



## MUNICIPAL BUDGET OFFICE

### I. Mandate

- Prepare forms, orders, and circulars embodying instructions on budgetary and appropriation matters for signature of the mayor;
- Review and consolidate the budget proposals of different departments of the LGU; assist the mayor in the preparation of the budget and budget hearings;
- Study and evaluate budgetary implications of proposed legislation and submit comments and recommendations thereon;
- Submit periodic reports to DBM;
- Coordinate with treasurer, accountant, and MPDC for purposes of budgeting;
- Assist the Sangguniang Bayan in reviewing the proposed budgets of component barangays;
- Coordinate with MPDC in the formulation of the LGU development plan;

### II. Vision

An efficient and effective budget office with dedicated, committed, and friendly staff.

### III. Mission

To deliver quality budgeting services

### IV. Service Pledge

## 1. Review Costing of PPAs of Offices and Divisions

This is to review the indicative costing of PPAs of offices and divisions.

<b>Office/Division:</b>	Municipal Budget Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who my avail:</b>	LCE, different offices and divisions, and other agencies
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Transmittal Letter ( 2 copies) 2. List of PPAs of offices and divisions with its supporting worksheets. (2 copies each)  Personal Services <ul style="list-style-type: none"> <li>• Worksheet 1</li> <li>• Worksheet 2</li> <li>• Worksheet 2a</li> </ul> MOOE <ul style="list-style-type: none"> <li>• Worksheet 3..an</li> <li>• Worksheet 4</li> </ul> Capital Outlay <ul style="list-style-type: none"> <li>• Worksheet 5</li> </ul>	Offices/divisions Offices /divisions

3. Indicative Annual Procurement Plan		Offices/ divisions		
4. Price List of Commonly-Used Supplies and Equipment (CSE)		General Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmits the List of PPAs and its complete supporting documents	1. Admin/Records Division receives the documents	None	3 minutes	Caroline D. Cabiag Torina Villanosa
	2. Records the documents to the logbook and forward to the Technical Division	None	2 minutes	Caroline D. Cabiag Torina Villanosa
	3. Technical Division reviews the costing of PPAs 3.1) If found in order, make notation and forward to the Municipal Budget Officer (MBO) for final review. 3.2) If found not in order, make comments or notation and forward to Admin/Records Division for release to concerned offices and divisions for adjustment or correction.	None	8 hours (on a FIFO basis)	John Paul B. Marquez Lhea D. Lindawan
	4. Municipal Budget Officer reviews the documents and forward said documents for release	None	1 hour	Marie B. Canayan
2. Receives the reviewed List of PPAs	5. Admin/Records Division releases the List of PPAs with its supporting documents	None	5 minutes	Caroline D. Cabiag Torina Villanosa
<b>TOTAL</b>		<b>NONE</b>	<b>9 hrs &amp; 10 min.</b>	

## 2. Review and Evaluation of Budget Proposals

This is the assistance given to the Local Chief Executive in the approval of budget proposal.

<b>Office or Division:</b>	Municipal Budget Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Local Chief Executive, different offices and divisions, and other agencies
<b>LIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>In duplicate copy</b>	
1. Transmittal Letter	Offices/divisions
2. LBP Form No. 1 – Budget of Expenditures and Sources of Financing (Annex E of Local Budget Memorandum No 82 dated June 14, 2021)	Local Finance Committee
3. LBP Form No. 2 – Programmed Appropriation and Obligation by Object of Expenditures ( Annex F)	Offices/Department Heads
4. LBP Form No. 2-a – Programmed Appropriation and Obligation for Special Purpose Appropriations (Annex G)	Offices/ Department Heads
5. LBP Form No. 3 – Plantilla of LGU Personnel (Annex H)	Human Resource Management Office
6. LBP Form No. 3-a – Personnel Schedule (Annex I)	Offices/ Department Heads
7. LBP Form No. 4 – Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets (Annex J)	Offices/ Department Heads
8. LBP Form No. 5 – Statement of Indebtedness (Annex K)	Municipal Accountant
9. LBP Form No. 6 – Statement of Statutory and Contractual Obligations and Budgetary Requirements (Annex L)	Local Finance Committee

