

Republic of the
Philippines
Province of Quezon
Municipality of Pitogo

Municipal Budget Office

Citizen Charter

REVILLA R. LIVADO
Municipal Budget Officer

Tel. No. 042 – 318 8574

MUNICIPAL BUDGET OFFICE

1. Functional Statement

1. Prepare form, orders and circulars embodying instructions on budgetary and appropriation matters for signature of the municipal mayor.
2. Review and consolidate budget proposals of the different department and offices of the local government unit;
3. Provide technical assistance to the local chief executive in preparation of the Municipality's Annual Budget under the General Fund, Economic Enterprise and Special Education Fund;
4. Assist the Local Chief Executive during budget hearings; study and evaluate budgetary implications of proposed legislation and submit comments/recommendation thereon.
5. Submit periodic budgetary reports to concerned agencies;
6. Assist the Sangguniang Bayan in reviewing annual/ supplemental budget of the 39 Baranggays of the Municipality;
7. Prepare monthly Registry of allotment and obligations for PS, MOOE, Capital Outlay as required by the New Government Accounting System;
8. Exercise such other powers and perform such other duties and functions as maybe prescribed by law or ordinances.

2. Objectives

1. Budget proposals from the different departments consolidated, for budget hearing with the Local Chief Executive and Local Finance Committee;
2. Prepare quarterly Allotment Release Order (ARO) based on approved annual/supplemental budget;
3. Coordinates with the Local Chief Executive and Local Finance Committee and Sangguniang Bayan on budgetary matters;
4. Provide Budget updates to municipal and barangay officials;
5. Required reports/ data submitted to concerned offices/ agencies on time;
6. Act as Secretariat to the Municipal School Board;
7. Is a member of the Bids and Awards Committee (BAC);
8. Make preliminary review of barangay budgets and submit recommendations to the Sangguniang Bayan for final review and approval;
9. Assist barangay officials in the execution of their approved budget and development plan;
10. Does other related jobs support to the municipality's mission/vision.

MUNICIPAL BUDGET OFFICE

ISSUANCE OF APPROVED OBLIGATION REQUEST (OBR)

A. ABOUT THE SERVICE

Issues approved Obligation Request (OBRs) from different departments

B. WHO CAN AVAIL OF THE SERVICE

Municipal Officials/Employees/others

C. REQUIREMENTS

1. Duly signed and approved Purchase Request/ Activity Design/ Project Proposals/ Payrolls
 - a) For repair & maintenance expenses
 - Duly approved Pre-Repair Inspection Report
 - b) For Travel Expenses – Approved Travel Order and Itinerary
2. For Infrastructure Projects
 - Duly signed and approved Program of Works

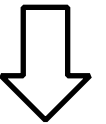
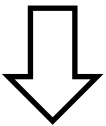
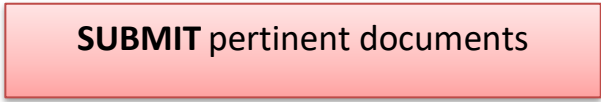
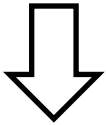
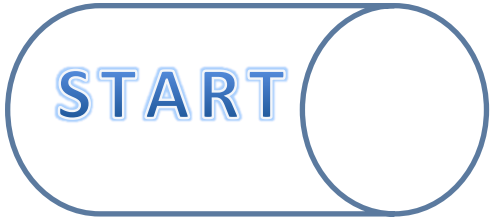
D. AVAILABILITY OF SERVICES

**MONDAY TO FRIDAY
8:00 AM TO 5:00 PM
NO NOON BREAK**

E. HOW TO AVAIL OF THE SERVICES

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON/S RESPONSIBLE
1	SUBMIT Pertinent Documents	RECIEVES Submitted Requirements and PREPARES Obligation Request	5 mins.	MBO/MBO Staffs
2		AFFIX Signature to The Obligation Request	10 secs.	MBO
3	CLAIM Obligation Request	RECORDS approved and issues OBRs in the logbook	30 secs.	MBO/MBO Staffs
	Total Response Time = 5 mins. & 40 secs.			

