

**OFFICE OF THE**

**MUNICIPAL BUDGET OFFICER**

**REVISED CITIZEN’S CHARTER**

**LOCAL GOVERNMENT UNIT OF LAPUYAN, ZAMBOANGA DEL SUR**

1. **Controlling / Processing Obligation Request as to Appropriation**

Control/ Process Obligation Request (ObR) with Vouchers and Other Supporting Documents for payment of Salaries, and wages.

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| **Office of Division:** | Municipal Budget Office |
| **Classification:** | Simple |
| **Type of Transaction:** | Government to Government  |
| **Who may avail:** | Local Government Officials and Employees |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Payroll
 | Office/ Division Concerned |
| 1. Obligation Request (ObR)
 | Office/ Division Concerned |
| 1. Disbursement Voucher
 | Office/ Division Concerned |
| **CLIENTS STEPS** | **FEES TO BE PAID**  | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Review the submitted documents by the requesting Office
 | NONE | 2 mins. | Mary Jane Caburnay Data Controller II |
| 1. Check as for the availability of the Appropriation
 | NONE | 2 mins | Mary Jane Caburnay Data Controller II |
| 1. Control and Record in the RAAO and Record book
 | NONE | 5 mins | Mary Jane Caburnay Data Controller II |
| 1. Affix Signature for the existence of Appropriation
 | NONE | 3 mins | Roy F. OteroMunicipal Budget Officer |
| **TOTAL:** | **NONE** | **12 mins.** |  |

1. **Controlling / Processing Obligation Request as to Appropriation**

Control/ Process Obligation Request (ObR) with Vouchers and Other Supporting Documents for other transaction under maintenance and other operating expenses (MOOE), Local Economic Enterprise and Special Education Fund.

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| **Office of Division:** | Municipal Budget Office |
| **Classification:** | Simple |
| **Type of Transaction:** | Government to Government  |
| **Who may avail:** | Local Government Officials and Employees |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Payroll
 | Office/ Division Concerned |
| 1. Obligation Request (ObR)
 | Office/ Division Concerned |
| 1. Disbursement Voucher
 | Office/ Division Concerned |
| 1. Annual Procurement Plan
 | Office/ Division Concerned |
| 1. Purchase order and other supporting Docs
 | Office/ Division Concerned |
| **CLIENTS STEPS** | **FEES TO BE PAID**  | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Review the submitted documents by the requesting Office
 | NONE | 2 mins. | Sonseehray L. Pinote*Administrative Aide IV* |
| 1. Check as for the availability of the Appropriation
 | NONE | 2 mins | Sonseehray L. Pinote*Administrative Aide IV* |
| 1. Control and Record in the RAAO and Record book
 | NONE | 5 mins | Sonseehray L. Pinote*Administrative Aide IV* |
| 1. Affix Signature for the existence of Appropriation
 | NONE | 3 mins | Roy F. OteroMunicipal Budget Officer  |
| **TOTAL:** | **NONE** | 1. **mins.**
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1. **Controlling / Processing Obligation Request as to Appropriation**

Control/ Process Obligation Request (ObR) with Vouchers and Other Supporting Documents for other transaction under maintenance and other operating expenses of Mandatory Programs.

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| **Office of Division:** | Municipal Budget Office |
| **Classification:** | Simple |
| **Type of Transaction:** | Government to Government  |
| **Who may avail:** | Local Government Officials and Employees |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Payroll
 | Office/ Division Concerned |
| 1. Obligation Request (ObR)
 | Office/ Division Concerned |
| 1. Disbursement Voucher
 | Office/ Division Concerned |
| 1. Annual Procurement Plan
 | Office/ Division Concerned |
| **CLIENTS STEPS** | **FEES TO BE PAID**  | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Review the submitted documents by the requesting Office
 | NONE | 2 mins. | Gene S. Sigba*Security Agent I* |
| 1. Check as for the availability of the Appropriation
 | NONE | 2 mins | Gene S. Sigba*Security Agent I* |
| 1. Control and Record in the RAAO and Record book
 | NONE | 5 mins | Gene S. Sigba*Security Agent I* |
| 1. Affix Signature for the existence of Appropriation
 | NONE | 3 mins | Roy F. OteroMunicipal Budget Officer  |
| **TOTAL:** | **NONE** | 1. **mins.**
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1. **Barangay Annual Budget for Review**

In compliance with the Republic Act No. 7160, each barangays are required to

submit their Barangay Annual Budget for review and approval of the SB, which will serve as an instrument to effectively manage the development of the barangay. The Barangay Annual Budget consists of the all the barangay’s detailed statements of income and expenditures, planning and policy adoption, program and project implementation, financial control, and management information.

