



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





MUNICIPAL BUDGET OFFICE

ADMINISTRATIVE SERVICES





1. REVIEW AND CONSOLIDATION OF BUDGET PROPOSALS OF DIFFERENT DEPARTMENT AND OFFICES OF THE LGU AND SUMBIT FINAL DRAFT OF ANNUAL BUDGET TO THE SANGGUNIANG BAYAN FOR APPROVAL

Office or Division:	BUDGET OFFICE			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>1. Local Budget Preparation Form No. 1 (Budget of Expenditures and Sources of Financing)</div> <div>2. Local Budget Preparation Form No. 2 (Programmed Appropriation and Obligation By Object of Expenditure)</div> <div>3. Local Budget Preparation Form No. 2A (Programmed Appropriation and Obligation for Special Purpose Appropriations)</div> <div>4. Local Budget Preparation Form No. 3 (Personnel Schedule)</div> <div>5. Local Budget Preparation Form No. 4 (Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets)</div> <div>6. Local Budget Preparation Form No. 5 (Statement of Indebtedness)</div> <div>7. Local Budget Preparation Form No. 6 (Statement of Statutory and Contractual Obligations and Budgetary Requirements)</div> <div>8. Local Budget Preparation Form No. 7 (Statement of Fund Allocation by Sector)</div> <div>9. Transmittal</div> <div>10. Budget Message</div> <div>11. Annual Investment Program, duly approved by Sanggunia through a Resolution, and supported by the following:<div>a. MLGOO-endorsed GAD Plan and Budget</div><div>b. LDRRM-endorsed to OCD</div></div>		<div>BUDGET OFFICE</div>		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit budget proposals	2. Review and consolidate budget proposal of different departments/offices	None	Annual Budget must be submitted at the Sangguniang Bayan office on or before October 16 of the current year	All Department and Section Heads
	3. Conduct Budget Hearing	None		Local Finance Committee/Budget Staff
	4. Prepare the Local Expenditure Program	None		Municipal Mayor/Local Finance



	5. Submit the transmittal letter to the Sangguniang Bayan for review and approval	None		Committee (LFC)
	6. Submit the transmittal of Executive Budget to the Sangguniang Bayan	None		
TOTAL:		None		