responsible office		3 minutes	<i>Budget Officer III</i> MBO
TOTAL		None	12 minutes	



2. Certification of the Obligation Request Slip (ORS) and Recording-Cash Advances (Travelling Expenses)

This service of the Municipal Budget Office is in keeping with the recording of obligations and balances of appropriations of the different offices of the municipality to automatically inform them of the remaining budget for every quarter. The report on obligations and balances are given every three months on the first week of each quarter.

Office or Division:	Municipal Budget Office			
Classification:	G2G			
Type of Transaction:	Simple			
Who will avail:	End-users (LGU Offices)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ORS duly signed by the Requisitioner/Department Head of the Office where the claim will be charged.		Office/Department of the Requisitioner		
Approved Travel Order (TO)		Office of the Municipal Mayor and/or Municipal Vice Mayor		
Approved Itinerary of Travel		Office of the Municipal Mayor and/or Municipal Vice Mayor		
Invitation Letter in case of trainings/seminars		Agency who conducted the training		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the ORS	1.0 Scrutinize the ORS, check/verify for the existence of appropriation of claim and affix office function, account codes and number then record the same in the ORS log	None	8 minutes	For General Fund (GF): <i>Budgeting Aide IV</i> Municipal Budget Office (MBO) For Special Education Fund (SEF): <i>Budgeting Assistant</i> MBO



	1.1 Sign the existence of available appropriation /Certification as to the available appropriation	None	1 minute	<i>Municipal Budget Officer and/or The Authorized Signatory MBO</i>
	1.2 Take the signed ORS to the next responsible office	None	3 minutes	For General Fund: <i>Budgeting Aide IV MBO</i> For Special Education Fund: <i>Budgeting Assistant MBO</i>
TOTAL		None	12 minutes	



3. Certification of the Obligation Request Slip (ORS) and Recording- Maternity Leave

This service of the Municipal Budget Office is in keeping with the recording of obligations and balances of appropriations of the different offices of the municipality to automatically inform them of the remaining budget for every quarter. The report on obligations and balances are given every three months on the first week of each quarter.

Office or Division:	Municipal Budget Office			
Classification:	G2G			
Type of Transaction:	Simple			
Who will avail:	Local Government Employee of LGU (Plantilla position)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ORS duly signed by the Requisitioner/Department Head of the Office where the claim will be charged.		Office/Department of the Requisitioner		
Approved application for leave		Human Resource Management Office under Mayor's Office		
Maternity Leave Clearance		Human Resource Management Office under Mayor's Office		
Medical Certificate for Maternity Leave		Physician of the Applicant availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the ORS	1.0 Scrutinize the ORS, check/verify for the existence of appropriation of claim and affix office function, account codes and number then record the same in the ORS log	None	8 minutes	<i>Budgeting Aide IV</i> MBO



	1.1 Sign the existence of available appropriation/ Certification as to the available appropriation		1 minutes	<i>Municipal Budget Officer and/or The Authorized Signatory MBO</i>
	1.2 Take the signed ORS to the next responsible office		3 minutes	<i>Budgeting Aide IV MBO</i>
TOTAL		None	12 minutes	



4. Certification of the Obligation Request Slip (ORS) and Recording-Monetization Leave

This service of the Municipal Budget Office is in keeping with the recording of obligations and balances of appropriations of the different offices of the municipality to automatically inform them of the remaining budget for every quarter. The report on obligations and balances are given every three months on the first week of each quarter.

Office or Division:	Municipal Budget Office			
Classification:	G2G			
Type of Transaction:	Simple			
Who will avail:	Local Government Employee of LGU (Plantilla position)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ORS duly signed by the Requisitioner/Department Head of the Office where the claim will be charged		Office/Department of the Requisitioner		
Approved Application for Leave (10 days)		Human Resource Management Office		
**Request for leave covering more than 10 days duly approved by the Head of Agency		Mayor's Office		
**Additional requirements for monetization of 50%				
Clinical Abstract in case of health medical and hospital needs; and/or Brgy. Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc.		Physician of the Applicant/availing the service; and/or Barangay of the client availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the ORS	1.0 Scrutinize the ORS, check/verify for the existence of appropriation of claim and affix office function, account codes and number then record the same in the ORS log	None	8 minutes	<i>Budgeting Aide IV</i> MBO



	1.1 Sign the existence of available appropriation/ Certification as to the available appropriation	None	1 minutes	<i>Municipal Budget Officer and/or The Authorized Signatory MBO</i>
	1.2 Take the signed ORS to the next responsible office	None	3 minutes	<i>Budgeting Aide IV MBO</i>
TOTAL		None	12 minutes	



5. Certification of the Obligation Request Slip (ORS) and Recording-Procurement of Goods thru Shopping

This service of the Municipal Budget Office is in keeping with the recording of obligations and balances of appropriations of the different offices of the municipality to automatically inform them of the remaining budget for every quarter. The report on obligations and balances are given every three months on the first week of each quarter.

