

# MUNICIPAL BUDGET OFFICE



- 1. PREPARATION AND SUBMISSION OF ANNUAL / SUPPLEMENTAL BUDGET OF THE MUNICIPAL Service Information**
- 2. REVIEW OF ANNUAL/SUPPLEMENTAL BARANGAY BUDGET**
- 3. SYSTEMATIC ENCODING, RECORDING, MONITORING AND PROCESSING OF TRANSACTIONS INVOLVING THE CITY'S EXPENDITURES AGAINST THE ALLOCATED RESOURCES**



## I. PREPARATION AND SUBMISSION OF ANNUAL / SUPPLEMENTAL BUDGET OF THE MUNICIPAL Service Information:

Review and consolidates the budget proposals of different offices and departments of the Municipality to determine the compliance with budgetary requirements and guidelines of governing agencies like DBM, DILG, COA and Other Agencies

<b>OFFICE OR DIVISION</b>		<b>MUNICIPAL BUDGET OFFICE</b>			
<b>CLASSIFICATION</b>		Simple			
<b>TYPE OF TRANSACTION</b>		G2G – Government to Government			
<b>WHO MAY AVAIL</b>		All Offices / Departments of the Municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>Where to Secure</b>			
Budget Proposals with Prescribed Budget Preparation Forms		To be prepared by the department/office			
1	LBP Form No. 1 – Budget of Expenditures and Sources of Financing	To be prepared by the department/office			
2	LBP Form No. 2 – Programmed Appropriation and Obligation by Object of Expenditure				
3	LBP Form No. 3 – Plantilla of LGU Personnel				
4	LBP Form No. 4 – Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets Personnel Schedule				
5	LBP Form No. 5 –Statement of Indebtedness				
6	LBP Form No. 6 – Statement of Statutory and Contractual Obligations and Budgetary Requirements				
7	LBP Form No. 7 - Statement of Fund Allocation by Sector				
<b>CLIENT STEPS</b>		<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
		Confer with the City Finance Committee in coordination with the revenue generating departments to determine budgetary ceiling / income estimates	None	1 day	Local Finance Committee (Eva De Leon, Ronelo Dapat, Dale Mito Diano, Marissa Cruz)
Receive budget call (memorandum/letter) from LCE and prepare budget proposals with necessary forms		Disseminate memorandum letter with attached Budget Call, required budgetary forms and calendar of activities stating the submission of budget proposals	None	1 day	Rommel Condino



Submit the Budget Proposals to the Municipal Budget Office	Budget Officer reviews the budget Proposals of various office / departments	None	30 days ( July - 15 to August 15)	Marissa Cruz- MBO
	All Budget Proposals will be consolidated by the Budget Officer for submission to the Local Finance Committee and conduct technical budget hearings			Local Finance Committee (Eva De Leon, Ronelo Dapat, Dale Mito Diano, Marissa Cruz)
Local Finance Committee Members will evaluate all the budget proposals	Prepares the consolidated Executive Budget	None	53 days	Marissa Cruz- MBO, Rommel Condino. Jessa Mondejar
	Prepares the Budget Message			Mayor, Marissa Cruz
Submit the Executive Budget to the Sangguniang Panlungsod for deliberation	Authorization of Budget is done through an Appropriation Ordinance enacted by the Sanggunian and forwarded to Sangguniang Panlalawigan	None	On or before October 1	Sangguniang Panlungsod
<b>END OF TRANSACTION</b>				



## II. REVIEW OF ANNUAL/SUPPLEMENTAL BARANGAY BUDGET

### Service Information:

Conduct initial review of the submitted Barangay Annual / Supplemental Budget of the 20 barangays of Daanbantayan.

