



# Office of the Municipal Budget

## External Services

### 1. Review of Barangay Annual/Supplemental Budget

This review is intended for the Municipal Budget Office and Barangay to review and discuss the draft Barangay Annual/Supplemental Budget

<b>Office or Division:</b>	Municipal Budget Office	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	LGU-Barangay	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Budget Message</li> <li>2. AIP Resolution</li> <li>3. Appropriation Ordinance</li> <li>4. Annual Investment Program/Supplemental AIP</li> <li>5. Budget of Expenditures and Sources of Financing</li> <li>6. Proprams, Projects, Activities (PPA's)</li> <li>7. Plantilla of Personnel</li> <li>8. 20% Development Fund</li> <li>9. Barangay Disaster Risk Reduction and Management Plan</li> <li>10. DILG Endorsed Gender and Development Plan and Budget</li> <li>11. Statement of Indebtedness</li> <li>12. General Provision</li> <li>13. HIV and Aids Plan</li> <li>14. Barangay Council for the Protection of Childred</li> <li>15. Climate Change Action Plan</li> <li>16. Senior Citizens and Persons with Disabilities Plan</li> </ol>	<ul style="list-style-type: none"> <li>- Department of Interior and Local Government (DILG) endorsed by the Municipal Planning Office</li> <li>- Barangay Level</li> </ul>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log book at the Office Entrance	1.1 Give the logbook to the client.	None	1 Minute	<i>Budget Office Staff</i>
2. Present the requirements to the Barangay Representative	2.1 Received the requirements from the Barangay Representative	None	10 Minutes	<i>Budget Office Staff</i>
	2.2. Check the requirements as to completeness of required requirements			
3. Barangay Representative to wait for their Annual/Supplemental Budget be reviewed	<p>3.1 Budget Staff to review the Barangay Annual/Supplemental Budget as to computation, NTA, eligibilities of 20% Development, BDRRMC, and GAD Plan.</p> <p>3.2 If Annual/Supplemental Budget has no deficiencies, staff will prepare the review forms for signature of the Local Finance Committee</p>	None	<p>3.1. 30 Minutes</p> <p>3.2 Two days before the next scheduled Regular Session of the Sangguniang Bayan</p>	<i>Budget Office Staff</i>

4. Barangay to wait for the approval/review of the their annual/supplemental by the	4.1 Budget Office staff to forward Barangay Annual/Supplemental Budget to Sangguniang Bayan Office	None	30 Minutes	<i>Budget Office Staff</i>
	4.2 Once SB approved the Budget, inform the Barangay	None	5 Minutes	
<b>TOTAL</b>		<b>Refer to table below pursuant to Revenue Code of the City</b>	<b>2 Days, 1 Hour &amp; 16 Minutes</b>	

**Office of the Municipal Budget  
Internal Services**

1. Printing/Preparation of Advise of Allotment for distribution to the Municipal Accounting Office, Concerned Office and Municipal Treasurer's Office

<b>Office or Division:</b>	Municipal Budget Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	LGU Tago Concerned Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>1. NONE</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Agency to wait for the release of advise of allotment for the processing/ release of their respective budget	1.1 Budget Office to release advise of allotment every last week of the month every quarter	None	1 day	<i>Budget Office Staff</i>
	1.2 Advice of Allotment for signature of the Municipal Budget Officer	None	Maximum of One(1) day/will depend on the availability of the signatories	<i>Municipal Budget Officer</i>
	1.3 Advice of Allotment for signature of the Municipal Mayor			<i>Municipal Mayor</i>
	1.4 Advise of Allotment for distribution to the concerned agency, Municipal Accounting Office and Municipal Treasurer's Office	None	½ day	<i>Municipal Budget Office Staff</i>

	<b>TOTAL</b>	<b>Refer to table below pursuant to Revenue Code of the City</b>	<b>1 and ½ days</b>	
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2. Preparation of CAFOA as requested by concern office.

<b>Office or Division:</b>	Municipal Budget Office
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	Local and National Government Agencies

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Completely signed Disbursement Vouchers (DV) with complete signed supporting documents.		Requisitioning Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/hand over the Disbursement Voucher to the Municipal Budget Office Staff.	1.1 To check if the DV is completely signed with complete supporting documents.	None	5 Minutes	<i>Municipal Budget Office Staff</i>
	1.2. Check as to the availability of the Budget.	None	2 Minutes	<i>Municipal Budget Office Staff</i>
	1.3. Prepare the CAFOA	None	5 Minutes	<i>Municipal Budget Office Staff</i>

2. Get the CAFOA for signature of the head or OIC.	2.1 CAFOA for signature of the Head/OIC of the requesting agency. ( Inform the Requesting Agency)	None	Will depend on the requesting agency	<i>Municipal Budget Office Staff</i>
	2.2 CAFOA for signature of the Municipal Budget Officer/ OIC	None	2 Minutes	<i>Municipal Budget Officer/OIC</i>
	2.3. CAFOA to forward to Municipal Treasurer's Office for signature of the Municipal Treasurer (Mun. Treasurer Office to forward the CAFOA to Municipal Accounting Office)	None	10 Minutes	<i>Municipal Budget Office Staff</i>
<b>TOTAL</b>		<b>Refer to table below pursuant to Revenue Code of the City</b>	<b>24 Minutes</b>	