



# **OFFICE OF THE MUNICIPAL BUDGET**



## **I. Mandate:**

- Prepare forms, orders, and circulars embodying instructions on budgetary and appropriation matters for the signature of the Mayor;
- Assist the Local Chief Executive in the preparation of the Annual/Supplemental Budgets, review and consolidate budget proposals of different departments and offices of the LGU;
- Study and evaluate budgetary implications of proposed legislations;
- Act as a member of the Local Finance Committee;
- Assist the Sanggunian Bayan in the review of barangay Annual/Supplemental budgets;
- Coordinate with the Municipal Planning and Development Coordinator in the formulation of development plans; and
- Perform other functions that may be assigned from time to time by competent authority.

## **II. Vision:**

The Municipal Budget Office envisions the implementation of an effective budget and management system that promotes transparency, accountability, and participatory governance.

## **III. Mission:**

To formulate a policy-based budget which is pro-active and results oriented geared towards optimum, prudent and effective utilization of fund; provide accurate, reliable, and complete financial information; and conduct objective review and analysis of proposed expenditure program and its component activities promoting transparency and accountability.



#### IV. Service Pledge:

The Budget Office commits to:

- Promote proper fund utilization for efficient and equitable service delivery to the public;
- Advocate for the coordination and linkage of all LGU offices for the preparation of pro-active and results oriented budget.
- Capacitate barangays to prepare a responsive budget addressing the primary needs of their community and which is appropriately linked with their approved plans;
- Attend to all clients or requesting offices who are within the premises of the office.



## 1. ISSUANCE OF QUARTERLY BUDGETARY REPORTS

The issuance of quarterly budgetary reports is done every 10<sup>th</sup> day of each quarter of the year. These reports include Allotment Release Orders, Budget Updates, electronic Statement of Receipts and Expenditures. This service includes keeping and updating record of appropriations, obligations and balances of the different offices based on the approved annual and supplemental budgets of the Municipality.

<b>Office/Division:</b>	OFFICE OF THE MUNICIPAL BUDGET
<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	G2G-Government to Government
<b>Who may avail:</b>	LGU Offices

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book in the office entrance.	1. Give the log book and assist the client.	NONE	1 minute	<i>Administrative Aide II</i> Municipal Budget Office
2. Receive the office's quarterly budgetary reports.	2. Release the quarterly budgetary reports to respective LGU offices.	NONE	5 minutes	<i>Administrative Aide II</i> Municipal Budget Office or <i>Municipal Budget Officer</i> Municipal Budget Office
<b>TOTAL</b>			<b>6 Minutes</b>	

## 2. PROCESSING OF OBLIGATIONS



The office is tasked to verify the existence of appropriation of all expenditures of different offices charged to municipal fund.

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<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	G2G-Government to Government
<b>Who may avail:</b>	LGU Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Obligation Requests approved by the head of requesting office (4 original)	LGU Offices (End User)
Disbursement Voucher (3 Original)	
Supporting Documents ***For Purchases <ul style="list-style-type: none"> <li>• Approved Purchase Requests (3 Original)</li> <li>• Approved Purchase Order (3 Original)</li> </ul> ***For Travel/Training Expense <ul style="list-style-type: none"> <li>• Approved Itinerary of Travel (3 Original)</li> <li>• Certificate of Travel Completed (3 Original)</li> <li>• Approved Travel Order (1 Original)</li> <li>• Certificate of Appearance (1 Original)</li> </ul>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook in the office entrance.	1. Give the logbook and assist the client	NONE	1 minute	<i>Administrative Aide II</i> Municipal Budget Office
2. Submit obligation requests.	2. Receive the obligation requests.	NONE	2 minutes	<i>Administrative Aide II</i> Municipal Budget Office



3.NONE	3.Verify the availability of appropriation and record the obligation requests.	NONE	3 minutes	Administrative Aide II Municipal Budget Office
4.Wait for the approval of the obligation requests.	4.Approve the Obligation Requests.	NONE	2 minutes	Municipal Budget Officer Municipal Budget Office
5.Receive the approved obligation requests.	5.Release the approved obligation requests.	NONE	2 minutes	Administrative Aide II Municipal Budget Office
<b>TOTAL</b>			<b>10 Minutes</b>	

### 3. BARANGAY BUDGET REVIEW AND ENDORSEMENT

The office assists the Sangguniang Bayan in reviewing the Barangay Annual and Supplemental Budgets. This service is to ensure barangay compliance with all budgetary requirements and its general limitations set forth in the Local Government Code of 1991, as well as provisions of other applicable laws. It starts from the time the reviewing authority receives the Appropriation Ordinance.

Finally, pre-reviewed barangay annual and supplemental budgets are endorsed to the Sangguniang Bayan for their appropriate action.

