MUNICIPAL BUDGET OFFICE
External Services

1. ASSIST AND REVIEW OF BARANGAY ANNUAL BUDGET

This service is given to all 46 Barangays in this Municipality so that barangays will be able to disburse their funds.

Office or Division:	Municipal Budget Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Barangay Secretary/Treasurer/ SB Committee on Finance and Appropriation/ Punong Barangay/Other Barangay Official

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Draft Annual Budget for Corrections	Concerned Barangay
2. Draft Annual Budget for Finalization	Concerned Barangay
1. Proposed Annual Budgets submitted for review	Concerned Barangay
2. AIP & GAD Certification	Municipal Planning and Development Office
3. Actual Income from the next preceding year	Municipal Accounting Office
4. Certified Statement of Income	Municipal Accounting Office
5. APP and PPMP	Concerned Barangay
6. Budget Message	Concerned Barangay
7. Resolution	Concerned Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Actual Income from the next preceding year and the Certified Statement of Income	1. Receive and make a computation of PS Limitations and summary of Income and Expenditures	None	10 minutes	Municipal Budget Officer
	1.1 Provide Barangay Budget Forms	None	2 minutes	Municipal Budget Officer

2. Submit Annual Barangay Budget Forms	2. Receive, review and make necessary corrections of the draft Annual Barangay Budget Forms presented for Preliminary Review of the computations for Preliminary Review of the computations	None	20 Minutes	Municipal Budget Officer
2.1 If there is no corrections, return the form for finalization	None	5 minutes	Municipal Budget Officer	2.1 If there is no corrections, return the form for finalization
	2.2 If there are any corrections, return the draft Annual barangay budget forms and explain all the corrections that needs to be corrected	None	20 minutes (Paused Clock)	Municipal Budget Officer
3. Present the corrected draft Annual Barangay Budget Form for another review and checking	3.Review and check the corrected barangay budget forms, if there is no correction/s, return the form and comply the necessary correction/s	None	5 minutes (Paused Clock)	Municipal Budget Officer
	3.1 If there is another correction from the first review, return the forms for final correction	None	10 minutes (Paused Clock)	Municipal Budget Officer
4. Submit finalized eight (8) copies of approved Annual Barangay Budget to Municipal Budget Office	4. Receive and review the final Annual Barangay Budget together with necessary attachments	None	5 minutes	Municipal Budget Officer

	4.1 Prepare the Technical Review Analysis Sheet for signature to the Local Finance Committee (LFC)	None	15 minutes	Municipal Budget Officer
	4.2 Give a copy of Technical Review Analysis Sheet to the Barangay representative and to the Sangguniang Bayan Office for Reading of Approval	None	10 minutes (Paused Clock)	Municipal Budget Officer
5. Follow up approved Sanggunian g Bayan Resolution of their Budget	5. Furnish a copy of Approved Resolution to the Municipal Accounting Office	None	2 minutes	Municipal Budget Officer
TOTAL		**None**	**1 hour and 38 Minutes**	

2. ASSIST AND REVIEW OF SANGGUNIANG KANBATAAN (SK) ANNUAL BUDGET

This service is given to all 46 Sangguniang Kabataan (SK) Barangays in this Municipality so that barangays will be able to disburse their funds.

Office or Division:	Municipal Budget Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	SK Chairperson

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Draft Annual Budget for Corrections	Concerned Barangay
2. Draft Annual Budget for Finalization	Concerned Barangay
3. Proposed Annual Budgets submitted for review	Concerned Barangay
4. ABYIP Certification	Concerned Barangay
5. CBYDP	Concerned Barangay
6. Certification	Concerned Barangay
7. APP and PPMP	Concerned Barangay
8. Resolution	Concerned Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Annual SK Barangay Budget Forms	1. Receive, review and make necessary corrections of the draft Annual SK Barangay Budget Forms presented for Preliminary Review of the computations	None	5 minutes	Municipal Budget Officer
	1.1 If there is no corrections, return the form for finalization	None	2 minutes	Municipal Budget Officer
	1.2 If there are any corrections, return the draft Annual SK Barangay Budget forms and explain all the corrections that needs to be corrected	None	2 minutes (Paused Clock)	Municipal Budget Officer

