



# **OFFICE OF THE MUNICIPAL BUDGET**

## **Internal Services**



## 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.

<b>Office or Division:</b>	Office Of The Municipal Budget Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government / G2C – Government to Citizen-			
<b>Who may avail:</b>	Government employees, suppliers, contractor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>A. For Personnel Services:</b>				
Payroll				Human Resource Department
Daily time record				Human Resource Department
<b>B. For Travelling Expenses</b>				
1. Approved Travel Order				Requesting Office
2. Itinerary of Travel				Requesting Office
3. Certificate of Appearance				
4. Travel completed, Tickets				Requesting Personnel
<b>C. For Documents</b>				Requesting Personnel
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
<b>D. For Utilities/Recurring Expenses</b>				
1. Billing Statements				Requesting Office
<b>E. For Grants and Donations</b>				
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
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>
<b>TOTAL:</b>		-	18mins	

## 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.

<b>Office or Division:</b>	Office Of The Municipal Budget Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Obligation Request Form signed by the requesting Official		Requesting Official		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>
<b>TOTAL:</b>		-	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

<b>Office or Division:</b>	Office of the Municipal Budget Officer	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	All Barangay and Sangguniang Kabataan	
<b>CHECKLIST OF REQUIRMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Barangay Annual Budget</b>		
1. Barangay Budget Message		Office of the Barangay Chairman
2. Appropriation Ordinance authorizing the Annual Budget		Barangay Secretary
3. Barangay Resolution		Barangay Secretary
4. Barangay Budget Preparation Forms No. 1,2,3,4		Barangay Treasurer
5. Annual Investment Program		Barangay Secretary
6. Resolution approving the AIP		Barangay Secretary
7. Gender and Development Plan		Barangay Secretary
8. BDRRM PLAN		Barangay Secretary
<b>For Sangguniang Kabataan Annual Budget</b>		
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
<b>For Supplemental Budget</b>		
<b>For Barangay</b>		



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
<b>For Sangguniang Kabataan</b>		
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		Sangguniang Kabataan Secretary



Program				
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 minutes	<i>Ms. Irene O. Banawa Municipal Budget Officer</i>
	a. Budgetary requirements and general limitations provided in Local Government Code	NONE		
	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.	NONE		
	1.3 Prepare recommendation and review findings	NONE	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	NONE	5 minutes	<i>Administrative Aide</i>
<b>TOTAL:</b>		-	39 minutes	