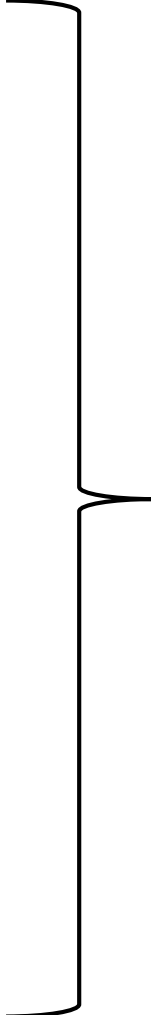


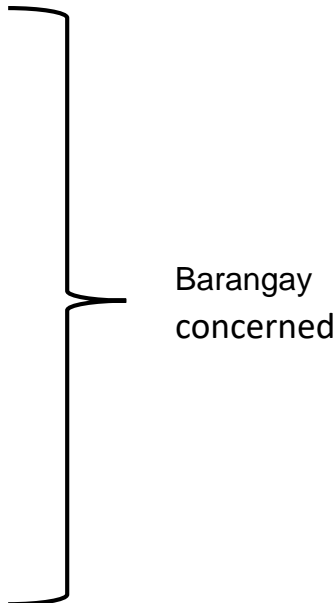
**MUNICIPAL BUDGET OFFICE  
(FRONTLINE SERVICES)**

**1. SERVICE: Processing of Obligation Request (ObR)**

<b>Office:</b>	Municipal Budget Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Government
<b>Who may avail</b>	Municipal Officials/Employees/others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> <li>1. Authority to Render Overtime (for overtime pay)</li> <li>2. Monetization of Leave (approved leave and CM approval)</li> <li>3. Terminal Leave (certification of total earned leaves)</li> <li>4. Purchase Request (for supplies, meals, material, and equipment)</li> <li>5. Travel Order (for training and travel)</li> <li>6. Bill or Statement (for utilities, insurance, LTO registration and subscriptions)</li> <li>7. Project Proposal (for specific activity)</li> <li>8. For Infrastructure Projects – duly signed and approved Program of Work</li> <li>9. Payroll – for salaries and wages</li> </ol> <p>* Prior submission of Project Procurement Management Plan</p>	 <p>Concerned/Requesting Department/Section/Employee/Official</p>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit pertinent documents	1. Receive and review submitted requirements	None	5 minutes	<i>General Fund:</i> Elena T. Oidi  <i>Economic Enterprise:</i> Gerad B. Costina
2.	2. Records and prepares Certification as to obligation	None	5 minutes	<i>General Fund:</i> Elena T. Oidi  <i>Economic Enterprise:</i> Gerad B. Costina  Imelda E. Grupo
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	

## 2. SERVICE: Preliminary Review of Barangay Budget (Annual and Supplemental Budget)

<b>Office:</b>	Municipal Budget Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail</b>	Punong Barangays and other Barangay Officials/staff concerned.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Budget Message</li> <li>2. Appropriations Ordinance</li> <li>3. Budget Forms 1,2,3,4,5,7 and 8</li> <li>4. Approved Annual Investment Plan</li> <li>5. Procurement Plans (ASPP, AEPP, Form 001)</li> <li>6. BDRRM Fund Utilization</li> <li>7. Gender and Development Plan</li> <li>8. Barangay Development Plan</li> <li>9. Certification of Income by CTO <ul style="list-style-type: none"> <li>• For SUPPLEMENTAL BUDGET - Beginning Balance and Form 455</li> <li>• For SK BUDGET – approved TYFD Plan</li> </ul> </li> </ol>		 <p style="margin: 0;">Barangay concerned</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit pertinent documents	1. Preliminary review of Barangay budgets	None	3 days	Mary Ann C. Walang AO V Imelda E. Grupo. <i>MBO</i>
2.	2. Endorsement to the Sangguniang Bayan for favorable review	None	1 day	Mary Ann C. Walang AO V Imelda E. Grupo. <i>MBO</i>
<b>TOTAL</b>		None	4 days	

Submitted by:

**IMELDA E. GRUPO**  
Municipal Budget Officer