Office or Division:	Municipal Budget Office			
Classification:	G2G			
Type of Transaction:	Simple			
Who will avail:	End-users (LGU Offices)			
CHECKLIST REQUIREMENT		WHERE TO SECURE		
ORS duly signed by the Requisitioner/Department Head of the Office where the claim will be charged.		Office/Department of the Requisitioner		
Purchase Request		Office/Department of the client availing the service		
Project Proposal, if applicable		Office/Department of the client availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the ORS	1.0 Scrutinize the ORS, check/verify for the existence of appropriation of claim and affix office function, account codes and number then record the same in the ORS log	None	8 minutes	For General Fund (GF): <i>Budgeting Aide IV</i> MBO For Special Education Fund (SEF): <i>Budgeting Assistant</i> MBO



	1.1 Sign the existence of available appropriation / Certification as to the available appropriation	None	1 minute	<i>Municipal Budget Officer and/or The Authorized Signatory MBO</i>
	1.2 Take the signed ORS to the next responsible office	None	3 minutes	For General Fund: <i>Budgeting Aide IV MBO</i> For Special Education Fund: <i>Budgeting Assistant MBO</i>
TOTAL		None	12 minutes	



6. Certification of the Obligation Request Slip (ORS) and Recording-Procurement of Goods and Infrastructure thru Public Bidding

This service of the Municipal Budget Office is in keeping with the recording of obligations and balances of appropriations of the different offices of the municipality to automatically inform them of the remaining budget for every quarter. The report on obligations and balances are given every three months on the first week of each quarter.

Office or Division:	Municipal Budget Office			
Classification:	G2G			
Type of Transaction:	Simple			
Who will avail:	End-users (LGU Offices)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ORS duly signed by the Requisitioner/Department Head of the Office where the claim will be charged.		Office/Department of the Requisitioner		
Bidding documents as prescribed under R.A. 9184		Bids and Award Committee c/o Secretariat under Mayor's Office		
Statement of Work Accomplished		For Infrastructure projects: Office of the Municipal Engineer and/or MPDO; For Goods and Services: Office of the Requisitioner/End-user		
Inspection Report				
Certificate of Completion				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the ORS	1.0 Scrutinize the ORS, check/verify for the existence of appropriation of claim and affix office function, account codes and number then record the same in the ORS log	None	8 minutes	For General Fund (GF): <i>Budgeting Aide IV</i> Municipal Budget Office (MBO) For Special Education Fund (SEF): <i>Budgeting Assistant</i> MBO



	1.1 Sign the existence of available appropriation/ Certification as to the available appropriation	None	1 minute	<i>Municipal Budget Officer and/or The Authorized Signatory MBO</i>
	1.2 Take the signed ORS to the next responsible office	None	3 minutes	For General Fund: <i>Budgeting Aide IV MBO</i> For Special Education Fund: <i>Budgeting Assistant MBO</i>
TOTAL		None	12 minutes	



7. Certification of the Obligation Request Slip (ORS) and Recording-Overtime Pay

This service of the Municipal Budget Office is in keeping with the recording of obligations and balances of appropriations of the different offices of the municipality to automatically inform them of the remaining budget for every quarter. The report on obligations and balances are given every three months on the first week of each quarter.

Office or Division:	Municipal Budget Office			
Classification:	G2G			
Type of Transaction:	Simple			
Who will avail:	Local Government Employee of LGU (Plantilla position)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ORS duly signed by the Requisitioner/Department Head of the Office where the claim will be charged.		Office/Department of the Requisitioner		
Authority to render overtime stating the necessity and urgency of the works to be done and the duration of overtime work		Office of the Municipal Mayor		
Quantified Overtime accomplishment duly signed by the employee and supervisor		Office/Department of the client availing the service		
Approved Daily Time Record		Office/Department of the client availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the ORS	1.0 Scrutinize the ORS, check/verify for the existence of appropriation of claim and affix office function, account codes and number then record the same in the ORS log	None	8 minutes	<i>Budgeting Aide IV</i> MBO



	1.1 Sign the existence of available appropriation / Certification as to the available appropriation	None	1 minutes	<i>Municipal Budget Officer and/or The Authorized Signatory MBO</i>
	1.2 Take the signed ORS to the next responsible office	None	3 minutes	<i>Budgeting Aide IV MBO</i>
TOTAL		None	12 minutes	



8. Certification of the Obligation Request Slip (ORS) and Recording- Repair and Maintenance (Motor Vehicles/Office Equipment, and other PPEs)

This service of the Municipal Budget Office is in keeping with the recording of obligations and balances of appropriations of the different offices of the municipality to automatically inform them of the remaining budget for every quarter. The report on obligations and balances are given every three months on the first week of each quarter.