<p>10. LBP Form No. 7 – Statement of Fund Allocation by Sector (Annex M)</p> <p>11. Worksheets</p> <p>    Personal Services</p> <ul style="list-style-type: none"> <li>• Worksheet 1</li> <li>• Worksheet 2</li> <li>• Worksheet 2a ( with quarterly allocation)</li> </ul> <p>    Maintenance and Other Operating Expenses</p> <ul style="list-style-type: none"> <li>• Worksheet 3..an ( with quarterly allocation)</li> <li>• Worksheet 4 (with quarterly allocation)</li> </ul> <p>    Capital Outlay</p> <ul style="list-style-type: none"> <li>• Worksheet 5 (with quarterly allocation)</li> </ul> <p>12. Annual Equipment Procurement Plan</p> <p>13. Annual Supplies Procurement Plan</p> <p>14. Project Procurement Management Plan (PPMP)</p> <p>15. Technical Specifications</p>		<p>Municipal Budget Office &amp; Local Chief Executive</p> <p>Offices and divisions</p> <p>Offices and divisions</p> <p>Offices and divisions</p> <p>Offices and divisions</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transmits duly accomplished budget preparation forms with prescribed worksheets and other documents to Admin./Records Division	1. Admin/Records Division receives the documents	None	7 minutes	Caroline D. Cabiag Torina Villanosa
	2. Records to the logbook the received complete budget	None	2 minutes	Caroline D. Cabiag Torina Villanosa

	preparation forms			
	3. Forwards to reviewing officer (Technical Division) the budget preparation forms for review.	None	1 minute	Caroline D. Cabiag Torina Villanosa
	4. Reviewing officer receives the documents for review.	None	1 minute	John Paul B. Marquez Lhea D. Lindawan
	5. Reviewing officer/s undertakes the review and prepares review findings and recommendations and forward to the MBO for final evaluation.	None	8 hours in a FIFO basis	John Paul B. Marquez Lhea D. Lindawan
	6. Municipal Budget Officer (MBO) evaluate the budget proposals and forward for release.	None	1 hour	Marie B. Canayan
2. Receives reviewed documents	7. Admin/Records Division releases the reviewed documents to concerned offices	None	5 minutes	Caroline D. Cabiag Torina Villanosa
<b>TOTAL</b>		<b>NONE</b>	<b>9 Hours &amp; 16 minutes</b>	

### 3. Preparation of Allotment Release Order (ARO)

This Allotment Release Order is the authority of an office to incur an obligation within the confines of the Programs Projects and Activities, as defined in the Appropriation Ordinance upon approval of the Local Chief Executive.

<b>Office or Division:</b>	Municipal Budget Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government

<b>Who may avail:</b>		Local Chief Executive, Different offices and divisions, and other agencies.		
<b>LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request for release of ARO (2 copies).		Offices and divisions		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit approved request for release of allotment to the Admin/Records Division	1. Admin/Records Division receives the request.	None	1 minute	Caroline D. Cabiag Torina Villanosa
	2. Records the received request in the logbook and forwards the request for review.	None	2 minutes	Caroline D. Cabiag Torina Villanosa
	3. Reviews the request	None	8 minutes	John Paul B. Marquez Joanna Louren Mahor Dandy Danao
	4. Prepare the Allotment Release Order for approval of the Local Chief Executive and forward said Allotment Release Order to Admin/Records Division.	None	1 hour	Marie B. Canayan
	5. Admin/Records Division records the Allotment Release Order in the logbook forwards the documents to the office of the LCE for approval.	None	2 minutes	Caroline D. Cabiag Torina Villanosa
	6. Approves the Allotment Release Order	None		Romeo C. Tayaban
	7. Return the approved Allotment Release Order to Municipal	None		Grace L. Buay

	Budget Office			
2. Receives ARO.	8. Admin/Records Division releases the approved Allotment Release Order to concerned offices/divisions.	None	3 minutes	Caroline D. Cabiag Torina Villanosa
<b>TOTAL</b>		<b>NONE</b>	<b>1 hr &amp; 16 minutes</b>	

#### 4. Review and Evaluation of Budget Execution Forms

These forms are reviewed/evaluated for the approval of the LCE. If approved, these said forms will be the basis for the execution of the approved budget.

