



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





# **MUNICIPAL BUDGET OFFICE**

## ADMINISTRATIVE SERVICES



2. ASSIST THE LOCAL CHIEF EXECUTIVE IN THE PREPARATION OF THE SUPPLEMENTAL BUDGET.



Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter for Supplemental Budget 2. Transmittal Letter 3. Local Budget Preparation Form No. 8 (Statement of Funding Sources) 4. Local Budget Preparation Form No. 9 (Statement of Supplemental Appropriation) 5. Supplemental Investment Plan		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request for supplemental of budget to the Finance Head for approval		None	2 minutes	Department Head/Section Head
	2. Prepare the supplemental budget and other supporting documents	None	2 days	Municipal Budget Officer
	3. Submit to the Office of the Municipal Mayor for approval	None	10 minutes	Budget Staff
	4. Prepare and submit the endorsement letter to the Sangguniang Bayan	None	2 minutes	Mayor's Office Staff
TOTAL:		None	2 days & 14mins.	