



Municipal Budget Office

External Services



1. BARANGAY BUDGET REVIEW

Review Barangay Budget based on barangay budget review guidelines.

Office or Division:	Municipal Budget Office			
Classification:	Complex			
Type of transaction:	G2C Government to Government			
Who may avail:	All Municipal Employees, All Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">Barangay BudgetApproved AIP issued by the Sangguniang Bayan		Requesting Barangays Sangguniang Bayan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESONSIBLE
1. Present the Barangay Budget w/ approved AIP	<ul style="list-style-type: none">Review the barangay budget based on the following basic requirements;<ul style="list-style-type: none">✓ 20% EDF✓ 5% GAD✓ 5% DRRM✓ 1% Children fund✓ 1% Senior citizen✓ 55% PS cap limit	None	1 day	Budget Officer II
	<ul style="list-style-type: none">Check completeness of the attachments i.e Approved AIP, other certifications	None		
	<ul style="list-style-type: none">Prepare recommendation for approval to SB	None		
	<ul style="list-style-type: none">Review and sign recommendation	None	1 hr	Municipal Budget Officer
	TOTAL	None	1 day & 1 hour	



2. SPECIAL EDUCATION BUDGET REVIEW

Review SEF Budget based on guidelines.

Office or Division:	Municipal General Services Office			
Classification:	Simple			
Type of transaction:	G2G-Government to Government			
Who may avail:	Government Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
○ SEF Budget		Local School Board (LSB)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESONSIBLE
1. Present the SEF Budget w/ procurement plans	○ Review the SEF budget and specify account codes	None	2 hrs.	Budget Officer II
	TOTAL	None	2 hours	



3. PROCESSING OF PURCHASE REQUEST

Certify availability of PPMPs/appropriations.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of transaction:	G2G-Government to Government			
Who may avail:	All Municipal Employees, All Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">○ Availability of Procurement Plan○ Availability of appropriation		Requesting office Budget Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESONSIBLE
1. Present Project Procurement and Management Plan (PPMP)	○ Receive PR	None	2 minutes	Admin Aide I
	○ Review as to availability of Procurement Plan	None	10 minutes	Budget Officer II
2. Present PR	○ Earmark availability of appropriations	None	10 minutes	Budgeting Assistant
	○ Log and forward to treasury office for further processing	None	10 minutes	Admin Aide I
TOTAL		None	32 minutes	



4. CERTIFICATION ON APPROPRIATIONS, FUNDS AND OBLIGATION OF ALLOTMENT

Certify availability of appropriations.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of transaction:	G2G-Government to Government			
Who may avail:	All Municipal Employees, All Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(Goods/Supplies/Infra) a. Availability of Approved Purchase Requests b. Availability of appropriation based on Annual Budget		Requesting Office Budget Office		
(Travel/CA) a. CAFOA b. Communication, c. TO d. IT e. Profiles		Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office		
(Salaries and Wages/Payrolls/Other Benefits) a. CAFOAs b. DTRs o Payrolls		Requesting Office Requesting Office Requesting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESONSIBLE
(Goods/Supplies/Infra) 1. Submit CAFOA w/ complete attachments i.e approved PR, vouchers etc	o Receive CAFOA & other attachments	None	2 minutes	Admin Aide I
	o Log to ledger and affix initial	None	10 minutes	Budgeting Assistant
	o Sign the CAFOA	None	10 minutes	Municipal Budget Officer
	o Log to the Outgoing logbook	None	10minutes	Admin Aide I
	TOTAL	None	32 minutes	
(Travel/CA) 2. Submit CAFOA with complete attachments	o Receive CAFOA & other attachments	None	2 minutes	Admin Aide I
	o Review completeness of the documents, log to the ledger and affix initial	None	10 minutes	Budgeting Assistant
	o Sign the CAFOA	None	10 minutes	Municipal Budget Officer
	o Log to the Outgoing logbook	None	10 minutes	Admin Aide I
	TOTAL	None	32 minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESONSIBLE
(Salaries and Wages/Payrolls/Other Benefits) 3. Submit CAFOAs with complete attachments	○ Receive CAFOA & other attachments	None	2 minutes	Admin Aide I
	○ Log to ledger and affix initial	None	10 minutes	Budgeting Assistant
	○ Sign the CAFOA	None	10 minutes	Mun. Budget Officer
	○ Log to the Outgoing logbook	None	10 minutes	Admin Aide I
	TOTAL	None	32 minutes	

5. PREPARATION OF ANNUAL/SUPPLEMENTAL BUDGET

Consolidation of various offices proposed budgets

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of transaction:	G2G-Government to Government			
Who may avail:	All Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
○ Offices individual budget		Various Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESONSIBLE
1. Submit office proposed budget per office	○ Receive and evaluate the proposal	None	30 minutes	Budget Officer II
	○ Get approval from MBO	None	30 minutes	Mun. Budget Officer
	○ Identify account codes per item and encode	None	30 minutes	Budget Officer II
	TOTAL	None	1 hour & 30 minutes	



6. PREPARATION OF ALLOTMENT RELEASE ORDER (ARO) & STATEMENT OF ALLOTMENT, OBLIGATIONS AND BALANCES (SAAOB)

Calculate each office release orders

Office or Division:		Municipal Budget Office		
Classification:		Simple		
Type of transaction:		G2G-Government to Government		
Who may avail:		All Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
○ Offices release order		Budget Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESONSIBLE
1. Offices budget for the quarter	○ Compute for the quarterly release order per office	None	1 hour	Budgeting Assistant
	○ Recommend for approval by MBO	None	30 minutes	Municipal Budget Officer
	○ Transmit to MO for LCE approval	None	1 hour	LCE
	TOTAL	None	2 hours & 30 minutes	