<b>Office or Division:</b>	Municipal Budget Office		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2G – Government to Government		
<b>Who may avail:</b>	Local Chief Executive , Different offices and divisions, and other agencies.		
<b>LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Cash Receipts Forecast ( 1 copy)		Municipal Treasurer, Municipal Accountant, Local Chief Executive (LCE)	
Cash Disbursement Forecast ( 1 copy)		Municipal Treasurer, Municipal Accountant, LCE	
Cash Flow Analysis ( 1 copy)		Municipal Treasurer, Municipal Accountant, LCE	
Transmittal letter from the different offices and divisions. ( 2 copies)		All offices and divisions	
Local Budget Execution Form No. 3 – Summary of Financial		All offices and divisions	



and Physical Performance Targets ( 3 copies)	
Local Budget Execution Form No. 3a - Detailed Financial and Physical Performance Targets (3 copies)	All offices and divisions
Local Budget Execution Form No. 3b – Detailed Financial Targets (3 copies)	All offices and divisions
Local Budget Execution Form No. 6 – Annual Equipment Procurement Program (5 copies)	All offices and divisions
Local Budget Execution Form No. 7 – Annual Supplies Procurement Program (5 copies)	All offices and divisions
LBE Form No. 8 - Schedule of Land and Land Improvement Outlays ( 5 copies)	Implementing office
LBE Form No. 9 - Schedule for Building & Structure Outlays (5 copies)	Implementing office
Project Procurement Management Plan (5 copies)	All offices and divisions
Technical Specification (5 copies)	
Worksheets	All offices and divisions
Personal Services	
• Worksheet 1	
• Worksheet 2	
• Worksheet 2a	

Maintenance and Other Operating Expenses <ul style="list-style-type: none"> <li>• Worksheet 3a..n</li> <li>• Worksheet 4</li> </ul> Capital Outlay <ul style="list-style-type: none"> <li>• Worksheet 5</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transmits the letter to the Admin/Record Division together with the required documents.	1. Admin. /Records Division receives the documents.	None	2 minutes	Caroline D. Cabiag Torina Villanosa
	2.Records the received documents in the logbook and forwards the documents to the reviewing officer/s	None	2 minutes	Caroline D. Cabiag Torina Villanosa
	3. Reviewing officer/s receive the documents	None	1 minute	John Paul B. Marquez Joanna Louren Mahor Dandy Danao
	4. Reviewing officer/s undertakes review of the execution forms. 4.1 If in order, prepare review findings and forward to the MBO for action. 4.2 If not in order, make notation and forward the documents to Admin/Records Division for returning said documents to concerned offices.	None	8 hours in a FIFO basis	John Paul B. Marquez Joanna Louren Mahor Dandy Danao

	5. Municipal Budget Officer evaluates the execution forms and prepares review action and forwards to the releasing division.	None	2 hours	Marie B. Canayan
	6. Admin/Records Division forwards the documents to the office of the Local Chief Executive for approval	None	2 minutes	Caroline D. Cabiag Torina I. Villanosa
	7. Approves the Local Budget Execution Forms	None		Romeo C. Tayaban
	8. Returns the approved Local Budget Execution Forms to Municipal Budget Office	None		Grace Lumauig
2. Receives reviewed documents with recommendations.	9. Admin/Records Division releases the approved Local Budget Execution Forms	None	5 minutes	Caroline D. Cabiag Torina I. Villanosa
<b>TOTAL</b>		<b>NONE</b>	<b>10 Hrs. &amp; 12 minutes</b>	