<b>Office/Division:</b>	OFFICE OF THE MUNICIPAL BUDGET
<b>Classification:</b>	HIGHLY TECHNICAL
<b>Type of Transaction:</b>	G2G-Government to Government
<b>Who may avail:</b>	All Barangays (Punong Barangay, and Treasurer)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Annual Investment Plan (AIP), Ensuing Year (1 Original)		Municipal Planning and Development Office/ Barangay Hall		
Financial Statement, Next Preceding Year (1 Original)		Municipal Accounting Office/Barangay Hall		
Proposed Annual Budget (7 Original)		Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Sign in the client logbook in the office entrance.	1. Give the logbook and assist the client.	NONE	1 minute	<i>Administrative Aide II</i> Municipal Budget Office
2. Submit the required documents to the reviewing officer for initial review.	2. Receive the documents and check for completeness.	NONE	2 minutes	<i>Administrative Aide II</i> Municipal Budget Office
3. Wait for the corrections of the reviewing officer.  If there are corrections, comply within two (2) days. If NONE, proceed to Step No. 7.	3. Review as to correctness of data inputted in the Barangay Budget Preparation Forms based on the Approved AIP and Financial Statement; and its compliance with LGC 1991 and other DBM guidelines.  If there are corrections, inform the client to comply within two (2) days. If NONE, proceed to Step No. 4.	NONE	30 minutes	<i>Administrative Aide II</i> Municipal Budget Office or <i>Municipal Budget Officer</i> Municipal Budget Office
4. Wait for the recommendations of the Local Finance Committee.  If there are recommendations, comply within two (2) days. If NONE, proceed to Step No. 7.	4. Endorse to the Local Finance Committee for their review and recommendations.  If there are recommendations, inform the client to comply within two (2) days. If NONE, proceed to Step No. 5.	NONE	30 minutes	<i>Administrative Aide II</i> Municipal Budget Office or <i>Municipal Budget Officer</i> Municipal Budget Office
5. NONE	5. Endorse to the Sangguniang Bayan for final review and approval.	NONE	5 minutes	<i>Administrative Aide II</i> Municipal Budget Office or <i>Municipal Budget Officer</i>



				Municipal Budget Office
6.NONE	6.Receive approved Barangay Annual Budget from the Sangguniang Bayan Office.	NONE	2 minutes	<i>Administrative Aide II</i> Municipal Budget Office
7.Return after 14 days in the Municipal Budget Office and receive approved Annual Budget.	7.Release to the Barangays their Approved Annual Budget.	NONE	5 minutes	<i>Administrative Aide II</i> Municipal Budget Office
<b>TOTAL</b>			<b>14 days, 1 hour and 15 minutes (no corrections and recommendations)</b>  <b>18 days, 1 hour and 15 minutes (with corrections and recommendations)</b>	

#### 4. CONDUCT OF BARANGAY PARTICIPATORY PLANNING-BUDGETING WORKSHOP

This service is rendered based on barangay requests. The office provides technical assistance in the preparation of annual budget. This activity is usually done during the budget preparation phase with the purpose of capacitating Barangay Officials in the preparation and proper utilization of their funds.

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<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	G2G-Government to Government
<b>Who may avail:</b>	All Barangay Officials, Barangay Development Council
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	





Barangay Letter of Requests noted by the Municipal Mayor (1 original)		Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook in the office entrance.	1. Give the logbook and assist the client.	NONE	1 minute	<i>Administrative Aide II</i> Municipal Budget Office
2. Submit the request letter noted by the Municipal Mayor.	2. Receive the request letter noted by the Municipal Mayor.	NONE	2 minutes	<i>Administrative Aide II</i> Municipal Budget Office
3. Wait for the set schedule of workshop.	3. Coordinate with the Municipal Planning Development Office and set the date schedule.	NONE	15 minutes	<i>Administrative Aide II</i> Municipal Budget Office or <i>Municipal Budget Officer</i> Municipal Budget Office
4. Attend to the participatory planning-budgeting workshop.	4. Facilitate/conduct the workshop.	NONE	2 days	<i>Administrative Aide II</i> Municipal Budget Office or <i>Municipal Budget Officer</i> Municipal Budget Office
<b>TOTAL</b>			<b>2 days and 18 minutes</b>	



### FEEDBACKS AND COMPLAINTS MECHANISM

How to send feedback	Answer the client feedback form and drop it at the designated drop box beside the Information Desk.
How feedback are processed	<p>Every Friday, the Human Resource Management Personnel opens the box and complies and records all feedback submitted.</p> <p>Feedback requiring answers are forwarded to relevant offices and they are required to answer within three upon receipt of the feedback.</p> <p>The answer of the office is then relayed to the client.</p> <p>For inquiries and follow-ups, clients may contact the following number:</p> <p>_____</p>
How to file a complaint	<p>Answer the Complaint Form and drop it at the designated drop box beside the Information Desk.</p> <p>Complaints can also be filed via phone thru this number _____. Make sure to provide the following information:</p> <ul style="list-style-type: none"> <li>• Name of person being complained</li> <li>• Incident</li> <li>• Evidence</li> </ul> <p>For inquiries and follow-ups, clients may contact the following number:</p> <p>_____</p>
How complaints are processed	<p>The Human Resource Management Personnel opens the complaints drop box on a daily basis and evaluates each complaint.</p> <p>Upon evaluation, the HRM Personnel shall start the investigation and forward the complaint to the relevant office for their explanation.</p> <p>The HRM Personnel will create a report after the investigation and shall submit it to the Department Head for appropriate action.</p> <p>The HRM Personnel will give the feedback to the client.</p> <p>For inquiries and follow-ups, clients may contact the following number:</p> <p>_____</p>
Contact information of CCB, PCC, ARTA	It shall also include the following hotline:



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|  | <ul style="list-style-type: none"><li>• <b>8888</b> – Presidential Complaints Center</li><li>• <b>0908-8816565</b> – CSC Contact Center ng Bayan</li><li>• <b>478-5093</b> – Anti-Red Tape Authority</li></ul> |
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