



## **4. OFFICE OF THE MUNICIPAL BUDGET OFFICER**

### **4.1 Internal Services**



## A. Certify as to the Existence of available Appropriation on Obligation Request

This service is rendered to inter Offices and National Agencies subsidized by LGU to assure the existence of appropriation before an office can incur an obligation such as delivery of goods, services and civil works.

<b>Office or Division:</b>	Office of the Municipal Budget Officer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who May Avail:</b>	Local Government Unit of Patnongon and National Offices given subsidy by the Local Government Unit
<b>CHECKLIST REQUIREMENTS</b>	
<p>1. Obligation Request (4 copies)            2. Attached Documents (3 copies)</p> <p><b>A. Obligation for Goods and Infrastructure procured thru Bidding: (Original and 1 Photocopy Each)</b></p> <ul style="list-style-type: none"> <li>• Approved Purchase Request for Goods/Contract Request for Infra</li> <li>• Complete Accomplished Bidding documents of winning bidder</li> <li>• Minutes of Bid Opening</li> <li>• Minutes of Bid Evaluation</li> <li>• Post Evaluation Report</li> <li>• Resolution Recommending Award</li> <li>• Abstract of Bid as Read and</li> <li>• Abstract of Bid as Calculated</li> <li>• Notice of Award</li> <li>• Purchase Order for Goods</li> <li>• Contract Agreement for Infra</li> <li>• Performance Bond</li> <li>• Delivery Receipts/Charge Invoice for Goods</li> <li>• Certificate of Completion for Infra</li> <li>• Certificate of Inspection</li> <li>• Acceptance and Requisition &amp; Issue Slip for Goods</li> </ul> <p><b>B. Obligation for Goods &amp; Services Procured thru Shopping/Negotiated Procurement: (Original and 1 Photocopy Each)</b></p> <ul style="list-style-type: none"> <li>• Purchase Request for Goods</li> <li>• Job request for services</li> <li>• Accomplished Invitation for Price Quotation</li> <li>• Abstract of Quotation</li> <li>• Notice of Award</li> </ul>	
<b>WHERE TO SECURE</b>	
<p>Prepared by requesting offices unless indicated otherwise</p>	





- Purchase Order/Job Order
- Delivery Receipt/Charge Invoice
- Certificate of Inspection
- Acceptance and Requisition and Issue Slip

**C. Obligation for First Salary/Wage of Plantilla Position: (Original and 1 Photocopy Each)**

- Appointment
- Oath of Office
- Certification of Assumption
- Statement of Assets and Liabilities
- Daily Time Record

**D. Obligation for Terminal Leave Benefits (Original and 1 Photocopy Each)**

- Approved Application for Leave
- Duly Signed Clearance Form
- Computation of Terminal Leave Benefits
- Leave Card

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Requesting office will submit obligation request slip with complete required documents for obligation	1.1. Receive request for obligation	None	3 minutes	Juanita M. Alian Administrative Officer IV (Budget Officer II)
	1.2. Review the attached documents	None	10 minutes	
	1.3. Check for availability of funds	None	5 minutes	
	1.4. Record the obligation request in the Registry of Accounts of Obligations	None	5 minutes	
	1.5. Obligate the said request	None	5 minutes	
	1.6. Signing of Obligation Request for release to the Municipal Accountant's Office	None	5 minutes	Helen A. Escaner Municipal Budget Officer
<b>TOTAL</b>		<b>None</b>	<b>33 minutes</b>	



## B. Certify as to the Existence of Available Appropriation on Program of Works and Project Proposals

This service is rendered to inter offices and national agencies subsidized by the LGU to assure that existence of appropriation prior to implementation of Programs, Projects and Activities.

<b>Office or Division:</b>	Office of the Municipal Budget Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who May Avail:</b>	Local Government Unit of Patnongon and National Offices given subsidy by LGU			
<b>CHECKLIST REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Program of Work and Project Proposal (4 copies) 2. Sketch Plan (2 copies)			Prepared by requesting offices unless indicated otherwise	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>UNIT / DIVISION / PERSON RESPONSIBLE</b>
1. Requesting for Appropriation for Project Proposal and Program of Work	1.1. Receive request	None	3 minutes	Juanita M. Alian Administrative Officer IV (Budget Officer III)
	1.2. Review the documents for POW – attached design		5 minutes	
	1.3. Check for Availability of Funds		5 minutes	
	1.4. Record the Project Proposal and Program of Work		5 minutes	
2. Get Approved Project Proposal and Program of Work as to availability of Budget	2.1. Signing of Project Proposals and Program of Work for releasing			5 minutes
<b>TOTAL</b>		<b>None</b>	<b>24 inutes</b>	





## C. Preliminary Review of Barangay Budget

This service is intended for the conduct of preliminary review of barangay annual budget / supplemental budget of barangay's of Patnongon submitted thru the office of the Municipal Budget Officer for recommendation of the Local Finance Committee to Sangguniang Bayan for final review.