### 5. Certification of Obligation Request (ObR)

This is the certifying that appropriation is available allotment was released, and an obligation has been incurred

<b>Office/Division:</b>	Municipal Budget Office
<b>Office/Division:</b>	Municipal Budget Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who my avail:</b>	Government employees or another government agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1. Obligation for the payment of salary</p> <ul style="list-style-type: none"> <li>• Obligation Request (ObR) duly certified by the requesting office (5 copies).</li> <li>• For first salary (1 copy) <ul style="list-style-type: none"> <li>a. Certified true copy of duly approved appointment by the appointing authority</li> <li>b. Certified true copy of the Oath of Office.</li> </ul> </li> <li>• For Step Increment/Salary Adjustment (1 copy) <ul style="list-style-type: none"> <li>a. Notice of Step Increment/ Notice of Salary Adjustment</li> </ul> </li> <li>• Payroll certified by the head of office ( 5 copies)</li> </ul>	<p>Requesting office</p> <p>Human Resource Management Office (HRMO)</p> <p>HRMO</p> <p>HRMO</p> <p>HRMO</p> <p>Municipal Accounting Office (MAccO)</p>
<p>2. Obligation for the payment of supplies and materials.</p> <p>a. Direct payment</p> <ul style="list-style-type: none"> <li>• Obligation Request (ObR) duly certified by the requesting office.( 5 copies)</li> <li>• Purchase Request, Request for Price Quotation, Abstract of Quotation, Purchase Order, Notice of Award (5 copies each except Request for Price Quotation – 3 copies).</li> </ul> <p>b. Reimbursement</p> <ul style="list-style-type: none"> <li>• Obligation Request (ObR) duly certified by the requesting office. (5 copies)</li> <li>• Purchase Request, Request for Price Quotation, Abstract of Quotation, Purchase Order, Notice of Award, Inspection and Acceptance Report (5 copies except Request for Price Quotation – 3 copies).</li> <li>• Official Receipt.</li> </ul>	<p>Requesting office</p> <p>Requesting office and Bids and Awards Committee (BAC)</p> <p>Requesting office</p> <p>Requesting office, BAC and General Service Office (GSO)</p> <p>Supplier/dealer</p>

<p>3.Obligation for the payment of fuel, oil and lubricants</p> <p>a. For motor vehicle</p> <ul style="list-style-type: none"> <li>• Obligation Request (ObR) duly certified by the requesting office. (5 copies)</li> <li>• Trip ticket ( 1 copy)</li> <li>• Official Receipt/Charge Invoice</li> <li>• Monitoring of fuel consumption (1 copy)</li> </ul> <p>b. For bulk procurement ( for storage)</p> <ul style="list-style-type: none"> <li>• Obligation Request (ObR) duly certified by the requesting office. ( 5 copies)</li> <li>• Purchase Request, Request for Price Quotation, Abstract of Quotation, Purchase Order, Notice of Award (5 copies except Request for Price Quotation – 3 copies).</li> </ul>	<p>Requesting Office</p> <p>Requesting Office Supplier/dealer Requesting Office</p> <p>Requesting office</p> <p>Requesting office and Bids and Awards Committee</p>
<p>4.Obligation for the payment of labor for project</p> <ul style="list-style-type: none"> <li>• Obligation Request (ObR) duly certified by the requesting office. ( 5 copies)</li> <li>• Program of Work</li> <li>• Statement of Work Accomplished</li> <li>• Labor payroll</li> <li>• Partial or final inspection report</li> <li>• Certificate of completion (final payment)</li> </ul> <p>5.Obligations for the payment of contracts</p> <ul style="list-style-type: none"> <li>• Obligation Request (ObR) duly certified by the requesting office. ( 5 Copies)</li> <li>• Program of Work</li> <li>• BAC resolution</li> <li>• Notice of Award</li> </ul>	<p>Requesting Office</p> <p>Municipal Engineering Office (MEO) MEO MEO MEO MEO</p> <p>Requesting Office MEO BAC BAC BAC</p>