Office or Division:		Municipal Budget Office		
Classification:		G2G		
Type of Transaction:		Simple		
Who will avail:		End-users (LGU Offices)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ORS duly signed by the Requisitioner/Department Head of the Office where the claim will be charged.		Office/Department of the Requisitioner		
Pre-repair inspection report showing in detail the scope of work/extent of repair to be done		Supply Office		
Purchase Request, if applicable		Office/Department of the client availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the ORS	1.0 Scrutinize the ORS, check/verify for the existence of appropriation of claim and affix office function, account codes and number then record the same in the ORS log	None	8 minutes	For General Fund (GF): <i>Budgeting Aide IV</i> Municipal Budget Office (MBO) For Special Education Fund (SEF): <i>Budgeting Assistant</i> MBO



	1.1 Sign the existence of available appropriation/ Certification as to the available appropriation	None	1 minute	<i>Municipal Budget Officer and/or The Authorized Signatory MBO</i>
	1.2 Take the signed ORS to the next responsible office	None	3 minutes	For General Fund: <i>Budgeting Aide IV MBO</i> For Special Education Fund: <i>Budgeting Assistant MBO</i>
TOTAL		None	12 minutes	



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.)

This service of the Municipal Budget Office is in keeping with the recording of obligations and balances of appropriations of the different offices of the municipality to automatically inform them of the remaining budget for every quarter. The report on obligations and balances are given every three months on the first week of each quarter.

Office or Division:	Municipal Budget Office
Classification:	G2G
Type of Transaction:	Simple
Who will avail:	Local Government Employee of LGU (elected, appointed)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ORS duly signed by the Requisitioner/Department Head of the Office where the claim will be charged.	Office/Department of the Requisitioner
Supporting documents attached to the ORS or other requirements are as follows:	Municipal Accounting Office
B.1. General Claims: Approved Payroll	Human Resource Management Office under Mayor's Office
B.2. First Salary: Certified true copy of duly Approved Appointment	Human Resource Management Office under Mayor's Office
Certified true copy of Oath of Office	
Certificate of Assumption to Duty	
Statement of Assets, Liabilities and Networth (SALN)	
B.3. Last Salary: Clearance from money, property and other accountabilities	Human Resource Management Office under Mayor's Office
Approved DTR	
B.4. Salary Differentials due to promotions and/or Step Increment: Certified true copy of approved appointment in case of promotion or NOSA in case of step increment/salary increase	Human Resource Management Office under Mayor's Office
Certificate of Assumption to Duty	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the Obligation Request Slip (ORS)	1.0 Scrutinize the ORS, check/verify for the existence of appropriation of claim and affix office function, account codes and number then record the same in the ORS log	None	8 minutes	For General Fund (GF): <i>Budgeting Aide IV</i> Municipal Budget Office (MBO) For Special Education Fund (SEF): <i>Budgeting Assistant</i> MBO
	1.2 Sign the existence of available appropriation / Certification as to the available appropriation	None	1 minute	<i>Municipal Budget Officer and/or</i> <i>The Authorized Signatory</i> MBO
	1.3 Take the signed ORS to the next responsible office	None	3 minutes	For General Fund: <i>Budgeting Aide IV</i> MBO For Special Education Fund: <i>Budgeting Assistant</i> MBO
TOTAL		None	12 minutes	



10. Certification of the Obligation Request Slip (ORS) and Recording-Terminal Leave Benefits

This service of the Municipal Budget Office is in keeping with the recording of obligations and balances of appropriations of the different offices of the municipality to automatically inform them of the remaining budget for every quarter. The report on obligations and balances are given every three months on the first week of each quarter.

