



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





MUNICIPAL BUDGET OFFICE

ADMINISTRATIVE SERVICES

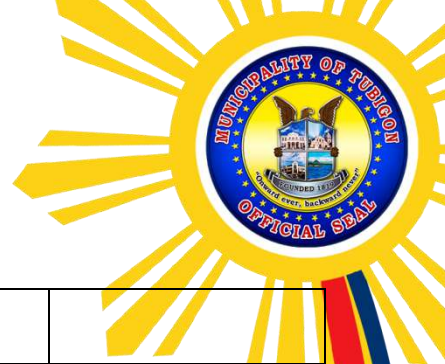


4. REVIEW OF BARANGAY ANNUAL/SUPPLEMENTAL BUDGET

The Municipal Budget Office is tasked to assist barangay officials in the preparation of their budgets to ensure compliance with mandatory obligation and budgetary requirements prior to the final review by the Sangguniang Bayan.



Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ANNUAL BARANGAY BUDGET: 1. Transmittal 2. Barangay Appropriation Ordinance (Amount, Numbered, Date Approved, Sealed, Signed, Attested and Approved) 3. Budget Message 4. Barangay Budget Preparation Form No.1 (Budget of Expenditures and Sources of Financing) 5. Barangay Budget Preparation Form No.2 (Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results) 6. Barangay Budget Preparation Form No.2-A (List of Projects Chargeable Against the 20% Development Fund) 7. Barangay Budget Preparation Form No.3 (Plantilla of Personnel) 8. Barangay Budget Preparation Form No. 4 (Statement of Indebtedness) if any 9. Annual Investment Program, duly approved by Sanggunia through a Resolution, and supported by the following: a. MLGOO-endorsed GAD Plan and Budget b. BDRRM Plan reviewed by the appropriate Review Team; SUPPLEMENTAL BARANGAY BUDGET: 1. Transmittal 2. Barangay Appropriation Ordinance (Amount, Numbered, Date Approved, Sealed, Signed, Attested and Approved) 3. Statement of Funding Sources (SB Form 1) 4. Statement of Supplemental Appropriations (SB Form 2) 5. Sanggunian approved Supplemental AIP		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit draft of Barangay Annual/Supplemental Budget proposal		None	2 mins.	Punong Barangay/Barangay Official concerned
	2. Receive the Barangay Annual/Supplemental Budget proposal	None	2 mins.	Budget Staff
	3. Review and evaluate the	None	30mins	Municipal Budget Officer and Staff



	submitted proposed budget			
	4. Return draft with corrections and lacking documents	None	5 minutes	Municipal Budget Officer and Staff
5. Submit second draft with corrections and lacking documents.		None	2 mins	Punong Barangay/Barangay Official concerned
	6. Review second draft if changes have been incorporated, if still with corrections or not compliant, return for finalization	None	5 minutes	Budget Staff
7. Submit the corrected and complete final proposal to the Secretary of the Sangguniang Bayan Office		None	2 minutes	Punong Barangay/Barangay Official concerned
	8. Wait the endorsement from the Sangguniang Bayan for final review	None		Secretary to the Sangguniang Bayan Office
	9. Review the budget proposal if with substantial compliance	None	1 day	Municipal Budget Officer and Staff
	12. Prepare and sign indorsement to Sangguniang Bayan	None	2 mins.	Municipal Budget Officer and Staff
	11. Forward to Sangguniang Bayan for final review and approval	None	1 min.	Municipal Budget Officer and Staff
TOTAL:		None		

