



OFFICE OF THE MUNICIPAL BUDGET



1. PREPARATION OF OBLIGATION REQUEST

Obligation Request (OR) is the primary document in Budget Accountability stage, it originates in Budget Office and serves as source document to control the approved Budget.

Office or Division:	OFFICE OF THE MUNICIPAL BUDGET OFFICER		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Government employees, suppliers, contractor		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. For Personnel Services			
Payroll		Human Resource Department	
Daily time record			
B. For Travelling Expenses			
1. Approved Travel Order		Requesting Office	
2. Itinerary of Travel			
3. Certificate of Appearance			
4. Travel completed, Tickets		Requesting Personnel	
C. For Documents			
1. Approved Purchase Request		Requesting Office	
2. Approved Program of Work (For Infrastructure Project)		Mun. Engineering Office	
3. Abstract of Bid/Canvass Papers		BAC Secretariat	
4. Approved Purchased Order/Job Order		BAC Secretariat	
D. For Utilities/Recurring Expenses			
1. Billing Statements		Requesting Office	
E. For Grants and Donations			
1. Approved Letter Request/ Case Study		Office of the Municipal Social Welfare Services	
2. Certificate of Indigency		Barangay of Indigent	
3. Official Receipts of Medicines / and other related receipts		Requesting indigent	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Municipal Budget Office and submit requirements/documents	1.1. Check the availability of appropriation, review attachments.		5 minutes	<i>Ms. Perla Castro Admin Aide</i>
	1.2. Assigning of Obligation Number and prepare the Obligation Request		8 minutes	<i>Riza Aira T. Resquites Casual - Budget Aide</i>
2. Proceed to the requesting Official	2. Sign the Obligation Request Certifying as to appropriation / allotment is necessary, lawful and under his/her direct supervision.		5 minutes	<i>Requesting Official</i>
TOTAL :			18 minutes	



2. CERTIFICATION AS TO EXISTENCE OF AVAILABLE APPROPRIATION

This certifies the existence of and availability of appropriation that Local Budget Officer tracks the appropriation release allotments and subsequently obligated and disbursed by the various department offices.

Office or Division:	OFFICE OF THE MUNICIPAL BUDGET OFFICER			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:				
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
Obligation Request Form signed by the requesting Official		Requesting Official		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Municipal Budget Office	1. Sign the Obligation request certifying the existence of available appropriation.		4 minutes	<i>Ms. Irene O. Banawa Municipal Budget Officer</i>
TOTAL :			4 minutes	



3. REVIEW OF BARANGAY BUDGET

The Local Budget Officer serves as Technical Assistant of the Sangguniang Bayan in reviewing the Annual and Supplemental Budget of Barangay and Sangguniang Kabataan

Office or Division:	OFFICE OF THE MUNICIPAL BUDGET OFFICER	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Barangay Annual Budget		
1. Barangay Budget Message	Office of the Barangay Chairman	
2. Appropriation Ordinance authorizing the Annual Budget	Barangay Secretary	
3. Barangay Resolution		
4. Barangay Budget Preparation Forms No. 1,2,3,4		
5. Annual Investment Program		
6. Resolution approving the AIP		
7. Gender and Development Plan		
8. BDRRM PLAN		
For Sangguniang Kabataan Annual Budget		
1. SK Annual Budget	Sangguniang Kabataan Treasurer	
2. SK Resolution Authorizing the Annual Budget	Sangguniang Kabataan Secretary	
3. Annual Barangay Youth Investment Program	Sangguniang Kabataan Secretary	
4. Resolution Adopting the Barangay Youth Investment Program	Sangguniang Kabataan Secretary	
For Supplemental Budget		
For Barangay		
1. Barangay Budget Appropriation Ordinance authorizing the Supplemental Budget	Barangay Secretary	
2. Barangay Budget Form No. 5 and 6	Barangay Treasurer	
3. Supplemental Investment Program if the Supplemental Budget was not included in the Approved Annual Investment Program of the Barangay	Barangay Secretary	



4. SB Resolution approving the Supplemental Investment Program based on No. 3 requirement	Barangay Secretary			
4. BDC Resolution (If supplemental includes appropriation for development projects)	Barangay Secretary			
For Sangguniang Kabataan				
1. SK Resolution authorizing the Supplemental Budget	Sangguniang Kabataan Secretary			
2. Supplemental Barangay Budget Form	Sangguniang Kabataan Treasurer			
3. Appropriation Ordinance of Barangay if the Barangay supplemented the SK Fund	Sangguniang Kabataan Secretary			
4. Supplemental Barangay Youth Investment Program if the supplemental budget was not included in the Approved Annual Barangay Youth Investment Program	Sangguniang Kabataan Secretary			
5. SK Resolution adopting the Supplemental Barangay Youth Investment Program based on No. 04 requirements	Sangguniang Kabataan Secretary			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Municipal Budget Office and submit Barangay Budget Documents	1.1 Received Barangay Budget Documents	NONE	4 minutes	<i>Administrative Aide</i>
	1.2. Review barangay Budget to ensure compliance with the following :	NONE	15 minute	<i>Ms. Irene O. Banawa Municipal Budget Officer</i>
	a. Budgetary requirements and general limitations provided in Local Government Code			



	b. Budget does not exceed the estimated receipts and/or income of the barangays. The items of appropriations are not more than those provided by existing laws.			
	1.3 Prepare recommendation and review findings		15 minutes	<i>Ms. Irene O. Banawa Municipal Budget Officer</i>
	1.4. Submit 11 copies of Brgy. Budget Documents together with the Recommendation Letter and review findings to Sangguniang Bayan		5 minutes	<i>Administrative Aide</i>
TOTAL :			39 minutes	