



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER



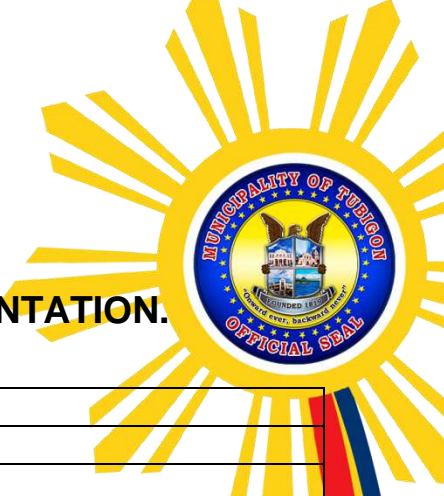


MUNICIPAL BUDGET OFFICE

ADMINISTRATIVE SERVICES



3. PREPARE REQUEST FOR REALIGNMENT/AUGMENTATION.



Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter for Realignment/Augmentation of Budget 2. Realignment/Augmentation Form		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request for Realignment/Augmentation to the Finance Head for approval		None	2 minutes	Department/Section Head
	2. Prepare the Realignment/Augmentation template	None	10 minutes	Municipal Budget Officer & Staff
	3. Submit to the Office of the Municipal Mayor for approval	None	2 minutes	Budget Staff
	4. Prepare and submit the endorsement letter to the Sangguniang Bayan	None	2 minutes	Mayor's Office Staff
TOTAL:		None	16 minutes	