2. Present the corrected draft Annual SK Barangay Budget Form for another review and checking	2.Review and check the corrected SK Barangay Budget forms, if there is no corrections, return the forms for finalization	None	5 minutes (Paused Clock)	Municipal Budget Officer
	2.1 If there is another correction or some corrections from the first review are still not satisfied, return the form for another corrections to make	None	10 minutes (Paused Clock)	Municipal Budget Officer
3. Submit the finalized eight (8) copies of approved Annual SK Barangay Budget to the Municipal Budget Office	3.Receive and review the final Annual SK Barangay Budget together with necessary attachments	None	5 minutes (Paused Clock)	Municipal Budget Officer
	3.1 Prepare the Technical Review Analysis Sheet for signature to the Local Finance Committee (LFC)	None	4 minutes (Paused Clock)	Municipal Budget Officer
	3.2 Give a copy of Technical Review Analysis Sheet to the SK Barangay representative and to the Sangguniang Bayan Office for Reading of Approval	None	5 minutes	Municipal Budget Officer
4. Follow up approved Sangguniang Bayan	4. Furnish a copy of Approved Resolution to the Municipal Accounting Office	None	2 minutes	Municipal Budget Officer
	TOTAL	**None**	**50 Minutes**	

3. PREPARATION AND CONTROL OF CERTIFICATION ON APPROPRIATION, FUNDS AND OBLIGATION OF ALLOTMENT (CAFOA)

This document is prepared and given to the client as one of the attachments to the disbursement voucher.

Office or Division:	Municipal Budget Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government G2B - Government to Business G2C - Government to Client
Who may avail:	All Offices and Citizens of Dinalupihan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR PURCHASES OF GOOD AND SERVICES	
1. Approved Purchase Requests	Concerned Offices
2. Purchase Order	Concerned Offices
3. Request for Quotation (with minimum of 3 qualified establishment)	Concerned Offices
4. Canvass Certificate (must be signed by the canvasser)	Concerned Offices
5. Abstract of Personal Canvass (with complete signature)	Concerned Offices
6. Inspection and Acceptance Report (with complete signature)	Concerned Offices
7. Delivery Receipts or billing statement, Sales Invoice or Official receipts (for reimbursement)	Concerned Offices
8. BID Documents (in case of public bidding) or BAC Resolution (in case of small value procurement)	Concerned Offices
9. Resolution	Concerned Offices
10. Waste Materials Report (for repair and maintenance of machineries, vehicles and equipment and with complete signature)	Concerned Offices
11. Acknowledgement Receipts of Equipment (for Capital Outlay)	Concerned Offices
12. Requisition and Issuance Slip	Concerned Offices
13. Attendance Sheet (for meals and snacks payment or reimbursement)	Concerned Offices

FOR REIMBURSEMENT OR CASH ADVANCE OF TRAVELLING EXPENSES	
Travel Order/Office Order, Itinerary of Travel, invitation letter, certificate of attendance/appearance, certificate of travel completed and tickets or official receipts (for reimbursement)	Concerned Offices
FOR PAYROLL PROCESSING	
1. Copy of Payroll	Municipal Human Resource Management Office
FOR FINANCIAL ASSISTANCE	
1. Letter Requesting for Financial Assistance with Mayor's Notation	From client who seeks for assistance
2. Invitation Letter	Agency Concerned
3. Authority to Travel	
FOR AICS (MSWDO)	
Letter Requesting for Financial Assistance with Mayor's Notation	From client who seeks for assistance
Doctor's Prescription, Medical Billing	Attending Physician
Case Summary Report	Municipal Social Welfare and Development Office
Certificate of Eligibility	Municipal Social Welfare and Development Office
FOR REIMBURSEMENT OR CASH ADVANCE OF TRAVELLING EXPENSES	
Travel Order/Office Order, Itinerary of Travel, invitation letter, certificate of attendance/appearance, certificate of travel completed and tickets or official receipts (for reimbursement)	Concerned Offices

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents to the front desk	1. Check the completeness of the documents and endorse to the person in charge	None	5 minutes	Administrative Assistant I Administrative Assistant IV
	1.2 Review the submitted documents and prepare the Obligation Request	None	3 minutes	Administrative Assistant I Administrative Assistant IV

	1.3 Record the Obligation Request and endorse to the liaison for signature	None	2 minutes	Administrative Assistant I Administrative Assistant IV
2. Secure signature of the Department Head and return to Municipal Budget Office	2. Check the completeness of the documents and record to the logbook	None	3 minutes	Administrative Assistant I Administrative Assistant IV
	2.1 Refer to the Municipal Budget Officer for review and signature	None	1 minute	Municipal Budget Officer
	2.2 Release the documents to the client and or submit to the Accounting Office for the next step	None	1 minute	Administrative Assistant I Administrative Assistant IV
	TOTAL	**None**	**15 Minutes**	