FLOW CHART ON THE ISSUANCE OF APPROVED OBLIGATION REQUEST (OBR)



MUNICIPAL BUDGET OFFICE

REVIEW OF BARANGAY/ SUPPLEMENTAL BUDGET

A. ABOUT THE SERVICE

Review of Brgy. Annual/ Supplemental Budget Local Finance Committee indorses same to the Sangguniang Bayan for final review and appropriate action.

B. WHO CAN AVAIL OF THE SERVICE

Punong Barangay and other Barangay Officials concerned

C. REQUIREMENTS

1. Transmittal Letter of the PB addressed to the Sangguniang Bayan thru the LFC
2. Budget Message of the Punong Barangay
3. Brgy. Appropriation Ordinance/ Authorized Expenditures Program for the Budget Year
4. Budget of Expenditures and Sources of Financing
5. Barangay Development Plan/ Annual Investment Plan

D. AVAILABILITY OF SERVICES

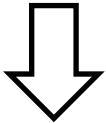
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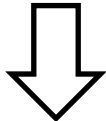
STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON/S RESPONSIBLE
1	SUBMIT Complete Requirements	RECIEVES and REVIEWS the Requirements submitted As per checklist	3 Days	MBO/MBO Staffs
2		PREPARES and FORWARDS Local Finance Committee (LFC) Initial review to the SB for Final review and Appropriate action	1 Day	LCF/MBO
Total Response Time = 4 Days				

**FLOW CHART ON THE REVIEW OF BARANGAY/
SUPPLEMENTAL BUDGET**

START

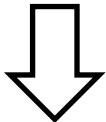


SUBMIT complete requirements

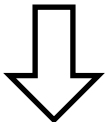


MBO staffs **RECIEVES** and **REVIEWS** the requirements submitted as per checklis

If incomplete or with corrections, returns same to concerned barangay



MBO staff **PREPARES** Review Memo/Recommendations from LFC and **FORWARD** same to the Sangguniang Bayan for Action



END

MUNICIPAL BUDGET OFFICE

BUDGET PROCESS – MUNICIPAL BUDGET PREPARATION

A. ABOUT THE SERVICE

Assist the Local Chief Executive in the Preparation of Budget before it was forwarded to the Local Finance Committee and indorse the same to the Sangguniang Bayan for Final review and appropriate action.

B. WHO CAN AVAIL OF THE SERVICE

Municipal Officials/Employees/other users

C. REQUIREMENTS

1. Transmittal letter of the Sangguniang Bayan addressed to the Sangguniang Bayan thru the LFC
2. Budget Message of the Municipal Mayor
3. Brgy. Appropriation Ordinance/ Authorized Expenditures Program for the Budget Year
4. Budget Expenditures and Sources of Financing
5. Barangay Development Plan/ Annual Investment Plan