OFFICE OR DIVISION		MUNICIPAL BUDGET OFFICE
CLASSIFICATION		Simple
TYPE OF TRANSACTION		G2G – Government to Government
WHO MAY AVAIL		Barangay officials and residents concerned:
CHECKLIST OF REQUIREMENTS		Where to Secure
1	Budget Message	To be prepared by barangay concern
2	Certification of Actual Income (Next Preceding Year)	
4	Certification of Additional Income (For Supplemental Budget)	
5	Appropriation Ordinance	
6	BBP Form No. 1 Budget of Expenditures and Sources of Financing	
7	BBP Form No. 2 Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results	
8	LBP Form No. 2-A — Programmed Appropriation and Obligation for Special Purpose Appropriations	
9	BBP Form No. 3 (Plantilla of Personnel)	
10	BBP Form No. 4 (Statement of Indebtedness)	
11	BBP Form No. 455 – Statement of Funding Sources (For Supplemental Budget)	
12	Barangay Development Investment Plan (BDIP)	
13	Annual Investment Program (AIP)	
14	GAD Plan and Budget with Municipal Planning and DILG Certificate of Review and Endorsement	
15	BDRRMF Plan with Barangay Resolution duly certified by the MDRRMO	
16	Senior Citizen and PWD Plan and Budget	
17	BCPC Plan and Budget	
18	Agriculture and Fishery Plan	
19	Culture & Heritage Plan	
20	Integrated Coastal Resource and Management	
21	PPA's for Solo Parent	
22	Solid Waste Management Plan	
23	Barangay Plans, PPA and Work Programs (Health and Nutrition, BADAC, Peace and Order, and other Special Activities)	
24	Annual Procurement Plan (APP)	
25	For Sangguniang Kabataan	



	1. Comprehensive Barangay Youth Development Plan (CBYDP)
	2. Barangay Youth Investment Program (ABYIP)
	3. SK Resolution (Appropriation Ordinance for Annual Budget and Annual Appropriation Form

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Submit Barangay Annual / Supplemental Budget with complete documents as required	Receive the Proposed Barangay Annual / Supplemental Budget  Distribute to assigned budget reviewer	NONE	10 minutes	Jessa Mondejar
Barangay Treasurer 's reports to City Budget Office to verify and comply the deficiencies   Resubmit of corrected and complete set of Barangay Annual / Supplemental Budget	Check attached documents (per checklist) stamping of date and time received  Check, Review, Evaluate, Process and Sign  Prepare transmittal letter and forward to Mayor's Office for approval	NONE	5 days	Marissa Cruz
	Endorse approved barangay budgets to the concerned barangays	NONE	1 day	Jessa Mondejar
<b>END OF TRANSACTION</b>				



### III. SYSTEMATIC ENCODING, RECORDING, MONITORING AND PROCESSING OF TRANSACTIONS INVOLVING THE CITY'S EXPENDITURES AGAINST THE ALLOCATED RESOURCES

**Service Information:**

Obligation Request (ObR) Form is reviewed, evaluated and processed to certify as to availability of appropriation based on the approved budget and released of allotment of concerned departments/offices.

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<b>WHO MAY AVAIL</b>	All Offices / Departments of the Municipality			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>Where to Secure</b>	
For Certification of Availability of Fund			To be prepared by the department/office	
1	Budget Clearance signed by Requesting Office			
2	Signed ABC and PR approved by LCE For Payroll (Salaries & Wages, Allowances and Other Personnel Benefits)			
	1. ObR signed by Requesting Office			
	2. Signed Payroll			
	3. For terminal leave pay, maternity leave and other personnel benefits, signed OBR and copy of various requirements prescribed by HR Office.			
For Financial, Medical and Funeral Assistance				
	1. ObR signed by Requesting Office			
	2. Disbursement Voucher			
	3. Letter by the client			
	4. Requirements prescribed by MSWDO			
For Supplies, Materials and Equipment				
	1. ObR signed by Requesting Office			
	2. Signed ABC / PR / PO / Quotation / Abstract /BAC Resolution			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish Leave Form Application (2copies)	Receive the leave form application	None	5min	Mary Ann Labrado (Casual); Geraldine Arreglo (Admin Aide I); Josephine Tahanlangit (Admin Aide IV); Arline Gomez (HRMA);
2. Wait while recording & updating of leave credits	Recording & updating of leave credits commutation	None	30min	Josephine Tahanlangit (Admin Aide IV);
3. Waiting while processing of leave form application	Processing of leave form application	None	30min	Josephine Tahanlangit (Admin Aide IV); Mirafior Comendador(HRMO)
4. Waiting while approving of leave form application	Approving of leave form application	None	1day	Mun. Admin Hazelita Malaga; Mun. Mayor Sun J. Shimura
5. Receiving a copy of approved leave form application	Releasing of approved leave form application	None	10min	Josephine Tahanlangit (Admin Aide IV);
	<b>Total</b>		<b>1day, 1hr, 15min</b>	