<b>Office or Division:</b>	Office of the Municipal Budget Officer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	36 Barangay's of Patnongon

CHECKLIST REQUIREMENTS	WHERE TO SECURE
<p><b>A. Annual Budget</b></p> <ol style="list-style-type: none"> <li>1. Endorsement Letter (3 Original Copies)</li> <li>2. Approved Annual Budget (5 Original Copies)</li> <li>3. Barangay Message signed by the Punong Barangay (5 original Copies)</li> <li>4. Duly Accomplished Barangay Budget Preparation Forms: 1, 2, 2a, 3 &amp; 4 (5 Original Copies)</li> <li>5. Appropriation Ordinance (5 Original Copies)</li> <li>5. Annual Investment Program (AIP) approved by the Sangguniang Barangay (5 Original Copies)</li> <li>6. Indicative Annual Procurement Plan (5 Original Copies)</li> <li>7. DILG-Endorsed Gender and Development Plan and Budget (1 Original, 4 Certified Machine Copy)</li> <li>8. Barangay Disaster Risk Reduction and Management Plan reviewed by appropriate reviewing authority (1 Original, 4 Certified Machine Copy)</li> <li>9. Barangay Nutrition Action Plan (1 Original, 4 Certified Machine Copy)</li> <li>10. List of Senior Citizens and Persons with Disabilities Programs and Projects (1 Original, 4 Certified Machine Copy)</li> <li>11. List of Programs and Projects for the Protection of Children (1 Original, 4 Certified Machine Copy)</li> <li>12. List of PPAs to Combat AIDS (1 Original, 4 Certified Machine Copy)</li> </ol>	<p style="text-align: center;">Barangay Secretary Punong Barangay &amp; Barangay Treasurer Punong Barangay</p> <p style="text-align: center;">Punong Barangay &amp; Barangay Treasurer Punong Barangay &amp; Barangay Treasurer Punong Barangay &amp; Barangay Treasurer Punong Barangay &amp; Barangay Treasurer Punong Barangay &amp; Barangay Treasurer Punong Barangay &amp; Barangay Treasurer Punong Barangay &amp; Barangay Treasurer</p> <p style="text-align: center;">Punong Barangay &amp; Barangay Treasurer Punong Barangay &amp; Barangay Treasurer</p> <p style="text-align: center;">Punong Barangay &amp; Barangay Treasurer Punong Barangay &amp; Barangay Treasurer</p>
<p><b>B. Supplemental Budget</b></p> <ol style="list-style-type: none"> <li>1. Endorsement Letter (3 Original Copies)</li> <li>2. Approved Supplemental Budget (5 Original Copies)</li> <li>3. Statement of Funding Sources (5 Original Copies)</li> <li>4. Appropriation Ordinance (5 Original Copies)</li> <li>5. Supplemental Investment Plan (if not included in Annual Investment Plan) (1 Original, 4 Certified Machine Copy)</li> <li>6. Resolution approving the Supplemental Investment Plan (1 Original, 4 Certified Machine Copy)</li> </ol>	<p style="text-align: center;">Barangay Secretary Punong Barangay &amp; Barangay Treasurer Punong Barangay &amp; Barangay Treasurer Punong Barangay &amp; Barangay Treasurer Punong Barangay, Barangay Treasurer &amp; Secretary Punong Barangay &amp; Barangay Secretary</p>





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Submit approved Annual Budget / Supplemental Budget with corresponding attached documents	1.1 Receive Annual Budget/Supplemental Budget with attached documents	None	3 minutes	Juanita M. Alian Administrative Officer IV (Budget Officer II)
	1.2. Scrutinize completeness of attached documents		10 minutes	Helen A. Escaner Municipal Budget Officer Juanita M. Alian Administrative Officer IV (Budget Officer II)
	1.3. Conduct preliminary review of Annual Budget		3 days	Helen A. Escaner Municipal Budget Officer
	1.4. Refer to other members of Local Finance Committee to present findings of pre-review		20 minutes	
	1.5. Formulate findings of pre-review of Local Finance Committee for signature		1day	Helen A. Escaner Municipal Budget Officer Juanita M. Alian Administrative Officer IV (Budget Officer II)
	1.6. Submit to Sangguniang Bayan letter of Local Finance Committee for appropriate action		5 minutes	
	1.7. Receive reviewed Annual Budget and Resolution		3 minutes	
2. Receive reviewed Annual Budget and other documents attached	2.1. Release reviewed Annual Budget, Resolution and other documents attached	None	5 minutes	Juanita M. Alian Administrative Officer IV (Budget Officer II)
	2.2. File copy		3minutes	
<b>TOTAL</b>		<b>None</b>	<b>4 days &amp; 49 minutes</b>	





## D. Preliminary Review of Sangguniang Kabataan Budget

This service is rendered for the conduct of Preliminary Review of SK Annual / Supplemental Budget submitted to this office for Endorsement of Local Finance Committee to the Sangguniang Bayan for final review.