Office or Division:	Municipal Budget Office			
Classification:	G2G			
Type of Transaction:	Simple			
Who will avail:	Local Government Employee of LGU (Plantilla position)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ORS duly signed by the Requisitioner/Department Head of the Office where the claim will be charged.		Office/Department of the Requisitioner		
Clearance from money, property and other accountabilities		Human Resource Management Office under Mayor's Office		
Employees leave card as of last date of service or certificate of leave credits issued by the HRMO		Human Resource Management Office under Mayor's Office		
Approved Application for Leave		Human Resource Management Office under Mayor's Office		
SALN		Human Resource Management Office under Mayor's Office		
**In case of resignation, employee's letter of resignation duly accepted by the Head of the Agency		Office of the Municipal Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the ORS	1.0 Scrutinize the ORS, check/verify for the existence of appropriation of claim and affix office function, account codes and number then record the same in the ORS log	None	8 minutes	<i>Budgeting Aide IV</i> MBO



	1.1 Sign the existence of available appropriation/ Certification as to the available appropriation	None	1 minutes	<i>Municipal Budget Officer and/or The Authorized Signatory MBO</i>
	1.2 Take the signed ORS to the next responsible office	None	3 minutes	<i>Budgeting Aide IV MBO</i>
TOTAL		None	12 minutes	



11. Certification of the Obligation Request Slip (ORS) and Recording-Travelling/Training Expenses

This service of the Municipal Budget Office is in keeping with the recording of obligations and balances of appropriations of the different offices of the municipality to automatically inform them of the remaining budget for every quarter. The report on obligations and balances are given every three months on the first week of each quarter.

Office or Division:		Municipal Budget Office		
Classification:		G2G		
Type of Transaction:		Simple		
Who will avail:		Local Government Employee of LGU (Plantilla position)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ORS duly signed by the Requisitioner/Department Head of the Office where the claim will be charged.		Office/Department of the Requisitioner		
Approved Travel Order (TO)		Human Resource Management Office under Mayor's Office		
Approved Itinerary of Travel		Office of the Approving Department/Office		
Certificate of appearance /attendance		Agency who conducted the training or attended office		
Certification/authority by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills/official receipts if the expenses incurred exceeded the prescribed rate per day		Office of the Municipal Mayor and/or Municipal Vice Mayor		
Official Receipt (Registration fees)		Agency who conducted the training		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the ORS	1.0 Scrutinize the ORS, check/verify for the existence of appropriation of claim and affix office function, account	None	8 minutes	For General Fund (GF): <i>Budgeting Aide IV</i> Municipal Budget Office (MBO)



	codes and number then record the same in the ORS log			For Special Education Fund (SEF): <i>Budgeting Assistant MBO</i>
	1.1 Sign the existence of available appropriation/ Certification as to the available appropriation	None	1 minute	<i>Municipal Budget Officer and/or The Authorized Signatory MBO</i>
	1.2 Take the signed ORS to the next responsible office	None	3 minutes	For General Fund: <i>Budgeting Aide IV MBO</i> For Special Education Fund: <i>Budgeting Assistant MBO</i>
TOTAL		None	12 minutes	



12. Certification of the Obligation Request Slip (ORS) and Recording- Utilities Expenses (Oil and lubricants, power services, telephone, advertising, communication, etc.)

This service of the Municipal Budget Office is in keeping with the recording of obligations and balances of appropriations of the different offices of the municipality to automatically inform them of the remaining budget for every quarter. The report on obligations and balances are given every three months on the first week of each quarter.

Office or Division:	Municipal Budget Office			
Classification:	G2G			
Type of Transaction:	Simple			
Who will avail:	End-users (LGU Offices)			
CHECKLIST REQUIREMENT		WHERE TO SECURE		
ORS duly signed by the Requisitioner/Department Head of the Office where the claim will be charged.		Office/Department of the Requisitioner		
Statement of Account/Bill, Invoice		Billing Agency/Inc.		
Purchase Request		Office/Department of the Requisitioner and Office of the Approving Department/Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the ORS	1.0 Scrutinize the ORS, check/verify for the existence of appropriation of claim and affix office function, account codes and number then record the same in the ORS log	None	8 minutes	For General Fund (GF): <i>Budgeting Aide IV</i> Municipal Budget Office (MBO) For Special Education Fund (SEF): <i>Budgeting Assistant</i> MBO



	1.1 Sign the existence of available appropriation/ Certification as to the available appropriation	None	1 minute	<i>Municipal Budget Officer and/or The Authorized Signatory MBO</i>
	1.2 Take the signed ORS to the next responsible office	None	3 minutes	For General Fund: <i>Budgeting Aide IV MBO</i> For Special Education Fund: <i>Budgeting Assistant MBO</i>
TOTAL		None	12 minutes	



13. Inquiry on Budgetary Matters (DBM Issuances on Procurement, Circulars, Memoranda, etc.)

This service of the Municipal Budget Office is in keeping updated with NFCIs on IRA and being informed with relevant Budget Circulars, Memoranda, circular letters and other Joint Circulars important and relevant to the Barangay LGUs, other concerned offices and to the general public for their ready legal reference.

