

## ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



- (1) NAME OF DEPARTMENT/AGENCY/LGU: MUNICIPAL BUDGET OFFICE
- (2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020:     Yes         No
- (3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) <sup>1</sup>	Specific Provision in the Governing Law(s) as Basis <sup>2</sup>	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
The Municipal Budget Office review and consolidate budget proposals of different departments and offices of the LGU and submit final draft of annual budget to the Sangguniang Bayan for approval	Title V, Book II of Republic Act 7160	Sections 354, 318, 317, 316, 315, 475, 476 Article 411, IRR of RA 7160	Local Budget Circular No. 112, dated June 10, 2016- Budget Operation Manual for Local Government Units 2016 edition	Take effect on FY 2017	Local Budget Memorandum issued yearly
Assist the Local Chief Executive in the preparation of the Supplemental budgets	Republic Act No. 7160 Local Government Code	Section 316 (g) R.A. No. 7160	None		
Review the Barangay Annual/Supplemental Budget	Republic Act No. 7160 Local Government Code	Section 333 (a) R.A. No. 7160	None		
Certifying the Obligation Request (ObR) as to the availability of appropriations	COA GAAM	COA Circular 2012-001	None		

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Certify availability of appropriations to Job orders, Travel Request, and Purchase/Job Request	None	None	None	None	None
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### (4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>3</sup>

GOVERNMENT SERVICE: <u>Annual Budget Review/Consolidation and Submission</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
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	Title V, Book II of RA 7160, section 318 and Local Budget Circular No. 112, dated June 10, 2016-Budget Operation Manual for Local Government Units 2016 edition	1. Prepare Budget proposal using the different Local Budget preparation forms	Local Budget Circular No. 112, dated June 10, 2016-Budget Operation Manual for Local Government Units 2016 edition	Annual Budget must be submitted at the Sangguniang Bayan office on or before October 16 of the current year	<b>None</b>

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<p>Form No. 4 (Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets)</p> <p>6. Local Budget Preparation Form No. 5 (Statement of Indebtedness)</p> <p>7. Local Budget Preparation Form No. 6 (Statement of Statutory and Contractual Obligations and Budgetary Requirements)</p> <p>8. Local Budget Preparation Form No. 7 (Statement of Fund Allocation by Sector)</p> <p>9. Transmittal</p> <p>10. Budget Message</p> <p>11. Annual Operating Budget of Economic Enterprises</p> <p>12. Annual Investment Program duly supported by the following:</p> <ul style="list-style-type: none"> <li>a. DILG-endorsed GAD Plan and Budget</li> <li>b. LDRRM-endorsed to OCD</li> <li>c. Climate Change Action Plan</li> <li>d. Peace and Order Plan</li> <li>e. List of PPAs for the Local Council for the Protection of</li> </ul>					
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Children f. List of PPAs for Senior Citizens and Persons with Disabilities g. List of PPAs to combat AIDS					
		2. Review and consolidate budget proposal submitted by the offices/departments.			None
		3. Conduct Budget Hearing			None
		4. Prepare the Local Expenditure Program (LEP)			None
		5. Submit the transmittal of Executive Budget to the Sangguniang Bayan			None
<b>TOTAL</b>					

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GOVERNMENT SERVICE: <u>Assist the Local Chief Executive in the preparation of the Supplemental budgets</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
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	Republic Act No. 7160 Local Government Code, and Local Budget Circular No. 112, dated June 10, 2016- Budget Operation Manual for Local Government Units 2016 edition	1. Submit the letter request for supplemental of budget to the Finance Head for approval.	None	1 minute	None
		2. Prepare the supplemental budget and other supporting documents.	None	2 days	None
		3. Submit to the Office of the Municipal Mayor for approval.	None	10 minutes	None
		4. Prepare the transmittal to the Sangguniang Bayan	None	1 minutes	None
<b>TOTAL</b>				<b>2 days &amp; 14mins.</b>	