<b>Office or Division:</b>	Office of the Municipal Budget Officer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	36 Sangguniang Kabataan of Patnongon

CHECKLIST REQUIREMENTS	WHERE TO SECURE
<b>A. Annual Budget</b> 1. Endorsement Letter (3 Original Copies) 2. Approved Annual Budget (5 Original Copies) 3. Resolution approving the Annual Budget (5 Original Copies) 4. Annual Barangay Youth Investment Program (5 Original Copies) 5. Resolution approving the ABYIP (5 Original Copies) 6. Comprehensive Barangay Youth Dev't. Plan (5 Original Copies) 7. Resolution approving the Comprehensive Barangay Youth Development Plan (5 Original Copies)	SK Secretary SK Chairman/SK Treasurer SK Chairman/SK Secretary SK Chairman/SK Treasurer SK Chairman/SK Secretary SK Chairman/SK Treasurer SK Chairman/SK Secretary
<b>B. Supplemental Budget</b> 1. Endorsement Letter (3 Original Copies) 2. Approved Supplemental Budget (5 Original Copies) 3. Statement of Funding Source (5 Original Copies) 4. Resolution approving the Supplemental Budget (5 Original Copies)	SK Secretary SK Chairman/SK Treasurer SK Chairman/SK Treasurer SK Secretary

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Submit approved Annual/Supplemental Budget with corresponding attached documents	1.1. Receive Annual/Supplemental Budget with attached documents	None	3 minutes	Juanita M. Alian Administrative Officer IV (Budget Officer II)
	1.2. Scrutinize completeness of attached documents		5 minutes	Helen A. Escaner Municipal Budget Officer Juanita M. Alian Administrative Officer IV (Budget Officer II)
	1.3. Conduct preliminary review of Annual/Supplemental Budget		2 days	Helen A. Escaner Municipal Budget Officer





	1.4. Refer to other members of Local Finance Committee to present findings of pre-review conducted		20 minutes	
	1.5. Formulate findings of pre-review of Local Finance Committee for signature		2 days	Local Finance Committee
	1.6. Submit to Sangguniang Bayan letter of Local Finance Committee for appropriate action		5 minutes	<p>Juanita M. Alian Administrative Officer IV (Budget Officer II)</p>
	1.7. Receive reviewed Annual/Supplemental Budget and Resolution from the Sanguniang Bayan		3 minutes	
2. Receive reviewed Annual/Supplemental Budget, Resolution and other documents attached	2.1. Release reviewed Annual/Supplemental Budget, Resolution and other documents attached		5 minutes	
	2.2. File Copy		3 minutes	
<b>TOTAL</b>		<b>None</b>	<b>4 days and 39 minutes</b>	





## E. Technical Assistance to Barangay Officials on Budget Preparation

This service is rendered to Barangay Officials who seek technical assistance to guide and update on the preparation of Barangay Budget that is accordingly prepared on prescribed guidelines.

<b>Office or Division:</b>	Office of the Municipal Budget Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	Barangay Officials			
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
1. Budget Preparation Forms (1, 2, 2A, 3 and 4) (Blank Forms) 2. Annual Budget Form (Blank) (1 Copy) 3. Data for Expenditures (Past Year Actual, Current First Semester Actual & Second Semester Estimates) (Blank Forms) 3. Data for Income (Past Year Actual, Current Semester Actual and Second Semester Estimates) (Blank Forms)			ABC Clerks/Barangay Treasurer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Submit letter request from the Punong Barangay or thru personal appearance	1.1. Receive Letter Request or acknowledge personal appearance	None	3 minutes	Juanita M. Alian Administrative Officer IV (Budget Officer II)
	1.2. Set schedule of technical session		5 minutes	Helen A. Escaner Municipal Budget Officer
2. Bring Requirements	2.1. Technical session with the Punong Barangay and Barangay Treasurer on agreed schedule		3 hrs.	Helen A. Escaner Municipal Budget Officer
<b>TOTAL</b>		<b>None</b>	<b>3 hours and 8 minutes</b>	



## F. Technical Assistance to Sangguniang Kabataan Officials on Budget Preparation

This service is rendered to Sangguniang Kabataan to guide and assist on the preparation of Barangay Budget that will be prepared in accordance with the prescribed guidelines.

<b>Office or Division:</b>	Office of the Municipal Budget Officer
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	SK Officials

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Annual Budget Preparation Form (Blank Forms)	SK Chairman/SK Treasurer
2. Approved Annual Barangay Youth Investment Program for the Proposed Budget Year (Blank Forms)	SK Chairman/SK Secretary

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Submit letter request from the SK Chairman or thru personal appearance	1.1. Receive Letter Request or acknowledge personal appearance	None	3 minutes	Juanita M. Alian Administrative Officer IV (Budget Officer II)
	1.2. Set schedule of technical session		5 minutes	Helen A. Escaner Municipal Budget Officer
	1.3. Technical session with the SK Officials		2 hours	Helen A. Escaner Municipal Budget Officer
<b>TOTAL</b>		<b>None</b>	<b>2 hours &amp; 8 minutes</b>	