<ul style="list-style-type: none"> <li>• Contract</li> <li>• Statement of Work Accomplished</li> <li>• Inspection Report</li> <li>• Certificate of Project Completion (final payment)</li> </ul>	MEO MEO MEO
6.Obligation for the payment of traveling expenses <ul style="list-style-type: none"> <li>• Obligation Request (ObR) duly certified by the requesting office. ( 5 copies)</li> <li>• Approved travel order</li> <li>• Approved itinerary of travel</li> <li>• Invitation to attend seminar, conferences, training and the like</li> <li>• Certificate of appearance/certificate of participation/certificate of training</li> <li>• Bus tickets/plane tickets</li> </ul>	Requesting Office  Requesting office Requesting office Training provider  Training provider  Transportation provider
7.Obligation for the payment of training expenses <ul style="list-style-type: none"> <li>• Obligation Request (ObR) duly certified by the requesting office</li> <li>• Certificate of appearance/Certificate of participation/ Certificate of training</li> <li>• Official Receipts of registration fee</li> </ul>	Requesting Office  Training provider  Training provider
8.Obligation for the payment of Financial Assistance <ul style="list-style-type: none"> <li>• Obligation Request (ObR) duly certified by the requesting office.</li> <li>• Request letter of the solicitor duly approved by the Local Chief Executive</li> <li>• Documents from MSWDO (if any)</li> </ul>	Requesting office

<p>9.Obligation for the payment of repairs and maintenance of machinery and equipment, transportation equipment, and furniture and fixtures</p> <ul style="list-style-type: none"> <li>• Obligation Request (ObR) duly certified by the requesting office. (5 copies)</li> <li>• Purchase/Job Request, Pre-inspection, Request for Price Quotation, Abstract of Quotation, Purchase/Job Order, and Notice of Award (5 copies each except Request for Price Quotation – 3 copies).</li> </ul>		<p>Requesting office</p> <p>Requesting office and BAC</p>		
<p>10.Obligation for the payment of Other General Services</p> <ul style="list-style-type: none"> <li>• Obligation Request (ObR) duly certified by the requesting office</li> <li>• Contract of service (newly hired)</li> <li>• Payroll</li> <li>• Duly signed Daily Time Record</li> <li>• Accomplishment Report</li> </ul>		<p>Requesting office</p> <p>Human Resource Management Division Municipal Accounting Office Human Resource Management Division Concerned employee</p>		
<p>11.Obligation for the payment of Legal Services</p> <ul style="list-style-type: none"> <li>• Obligation Request (ObR) duly certified by the requesting office</li> <li>• Contract/Memorandum of Agreement</li> </ul>		<p>Requesting office</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEE TO BE PAID</b>	<b>PROCESS ING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits ObR with duly accomplished supporting documents to the Admin/Records Division.	1. Admin/Records Division receives the OBR with its supporting documents.	None	2 minutes	Caroline D. Cabiag Torina I. Villanosa

	2. Assigns ObR number and forward it to Operations Division.	None	3 minutes	Caroline D. Cabiag Torina I. Villanosa
	3. Operation Division checks the charging of the ObR, availability of allotment and appropriation	None	15 minutes	Joanna Louren G. Mahor Dandy C. Danao
	4. Record the ObRs to their respective books/registries	None	5 minutes	Joanna Louren G. Mahor Dandy C. Danao
	5. Counter-checks the charging and forwards the OBR to the Municipal Budget Officer for certification	None	5 minutes	John Paul B. Marquez
	6. Reviews and certify the ObR and forwards said ObR with supporting documents to Admin/Records Division.	None	5 minutes	Marie B. Canayan
Receives the certified ObR	7. Admin/Records Division releases the ObR to requesting offices	None	5 minutes	Caroline D. Cabiag Torina I. Villanosa
<b>TOTAL</b>		<b>NONE</b>	<b>40 minutes</b>	

## 6. Preliminary Review of Barangay Budget

This is the assistance given to the Sanguniang Bayan in their review of barangay budget