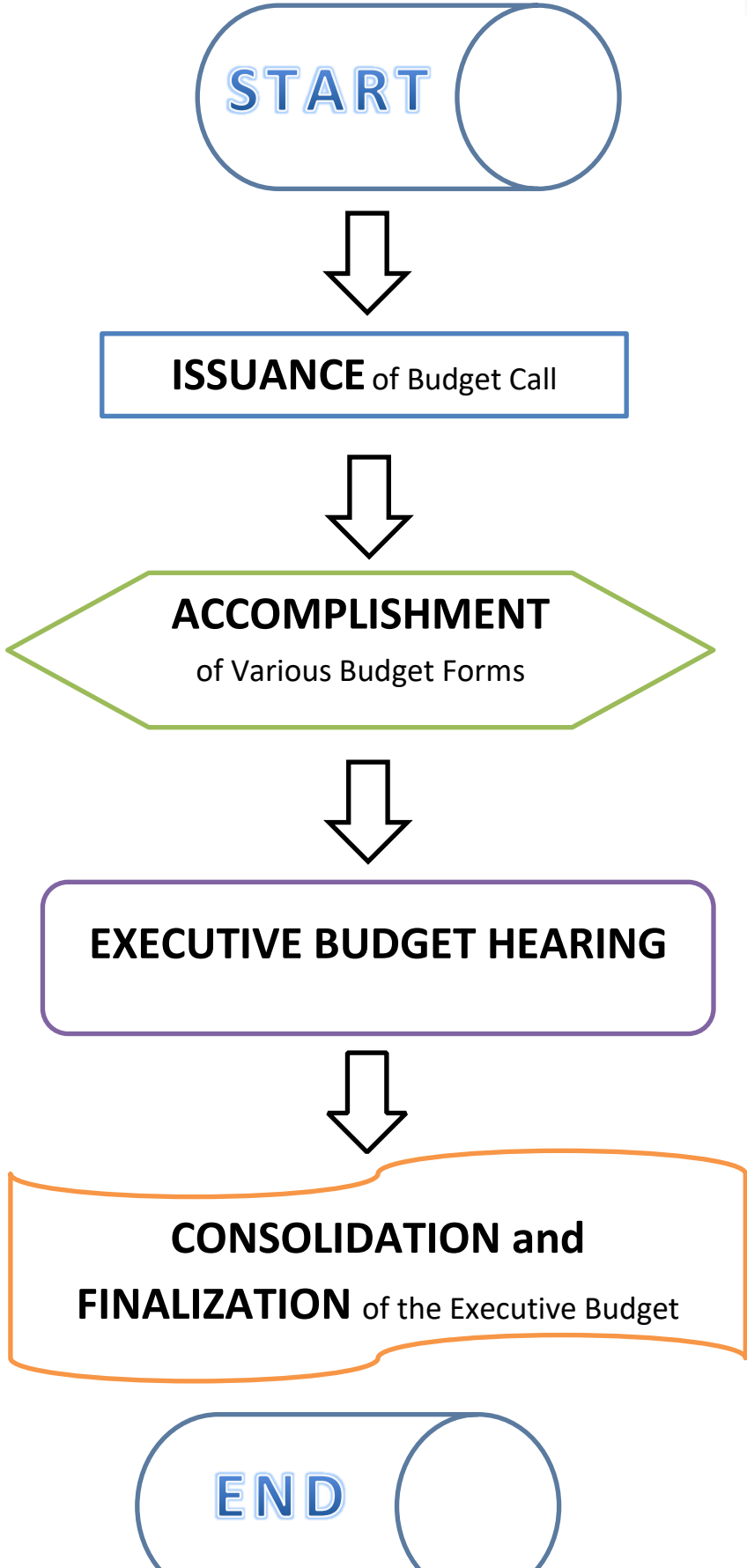
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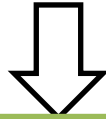
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E. HOW TO AVAIL OF THE SERVICES

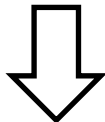
STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON/S RESPONSIBLE
1		ISSUANCE of Budget Call	June 16-30 or 1st week of July	MBO
2		ACCOMPLISHMENT of Various Budget Forms	Budget Calendar As per schedule	MBO Staffs
3		EXXCECUTIVE Budget Hearing	July 16 to August 31	MBO , Budget Staffs and all Department Heads
4		CONSOLIDATION and FINALIZATION of the Executive Budget	Sept. 16-30	LFC, MBO & Budget Staffs
5		ENDORSEMENT of the Executive Budget to the Sangguniang Bayan	Not later than Oct. 16	LCE thru the MBO
6		LEGISLATIVE Budget Hearing & Deliberation	Not later than Dec. 31	Comm. On Appropriation of the SB with the MBO
7		ISSUANCE of Appropriation Ordinance on the Effectivity of the annual Budget	Not later than Dec. 31	Sangguniang Bayan
8		ENDORSEMENT of the Annual Budget from the Sangguniang Bayan to the Sangguniang Panlalawigan for review	Within 10 days from receipt of Appropriation Ordinance	Sangguniang Bayan
Total Response Time = 6 Months				

FLOW CHART ON BUDGET PROCESS

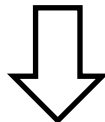




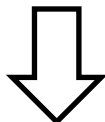
ENDORSEMENT of the
Executive Budget to the
Sangguniang Bayan



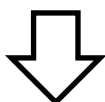
LEGISLATIVE Budget Hearing &
Deliberation



ISSUANCE of Appropriation Ordinance on the
Effectivity of the Annual Budget



ENDORSEMENT of the Annual
Budget from Sangguniang Bayan to the
Sangguniang Panlalawigan for review



END