



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





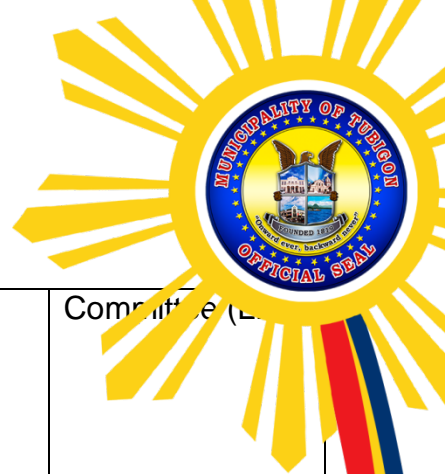
**MUNICIPAL BUDGET
OFFICE**
ADMINISTRATIVE SERVICES





1. REVIEW AND CONSOLIDATION OF BUDGET PROPOSALS OF DIFFERENT DEPARTMENT AND OFFICES OF THE LGU AND SUMBIT FINAL DRAFT OF ANNUAL BUDGET TO THE SANGGUNIANG BAYAN FOR APPROVAL

Office or Division:	BUDGET OFFICE			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Local Budget Preparation Form No. 1 (Budget of Expenditures and Sources of Financing) 2. Local Budget Preparation Form No. 2 (Programmed Appropriation and Obligation By Object of Expenditure) 3. Local Budget Preparation Form No. 2A (Programmed Appropriation and Obligation for Special Purpose Appropriations) 4. Local Budget Preparation Form No. 3 (Personnel Schedule) 5. Local Budget Preparation Form No. 4 (Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets) 6. Local Budget Preparation Form No. 5 (Statement of Indebtedness) 7. Local Budget Preparation Form No. 6 (Statement of Statutory and Contractual Obligations and Budgetary Requirements) 8. Local Budget Preparation Form No. 7 (Statement of Fund Allocation by Sector) 9. Transmittal 10. Budget Message 11. Annual Investment Program, duly approved by Sanggunia through a Resolution, and supported by the following: a. MLGOO-endorsed GAD Plan and Budget b. LDRRM-endorsed to OCD		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit budget proposals	2. Review and consolidate budget proposal of different departments/offices	None	Annual Budget must be submitted at the Sangguniang Bayan office on or before October 16 of the current year	All Department and Section Heads
	3. Conduct Budget Hearing	None		Local Finance Committee/Budget Staff
	4. Prepare the Local Expenditure Program	None		Municipal Mayor/Local Finance



	5. Submit the transmittal letter to the Sangguniang Bayan for review and approval	None		Committee (L)
	6. Submit the transmittal of Executive Budget to the Sangguniang Bayan	None		
TOTAL:		None		

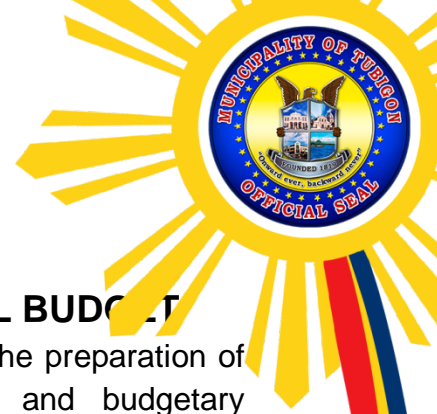
2. ASSIST THE LOCAL CHIEF EXECUTIVE IN THE PREPARATION OF THE SUPPLEMENTAL BUDGET.

Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter for Supplemental Budget 2. Transmittal Letter 3. Local Budget Preparation Form No. 8 (Statement of Funding Sources) 4. Local Budget Preparation Form No. 9 (Statement of Supplemental Appropriation) 5. Supplemental Investment Plan		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request for supplemental of budget to the Finance Head for approval		None	2 minutes	Department Head/Section Head
	2. Prepare the supplemental budget and other supporting documents	None	2 days	Municipal Budget Office
	3. Submit to the Office of the Municipal Mayor for approval	None	10 minutes	Budget Staff
	4. Prepare and submit the endorsement letter to the Sangguniang Bayan	None	2 minutes	Mayor's Office Staff
TOTAL:		None	2 days & 14mins.	



3. PREPARE REQUEST FOR REALIGNMENT/AUGMENTATION.

Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter for Realignment/Augmentation of Budget 2. Realignment/Augmentation Form		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request for Realignment/Augmentation to the Finance Head for approval		None	2 minutes	Department/Section Head
	2. Prepare the Realignment/Augmentation template	None	10 minutes	Municipal Budget Officer & Staff
	3. Submit to the Office of the Municipal Mayor for approval	None	2 minutes	Budget Staff
	4. Prepare and submit the endorsement letter to the Sangguniang Bayan	None	2 minutes	Mayor's Office Staff
TOTAL:		None	16 minutes	



4. REVIEW OF BARANGAY ANNUAL/SUPPLEMENTAL BUDGET

The Municipal Budget Office is tasked to assist barangay officials in the preparation of their budgets to ensure compliance with mandatory obligation and budgetary requirements prior to the final review by the Sangguniang Bayan.

Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ANNUAL BARANGAY BUDGET: 1. Transmittal 2. Barangay Appropriation Ordinance (Amount, Numbered, Date Approved, Sealed, Signed, Attested and Approved) 3. Budget Message 4. Barangay Budget Preparation Form No.1 (Budget of Expenditures and Sources of Financing) 5. Barangay Budget Preparation Form No.2 (Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results) 6. Barangay Budget Preparation Form No.2-A (List of Projects Chargeable Against the 20% Development Fund) 7. Barangay Budget Preparation Form No.3 (Plantilla of Personnel) 8. Barangay Budget Preparation Form No. 4 (Statement of Indebtedness) if any 9. Annual Investment Program, duly approved by Sanggunia through a Resolution, and supported by the following: a. MLGOO-endorsed GAD Plan and Budget b. BDRRM Plan reviewed by the appropriate Review Team; SUPPLEMENTAL BARANGAY BUDGET: 1. Transmittal 2. Barangay Appropriation Ordinance (Amount, Numbered, Date Approved, Sealed, Signed, Attested and Approved) 3. Statement of Funding Sources (SB Form 1) 4. Statement of Supplemental Appropriations (SB Form 2) 5. Sanggunian approved Supplemental AIP		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit draft of Barangay Annual/Supplemental Budget proposal		None	2 mins.	Punong Barangay/Barangay Official concerned
	2. Receive the Barangay Annual/Supplemental Budget proposal	None	2 mins.	Budget Staff
	3. Review and evaluate the	None	30mins	Municipal Budget Officer and Staff



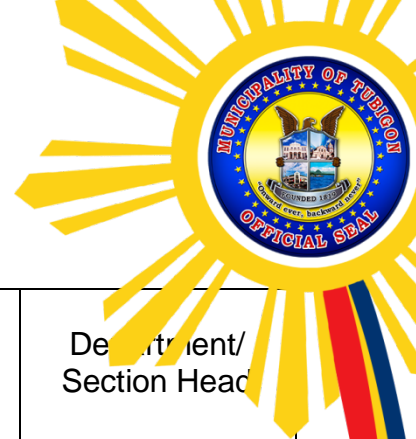
	submitted proposed budget			
	4. Return draft with corrections and lacking documents	None	5 minutes	Municipal Budget Officer and Staff
5. Submit second draft with corrections and lacking documents.		None	2 mins	Punong Barangay/Barangay Official concerned
	6. Review second draft if changes have been incorporated, if still with corrections or not compliant, return for finalization	None	5 minutes	Budget Staff
7. Submit the corrected and complete final proposal to the Secretary of the Sangguniang Bayan Office		None	2 minutes	Punong Barangay/Barangay Official concerned
	8. Wait the endorsement from the Sangguniang Bayan for final review	None		Secretary to the Sangguniang Bayan Office
	9. Review the budget proposal if with substantial compliance	None	1 day	Municipal Budget Officer and Staff
	12. Prepare and sign indorsement to Sangguniang Bayan	None	2 mins.	Municipal Budget Officer and Staff
	11. Forward to Sangguniang Bayan for final review and approval	None	1 min.	Municipal Budget Officer and Staff
TOTAL:		None		



5. CERTIFY THE OBLIGATION REQUEST (ObR) AS TO EXISTENCE OF APPROPRIATIONS

The Municipal Budget Office certifies the existence of appropriation/allotment that has been legally made for the purpose.

Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Present the Obligation Request to the MBO in quadruplet copies with completeness supporting documents		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Obligation Request to the MBO in quadruplet copies with completeness supporting documents		None		Department/ Section Head
	2. Check the attached documents or completeness	None	5 mins.	Budget Staff
	3. Receive the Obligation Request (ObR) with supporting documents	None	1 min.	Budget Staff
	4. Verify as to existence of appropriation	None	6 mins.	Budget Staff
	5. Assign the Obligation Request (ObR) Number	None	3 mins.	Budget Staff
	6. Classifying of the expenditure and posting of the same to the control book	None	4 mins.	Budget Staff
	7. Certify and signing of the Obligation Request; and detached one copy of the ObR	None	3 mins.	Municipal Budget Officer
	8. Release the Obligation Request to the client/forward to proper or concerned office/personnel	None	1 min.	Municipal Budget Officer/Budget Staff



9. Get the approved Obligation Request and proceed to the Accounting Office for processing of the voucher		None	1 min.	Department/ Section Head
TOTAL:		None		

6. CERTIFY AS TO EXISTENCE OF APPROPRIATIONS FOR JOB ORDERS, TRAVEL REQUEST, AND PURCHASE/JOB REQUEST

Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Travel Request 2. Purchase Request/Job Request – 3 copies 3. Job Orders and Contract of Services		1. Requesting Department/Office 2. Requesting Department/Office 3. HRMO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Job Orders/Contract of Services, Travel Request, and Purchase/Job Request		None	1 min.	HRDO, Requesting Office/Dept.
	2. Receive the Job Orders/Contract of Services, Travel Request, and Purchase/Job Request	None	1 min.	Budget Staff
	3. Certify as to availability of appropriations	None	3 mins.	Municipal Budget Officer
	4. Release to the client the Job Orders/Contract of Services, Travel Request, and Purchase/Job Request	None	1 min.	Budget Staff
5. Get the certified Job Orders/Contract of Services, Travel Request, and Purchase/Job Request		None	1 min.	HRDO, Requesting Office/Dept.