<b>Office or Division:</b>	Municipal Budget Office
<b>Classification:</b>	Complex



<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Sanguniang Bayan and Barangay Local Government Unit	
<b>LIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Transmittal letter from the Sangguniang Bayan Office ( 2 copies)</li> <li>• Barangay Expenditure Program ( 1 copy)</li> <li>• Barangay Budget Preparation (BBP) Forms (1 copy) <ul style="list-style-type: none"> <li>➤ BBP Form No. 1 – Budget of Expenditures and Sources of Financing</li> <li>➤ BBP Form No. 2 – Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results</li> <li>➤ BBP Form No. 2-A – List of Projects Chargeable Againsts the 20% Development Fund</li> <li>➤ BBP Form No. 3 – Plantilla of Personnel</li> <li>➤ BBP Form No. 4 – Statement of Indebtedness</li> </ul> </li> <li>• Budget Message</li> <li>• Statement of Indebtedness (if any)</li> <li>• AIP, duly approved by the Sanggunian through a Resolution, and supported by the following; <ul style="list-style-type: none"> <li>➤ Indicative Annual Procurement Plan</li> <li>➤ DILG-endorsed Gender and Development Plan (GAD) and Budget;</li> <li>➤ Barangay Disaster Risk Reduction and</li> </ul> </li> </ul>	<p>Sangguniang Bayan Office – Chairman – Committee of Finance and Appropriations Barangay Local Government Unit Barangay Local Government Unit</p> <p>Barangay Local Government Unit Barangay Local Government Unit Barangay Local Government Unit</p> <p>Barangay Local Government Unit</p>	

	<p>Management Plan (BDRRMP) as reviewed by the appropriate reviewing authority consistent with RA No. 10121, its IRR, and pertinent issuances of the NDRRMC; and</p> <ul style="list-style-type: none"> <li>➤ Barangay Nutrition Action Plan (BNAP)</li> <li>➤ Other documents/plans as may be required and/or deemed necessary in line with the full devolution of functions and services to the LGUs pursuant to EO No. 138.</li> </ul> <ul style="list-style-type: none"> <li>• List of PPAs that can be attributed and built-in within the budget levels for the following: <ul style="list-style-type: none"> <li>➤ Gender and Development pursuant to RA No. 7192, RA No. 9710, and NEDA JMC No. 2016-01 dated January 12, 2016.</li> <li>➤ Senior Citizens and Persons with Disabilities pursuant to RA No. 9994 amending RA No. 7432 and RA No. 9442 amending RA No. 7277</li> <li>➤ Combatting AIDS pursuant to RA No. 8504 and;</li> <li>➤ Implementation of programs of the Local Councils for the Protection of Children pursuant to RA No. 9344.</li> </ul> </li> </ul>	Barangay Local Government Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Transmits the letter to the Admin/Record Division together with the complete required documents.	1. Admin /Records Division receives the documents.	None	5 minutes	Caroline D. Cabiag Torina I. Villanosa
	2.Records the received documents in the logbook	None	2 minutes	Caroline D. Cabiag Torina I. Villanosa
	3. Forwards the documents to the reviewing officer/s in the Technical Division.	None	1 minute	John Paul B. Marquez Lhea D. Lindawan
	4. Reviewing officers undertakes review and prepares/accomplishes the review forms	None	120 hours (15 days)	John Paul B. Marquez Lhea D. Lindawan
	6. Forward the accomplished review forms to the Local Finance Committee Chairperson	None	2 minutes	John Paul B. Marquez Lhea D. Lindawan
	7. Local Finance Committee Chairperson schedules meeting to review & consider the findings of the reviewing officer/s	None		Local Finance Committee - Chairperson Local Finance Committee
	8. Local Finance Committee conduct meeting and prepares Review Action and forwards the review action to the Municipal Budget Office	None		Local Finance Committee - Chairperson Local Finance Committee
	9. Prepares transmittal letter of the Review Action	None	5 minutes	Caroline Cabiag Torina Villanosa

