

SERVICES

1. Certification as to Existence of Appropriation

The Office of the Municipal Budget Officer is tasked to: Certify as to Existence of Appropriation on all expenditures under General Fund and Special Education Fund thru the Obligation Request or Approved Budget for the Contract (ABC) form.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business			
Who may avail:	All authorized persons from concerned government agencies/department/office and suppliers/contractors.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly approved Travel Order for reimbursement/cash advance for Traveling and Training Expenses.		HRMO, Concerned Office/Agency		
2. Billing Statements for utility bills.		Service Providers, Requesting Office		
3. Purchase Request, Job Order Request, items contained therein must be certified to be included in the Annual Procurement Plan.		Requesting Office		
4. Duly accomplished and valid Contract (Job Order Contract, Purchase Order and/or other similar document) for procurement of goods and services.		Requesting Office, GSO		
5. Duly approved Appointment (for first salary/wages and renewal)		HRMO		
6. Payroll (for salaries & wages)		HRMO		
7. Program of Works, Bill of Materials		Office of the Municipal Engineer		
8. Approved Project Profile, Activity/Training Design, if necessary		Requesting Office		
9. Executive/Legislative Authorization, if necessary		Requesting Office, Sangguniang Bayan Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit and log the Obligation Request Form or the ABC Form on the Document Logbook.	1.1 Receive the forms and documents from the Client. Check the entry in the Document Logbook.	None	2 minutes	CHRISTIAN P. MARIN Admin. Aide IV
	1.2 Check the completeness of details and signature on the Forms and the required documents.	None	5 minutes	CHRISTIAN P. MARIN Admin. Aide IV
	1.3 Check the availability of appropriation, the correct Account Code and Title, and add specific details that may be necessary on the Forms. Assign Obligation Request Number.	None	5 minutes	MARY GRACE E. HOLLESCA Admin. Officer II
	1.4 Evaluate the required documents, the availability and applicability of appropriations for expenditure requested.	None	5 minutes	JANICE P. ENCALLADO Municipal Budget Officer
	1.5 Certify as to the existence of appropriation.	None	2 minutes	JANICE P. ENCALLADO Municipal Budget Officer
	1.6 Enter the assigned Obligation Request Number to the Disbursement Voucher and/or record the action taken to the Document Logbook.	None	2 minutes	CHRISTIAN P. MARIN Admin. Aide IV MARY GRACE E. HOLLESCA Admin. Officer II
2. Receive the processed	2. Return the documents to the client.	None	1 minute	CHRISTIAN P. MARIN Admin. Aide IV

documents and sign on the release of documents on the Documents Logbook.				
TOTAL:		None	22 minutes	

2. Review of Barangay Budgets and Sangguniang Kabataan Budgets (Annual and Supplemental)

The Office of the Municipal Budget Officer is tasked to assist the Sangguniang Bayan in the review of the annual and supplemental budgets of component barangays.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All authorized persons from concerned barangay.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original copy of Approved Appropriation Ordinance/SK Budget and supporting documents prescribed in the most recent Barangay Budget Operations Manual and other laws, rules and guidelines.		Concerned Barangay		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit and log the Annual/ Supplemental Budget.	1.1 Receive the Annual/ Supplemental Budget.	None	2 minutes	CHRISTIAN P. MARIN Admin. Aide IV
	1.2 Check the completeness and the contents of the supporting documents attached to the Barangay/SK Budget, including the arithmetical computations.	None	2 hours	MARY GRACE E. HOLLESCA Admin. Officer II CHRISTIAN P. MARIN Admin. Aide IV
	1.3 Review the Barangay/SK Budget and the supporting documents as to compliance to budgetary guidelines, requirements and limitations.	None	1 hour	JANICE P. ENCALLADO Municipal Budget Officer
	1.4 Draft the Review Action Letter/ Indorsement.	None	20 minutes	MARY GRACE E. HOLLESCA Admin. Officer II CHRISTIAN P. MARIN Admin. Aide IV
	1.5 Finalize, Sign/Certify the Review Action Letter/ Indorsement.	None	10 minutes	JANICE P. ENCALLADO Municipal Budget Officer
	1.6 Forward the Signed Review Action Letter/Indorsement to the MPDC and Municipal Treasurer for signature.	None	20 minutes	CHRISTIAN P. MARIN Admin. Aide IV
	1.7 Forward the Signed Review Action Letter/Indorsement to the Office of the Sangguniang Bayan.	None	10 minutes	CHRISTIAN P. MARIN Admin. Aide IV
TOTAL:		None	4 hours & 2 minutes	