

1. Review & Endorsement of Barangay Budget

Ensures compliance with statutory & contractual obligation & budgetary requirements prior to the review & approval by the Sangguniang Bayan.

Office of Division	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may Avail:	All Barangays			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Transmittal letter of the Brgy. Secretary 2. Message of Punong Barangay, Appropriation Ordinance 3. Budget of Expenditure & Sources 4. Barangay. Development Plan			Barangay Barangay Barangay Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. None	None	1 minute	<i>Marilou Rialubin</i> Budgeting Assistant
2. Submit Barangay Budget & Annual Development Plan	2. Check the completeness of documents & instruct client to wait for the review & recommendation of the Sangguniang Bayan	None	1 day	<i>Marilou Rialubin</i> Budgeting Assistant Municipal Budget Office
3. Wait for the review & recommendation of the Sangguniang Bayan	3. Review & evaluate the Budget & Development Plan		1 hour	<i>Ryan Dennis Ridon</i> Municipal Budget Officer Municipal Budget Office
	3.1. Forward reviewed budget & ADP to Sangguniang Bayan		2 mins.	<i>Ryan Dennis Ridon</i> Municipal Budget Officer Municipal Budget Office
TOTAL PROCESSING TIME			1 Day 1 Hour and 3 Minutes	

2. Processing of Obligation Request

The obligation request is a pre-requisite in payment of claims. This is to certify the availability of appropriation/allotment and fund obligated for a certain purpose by the municipal Budget Officer.

Office of Division	Office of the Municipal. Budget Office			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may Avail:	All Offices			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
Vouchers with supporting documents, Payrolls and Purchase Requests				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit vouchers, payrolls with supporting documents together with 3 copies of Obligation request with signature of the department Head.	1. Receives the Voucher Payroll, Purchase Request	None	1 minute	<i>Ryan Dennis Ridon</i> Municipal Budget Officer Municipal Budget Office
	2. The Budget Office determines availability of appropriation/allotment	None	2 minutes	<i>Ryan Dennis Ridon</i> Municipal Budget Officer Municipal Budget Office
	3. The Budget Office controls and records in the control book/card	None	2 minutes	<i>Ryan Dennis Ridon</i> Municipal Budget Officer Municipal Budget Office
	4. The Budget Officer signs the obligation request	None	30 seconds	<i>Municipal Budget Officer</i> Municipal Budget Office
	5. The Budget Office detaches copy of the Obligation Request	None	30 seconds	<i>Ryan Dennis Ridon</i> Municipal Budget Officer Municipal Budget Office
	6. The Budget Office submits documents to accounting Office	None	1 minute	<i>Municipal Budget Officer</i> Municipal Budget Office
TOTAL PROCESSING TIME			7 MINUTES	