				Marie B. Canayan
2.Receives Review Action	11. Admin/Records Division record and transmit Review Action to Sangguniang Bayan Office.	None	5 minutes	Caroline Cabiag Torina Villanosa
TOTAL		NONE	120 Hrs (15) days & 20minutes	

## 7. Issuance of Certification (per request)

<b>Office or Division:</b>	Municipal Budget Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G/G2C- Government to Government/Government to Citizen			
<b>Who may avail:</b>	Government employees or citizens			
<b>LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Request Letter ( 2 copies)</li> </ul>		Offices/divisions/ Clients (Citizen)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transmits the request letter to the Admin/Records Division	1. Admin /Records Division receives the request letter	None	2 minutes	Caroline Cabiag Torina Villanosa
	2.Records the received documents in the logbook	None	2 minutes	Caroline Cabiag Torina Villanosa
	3.Forwards the documents to the Municipal Budget Officer	None	1 minute	Caroline Cabiag Torina Villanosa
	4. Municipal Budget Officer identifies which division will prepare and instruct said division	None	30 minutes	Marie B. Canayan John Paul B. Marquez Lhea D. Lindawan

	to prepare the needed documents needed in the preparation of the certification.			Joanna Louren G. Mahor Dandy C. Danao
	5. Municipal Budget Officer prepares the certification and forwards the certification for release.	None	30 minutes	Marie B. Canayan
2.Receives certification	11. Admin/Records Division records and releases the certification.	None	5 minutes	Caroline Cabiag Torina Villanosa
<b>TOTAL</b>		<b>NONE</b>	<b>1 Hour and 10 min.</b>	

## 8. Preparation of Report/s (per request)

<b>Office or Division:</b>	Municipal Budget Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G/G2C – Government to Government/ Government to Citizen			
<b>Who may avail:</b>	Government employees or citizens			
<b>LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Request Letter ( 2 copies)</li> </ul>		Offices/divisions/ Clients (Citizen)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transmits the request letter to the Admin/Records Division	1. Admin /Records Division receives the request letter	None	2 minutes	Caroline Cabiag Torina Villanosa
	2. Records the received documents in the logbook	None	2 minutes	Caroline Cabiag Torina Villanosa

	3. Forwards the documents to the Municipal Budget Officer.	None	1 minute	Caroline Cabiag Torina Villanosa
	4. Municipal Budget Officer identify which division will prepare the report/s.	None	2 minutes	Marie B. Canayan
	5. Division will prepare the needed documents for the preparation of the report/s.	None	2 hours	John Paul B. Marquez Lhea D. Lindawan Joanna Louren G. Mahor Dandy C. Danao
	5. Municipal Budget Officer certifies the report	None	30 minutes	Marie B. Canayan
2.Receives report prepared	11. Admin/Records Division records and releases the report.	None	4 minutes	Caroline D. Cabiag Torina I. Villanosa
<b>TOTAL</b>		<b>NONE</b>	<b>2 Hours and 41 min.</b>	

## 9. Barangay Assistance and Extension Services

This is the technical assistance provided to the barangays to their concerns such as but not limited to barangay budgets and proper costing of PPAs and services provided to constituents of a barangay who needed the service of the office in relation to the duties and functions of the office.

<b>Office or Division:</b>	Municipal Budget Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G/G2C – Government to Government/ Government to Citizen
<b>Who may avail:</b>	All BLGU/ Barangay constituents
<b>LIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	