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| **Office of Division:** | Municipal Budget Office |
| **Classification:** | Simple |
| **Type of Transaction:** | Government to Government  |
| **Who may avail:** | All Barangay Officials |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Budget Message
 | Punong Barangay, Barangay Treasurer |
| 1. Barangay Budget Preparation Forms (BBPF Nos. 1 – 4)
 | Punong Barangay, Barangay Treasurer |
| 1. Barangay Development Council (BDC) Resolution
 | Punong Barangay, Barangay Treasurer |
| 1. Identified PPAs attributed within the budget
 | Punong Barangay, Barangay Treasurer |
| 1. Annual Investment Plan (AIP)
 | Punong Barangay, Barangay Treasurer |
| 1. 20% Economic Development Fund
 | Punong Barangay, Barangay Treasurer |
| 1. 5% Gender and Development (GAD) Plan
 | Punong Barangay, Barangay Treasurer |
| 1. 5% Local Disaster Risk Reduction Management Plan
 | Punong Barangay, Barangay Treasurer |
| 1. 1% Barangay Council for the Protection of Children
 | Punong Barangay, Barangay Treasurer |
| 1. 1% Elder and Differently Abled person
 | Punong Barangay, Barangay Treasurer |
| 1. Certificate of Review and Indorsement
 | Punong Barangay, Barangay Treasurer |
| **CLIENTS STEPS** | **FEES TO BE PAID**  | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Receive the documents, and record in the Log Book
 | NONE | 5 mins. | Gene S. Sigba*Security Agent I* |
| 1. Check the Submitted Proposed Budget
 | NONE | 2 days | Gene S. Sigba*Security Agent I* |
| 1. Review and Sign the Submitted Proposed Budget as to completeness of the Documents
 | NONE | 30 mins | Roy F. OteroMunicipal Budget Officer  |
| 1. Approve/Sign and recommend to SB the Barangay Annual Budget (BAB)
 | NONE | 5 mins | Roy F. OteroMunicipal Budget Officer |
| **TOTAL:** | **NONE** | **2 days 37mins.** |  |

1. **Sangguniang Kabataan (SK) Annual Budget for Review**

As a requisite for the use of the SK fund, the SK shall develop a plan or a work program which reflects the projects that they intend to fund for the year.

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| **Office of Division:** | Municipal Budget Office |
| **Classification:** | Simple |
| **Type of Transaction:** | Government to Government  |
| **Who may avail:** | All Barangay Officials |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. SK Resolution
 | SK Chairman / SK Treasurer |
| 1. Annex A
 | SK Chairman / SK Treasurer |
| 1. Annual Barangay Youth Investment

Program (ABYIP) | SK Chairman / SK Treasurer |
| 1. Comprehensive Barangay Youth Development Plan (CBYDP)
 | SK Chairman / SK Treasurer |
| **CLIENTS STEPS** | **FEES TO BE PAID**  | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Receive the documents, and record in the Log Book
 | NONE | 5 mins. | Gene S. Sigba*Security Agent I* |
| 1. Check the Submitted Proposed Budget
 | NONE | 2 days | Gene S. SigbaSecurity Agent I |
| 1. Review and Sign the Submitted Proposed Budget as to completeness of the Documents
 | NONE | 30 mins | Roy F. OteroMunicipal Budget Officer  |
| 1. Approve/Sign and recommend to SB the Barangay Annual Budget (BAB)
 | NONE | 5 mins | Roy F. OteroMunicipal Budget Officer |
| **TOTAL:** | **NONE** | **2 days 37mins.** |  |

1. **Preparation of Annual/Supplemental Budget**

Evaluates, reviews, and checks the proposed budget from all offices, for the preparation of Annual/Supplemental Budget.

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| **Office of Division:** | Municipal Budget Office |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | Government to Government  |
| **Who may avail:** | Government Offices  |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Work and Financial Plan
 | Office/ Division Concerned |
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| **CLIENTS STEPS** | **FEES TO BE PAID**  | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Receive documents from respective offices
 | NONE | 5 days. | Roy F. OteroMunicipal Budget Officer |
| 1. Evaluate the Submitted docs
 | NONE | 10 days | Roy F. OteroMunicipal Budget Officer  |
| 1. Entry and encode in the LBP forms.
 | NONE | 30 days | Roy F. OteroMunicipal Budget Officer  |
| 1. Submit to Sangguniang Bayan office for approval
 | NONE | 5 mins | Roy F. OteroMunicipal Budget Officer  |
| **TOTAL:** | **NONE** |  **45 days and 5 mins.**  |  |