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GOVERNMENT SERVICE: <u>Review the Barangay Annual/Supplemental Budget</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Transmittal letter of the Punong Barangay addressed to the Sangguniang Bayan 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)		1. Submit draft of Barangay Annual/Supplemental Budget proposal	None	2 minutes	None
		2. Receive the Barangay Annual/Supplemental Budget proposal		2 minutes	None
		3. Quick review and evaluate the submitted proposed budget		30 minutes	None
		4. Return draft with corrections and lacking documents		5 minutes	None
		5. Submit second draft with corrections and lacking documents.		2 minutes	None
		6. Review second draft if changes have been incorporated, if still with corrections or not compliant, return for finalization		5 minutes	None

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<p>6. Barangay Budget Preparation Form No.2-A (List of Projects Chargeable Against the 20% Development Fund)</p> <p>7. Barangay Budget Preparation Form No.3 (Plantilla of Personnel)</p> <p>8. Barangay Budget Preparation Form No. 4 (Statement of Indebtedness) if any</p> <p>9. Annual Investment Program, duly approved by Sanggunia through a Resolution, and supported by the following:</p> <ul style="list-style-type: none"> <li>a. MLGOO-endorsed GAD Plan and Budget</li> <li>b. BDRRM Plan reviewed by the appropriate Review Team;</li> </ul> <p><b>SUPPLEMENTAL BARANGAY BUDGET:</b></p> <ul style="list-style-type: none"> <li>1. Transmittal</li> <li>2. Barangay Appropriation Ordinance (Amount, Numbered, Date Approved, Sealed, Signed, Attested and Approved)</li> <li>3. Statement of Funding</li> </ul>			
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Sources (SB Form 1) 4. Statement of Supplemental Appropriations (SB Form 2) 5. Sanggunian approved Supplemental AIP					
		7. Submit the corrected and complete final proposal to the Secretary of the Sangguniang Bayan Office		2 minutes	None
		8. Wait the endorsement from the Sangguniang Bayan for final review			None
		9. Review the budget proposal if with substantial compliance		1 day	None
		10. Prepare and sign indorsement to Sangguniang Bayan		2 minutes	None
		11. Forward to Sangguniang Bayan for final review and approval		1 minute	None
			<b>TOTAL</b>		

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GOVERNMENT SERVICE: <u>Certifying the Obligation Request (ObR) as to the availability of appropriations</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Present the Obligation Request to the MBO in quadruplet copies with completeness supporting documents	COA Circular 2012-001	1. Present the Obligation Request to the MBO in quadruplet copies with completeness supporting documents	None		None
		2. Check the attached documents or completeness		5 minutes	None
		3. Receive the Obligation Request (ObR) with supporting documents		1 minute	None
		4. Verify as to existence of appropriation		6 minutes	None
		5. Assign the Obligation Request (ObR) Number		3 minutes	None
		6. Classifying of the expenditure and posting of the same to the control book		4 minutes	None
		7. Certify and signing of the Obligation Request; and detached one copy of the ObR		3 minutes	None
		8. Release the Obligation Request to the client/forward to proper or concerned office/personnel		1 minute	None

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		9. Get the approved Obligation Request and proceed to the Accounting Office for processing of the voucher		1 minute	None
			TOTAL	24 mins.	

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GOVERNMENT SERVICE: <u>Certify availability of appropriations to Job orders, Travel Request, and Purchase/Job Request</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Travel Request 2. Purchase Request/Job Request – 3 copies 3. Job Orders and Contract of Services	None	1. Submit the Job Orders/Contract of Services, Travel Request, and Purchase/Job Request	None	1 minute	None
		2. Receive the Job Orders/Contract of Services, Travel Request, and Purchase/Job Request	None	1 minute	None
		3. Certify as to availability of appropriations	None	3 minutes	None
		4. Release to the client the Job Orders/Contract of Services, Travel Request, and Purchase/Job Request	None	1 minute	None
		5. Get the certified Job Orders/Contract of Services, Travel Request, and Purchase/Job Request	None	1 minute	None
<b>TOTAL</b>				<b>7 mins.</b>	