• Request Letter ( 2 copies), if any		Barangay Local Government Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If with request letter:				
1. Register in the logbook	1. Provide the logbook	None	2 minutes	Caroline D. Cabiag Torina I. Villanosa
2. Transmits the request letter to the Admin/Records Division	2. Admin /Records Division receives the request letter	None	2 minutes	Caroline D. Cabiag Torina I. Villanosa
3. Proceed to the Technical Division	3. Forwards the request to the Technical Division	None	1 minute	Caroline D. Cabiag Torina I. Villanosa
	4. Technical Division assess the needed assistance of the client and refer to the Municipal Budget Officer.	None	5 minutes	John Paul B. Marquez Lhea D. Lindawan
4. Listens attentively.	5. Provide the needed assistance/service of the client.	None	30 minutes	Marie B. Canayan John Paul B. Marquez Lhea D. Lindawan
If without request letter:				
1. Register in the logbook	1. Provide the logbook	None	2 minutes	Caroline D. Cabiag Torina I. Villanosa
2. Proceed to the Technical Division	2. Technical Division assess the needed assistance of the client and refer to the Municipal Budget Officer.	None	5 minutes	John Paul B. Marquez Lhea D. Lindawan
3. Listens attentively.	3. Provide the needed assistance/service.	None	30 minutes	Marie B. Canayan John Paul B. Marquez Lhea D. Lindawan
<b>TOTAL ( if with request letter)</b>		<b>None</b>	<b>40minutes</b>	
<b>TOTAL ( if without request letter)</b>		<b>None</b>	<b>37 minutes</b>	

## FEEDBACK AND COMPLAINTS MECHANISM

<p>How to send feedback?</p>	<p>Answer the client feedback form and drop it at the designated drop box in front of the lobby of Municipal Building 2.</p> <p><b>Contact info:</b>          Public Assistance and Complaints Desk: 0975-565-8265          HRMO: 0915-251-3852          Administrative Officer: 0997-325-8807          Email: mlgukasibu@gmail.com</p>
<p>How feedbacks are processed?</p>	<p>Every Friday, the Designated Personnel manning the Public Assistance and Complaint Desk opens the dropbox and compiles and records all feedback submitted.</p> <p>Feedback requiring answers are forwarded to relevant offices and they are required to answer within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p><b>For inquiries and follow-ups, the client may contact the following:</b>          Public Assistance and Complaints Desk: 0975-565-8265          HRMO: 0915-251-3852          Administrative Officer: 0997-325-8807          Email: mlgukasibu@gmail.com</p>
<p>How to complain?</p>	<p>Answer the client Complaint Form and drop it at the designated drop box in front of the lobby of Municipal Building 2.</p> <p>Complaints can be also filed via telephone. Make sure to provide the following information:          Name of person being complained</p>



	<p>Incident Evidence <b>For inquiries and follow-ups client may contact the following:</b> Public Assistance and Complaints Desk: 0975-565-8265 HRMO: 0915-251-3852 Administrative Officer: 0997-325-8807 Email: mlgukasibu@gmail.com</p>
How complaints are processed	<p>The Designated Personnel manning the Public Assistance and Complaint Desk opens the complaint drop box on the daily basis and evaluates each complaint.</p> <p>Upon evaluation, the Complaints Officer shall start the investigation and forward the complaint to the relevant office for their explanation.</p> <p>The Designated Personnel manning the public Assistance and Complaint Desk will create a report after the investigation and shall submit it to the Head of Agency for appropriate action.</p> <p>The Designated Personnel manning the public Assistance and Complaint Desk will give feedback to the client.</p> <p><b>For inquiries and follow-ups, the client may contact the following:</b> Public Assistance and Complaints Desk: 0975-565-8265 HRMO: 0915-251-3852 Administrative Officer: 0997-325-8807 Email: mlgukasibu@gmail.com</p>
<p>Contact Information: <b>Public Assistance and Complaints Desk:</b> <b>Human Resource Management Office:</b> <b>Office of the Municipal Mayor:</b></p>	<p>0975-565-8265 0916-831-4804 0997-325-8807</p>

<b><i>Anti-Red Tape Authority (ARTA):</i></b>	(02) 8478-5091 / (02) 8478-5093 / (02) 8478-5099
<b><i>Presidential Complaints Center (PCC):</i></b>	8-2498310 / 8-736-8645 / 8-736-8603 / 8-736-8606 / 8-736-8629 / 8-736-8621
<b><i>CSC Contact Center ng Bayan:</i></b>	09088816565 / 1-6565*