Office or Division:	Municipal Budget Office			
Classification:	G2G, G2C			
Type of Transaction:	Simple			
Who will avail:	LOCAL GOVERNMENT UNIT OF BARANGAY, LOCAL FINANCE COMMITTEE, DEPARTMENT/OFFICES; BIDS AND AWARDS COMMITTEE			
CHECKLIST REQUIREMENT		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State the needed issuances/ document	1.0 Check on the incoming communication log or in the compendium ** If available, take note of the file folder number 1.1 Look for the needed document from the number of file folder **If client asks for copy/ies, reproduce and issue copy/ies	None	30 minutes	<i>All MBO Staff MBO</i>
TOTAL		None	30 minutes	



14. Sangguniang Kabataan (SK) Budget Preliminary Review and Technical Assistance

The Municipal Budget Office is tasked to assist the Sangguniang Kabataan (SK) in the preparation of their annual budget and supplemental budget, if any. It ensures compliance with Republic Act No. 10742 prior to the review and approval by the Sangguniang Bayan.

Office or Division:	Municipal Budget Office			
Classification:	G2G			
Type of Transaction:	Simple			
Who will avail:	Sangguniang Kabataan Council from the 9 barangays of LGU Itogon			
CHECKLIST REQUIREMENT		WHERE TO SECURE		
Annual/Supplemental Budget		Sangguniang Kabataan Council from the 9 barangays of LGU Itogon		
SK Resolution approving the SK Annual/Supplemental Budget.		Sangguniang Kabataan Council c/o SK Chairperson		
Copy of the Comprehensive Barangay Youth Dev't Plan(CBYDP)&Annual Barangay Youth Investment Program(ABYIP) prepared and approved by the SK through a resolution				
Copy of the certification of the Barangay Treasurer of the estimated ten percent (10%) of the General Fund of the Barangay for the ensuing FY				
Copy of the certification of the SK Treasurer of all other funds actually available for appropriation				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the Barangay Annual Budget	1.0 Check/verify contents of the budget and documentary and signature requirements	None	1 day	<i>Budget Officer II</i> MBO
	1.1 Undertake preliminary review of the Appropriation Ordinance of the Barangay and make recommendations	None	1 day	<i>Municipal Budget Officer</i> MBO



	for consideration of the Sangguniang Bayan			
	1.2 The Local Finance Committee endorses to the Sangguniang Bayan their preliminary review to assist the SB in the review and evaluation of the SK Annual Budget and recommend the appropriate action thereon	None	4 hours	<i>Local Finance Committee Members (LFC)</i>
TOTAL		None	2 days, 4hours	
Sangguniang Kabataan Budget Preliminary Review and Technical Assistance is covered under RA 7160, Sec. 475 (b)(7)				



15. Barangay Budget Preliminary Review and Technical Assistance

The Municipal Budget Office is tasked to assist the barangays in the preparation of their annual budget and supplemental budget, if any. It ensures compliance with statutory contractual obligation and budgetary requirements prior to the review and approval by the Sangguniang Bayan.

Office or Division:	Municipal Budget Office			
Classification:	G2G			
Type of Transaction:	Simple			
Who will avail:	Barangay Councils - 9 barangays in the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Annual/Supplemental Budget		Barangay Councils c/o The Barangay Treasurer and Secretary		
Appropriation Ordinance				
Plantilla of Personnel				
List of Projects Chargeable against the 20% DF				
Statement of Indebtedness, if any				
Sangguniang Barangay Approved AIP		Office of the Municipal Accountant		
Certified Statement of Actual Receipts and Expenditure duly signed by Municipal Accountant				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in the Barangay Annual Budget	1.0 Check/verify contents of the budget and documentary and signature requirements	None	1 day	<i>Budget Officer II</i> MBO
	1.1 Undertake preliminary review of the Appropriation Ordinance of the Barangay and make recommendations for consideration of the Sangguniang Bayan	None	1 day	<i>Municipal Budget Officer</i> MBO



	1.2 Endorse the Local Finance Committee preliminary review to the Sangguniang Bayan to assist the SB Members in the review and evaluation of the Barangay Annual Budget and recommend the appropriate action thereon	None	4 hours	<i>Local Finance Committee Members (LFC)</i>
TOTAL		None	2 days, 4hours	
Barangay Budget Preliminary Review and Technical Assistance is covered under RA 7160, Sec. 475 (b)(7)				