



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE XIII, BUTUAN CITY

September 5, 2024

**Hon. Gines Ricky J. Sayawan Sr.**  
Sangguniang Panlalawigan Member/  
Chairperson, Committee on Appropriations  
Province of Surigao del Sur  
Tandag City



Dear **SP Sayawan**:

As mandated under the law, the Department of Budget and Management (DBM) conducts the review of ordinances authorizing the annual or supplemental appropriations of provinces, highly-urbanized cities, independent component cities, and municipalities within the Metropolitan Manila Area to determine whether the Appropriation Ordinance covering the budget has complied with the budgetary requirements and general limitations set forth in the Local Government Code of 1991, as well as provisions of other applicable laws, rules, regulations and other guidelines.

In our continued effort to improve our review function, this is to respectfully seek feedback by accomplishing the attached LGU Budget Survey Questionnaire covering the review of FY 2024 Supplemental Budget No. 4 of the General Fund under Appropriation Ordinance No. 114-24 dated August 6, 2024 of the local government unit.

The questionnaire serves as an instrument for measuring client satisfaction in the review. For easy reference, see the attached Review Letter dated September 5, 2024 of the said LGU Budget.

We hope to receive the accomplished form within five (5) days from receipt hereof. Thank you very much for the extended support.

Very truly yours,

**MARIA FE D. JAGNA, CESO III**  
Regional Director

Encl.: a/s

Review of LGU Budget  
Feedback Survey Form

Name: GINES PICAL J. SUMALAN, Sr. LGU: Province of Surigao del Sur  
Position: SP MEMBER Date: 9/12/24

Rating on the Service Quality Dimension

As one of its mandated functions, the Department of Budget and Management (DBM) conducts a review of the Local Government Units (LGUs) budgets to determine whether the Appropriation Ordinance has complied with the budgetary requirements and general limitations set forth in the Local Government Code of 1991, as well as provisions of other applicable laws, rules, regulations, and other guidelines.

To enable this Department to continually improve its review function, we would like to seek your feedback on the service provided to your local government's Calendar Year (CY) 2024 Supplemental Budget No. 4 review.

Please take a moment to complete this survey questionnaire by placing a check (/) mark in the box corresponding to the rate in the scale provided that corresponds to your level of impression.

Please enter one answer for each item. Thank you very much.

Service Quality Dimension	Strongly Agree	Agree	Neither agree nor dissagree	Disagree	Strongly Disagree
	5	4	3	2	1
1. Responsiveness					
I spent a reasonable amount of time for my transaction.					
The willingness to help, assist, and provide prompt service to clients such as promptly communicating to the LGU any lack or inconsistency in the documents submitted whether through email/printed letter.	/				
2. Reliability					
The office followed the transaction's requirements and steps based on the information provided.	/				
Relevance and clarity of the Review Action - The findings are clear.					
3. Access and Facilities					
The steps I needed to do for my transaction were easy and simple.					
The convenience of location, ample amenities for comfortable transactions, use of clear signages, and modes of technology during consultation.	/				

Service Quality Dimension	Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree
	5	4	3	2	1
<b>4. Communication</b>					
I easily found information about my transaction from the office or its website.					
Completeness of feedback - Integral information is given to LGU for it to fully understand the provisions of the Local Government Code of 1991, and other applicable laws, existing rules and regulations that must be complied with.	✓				
There is opportunity to give feedback or seek clarification on the result of the review action whether through email/printed letter, phone conversation or personal meeting.					
<b>5. Integrity</b>					
I feel the office was fair to everyone, or "walang palakasan", during my transaction.	✓				
The review action is reliable, fair, just and coherent.					
<b>6. Assurance</b>					
I was treated courteously by the staff, and (if asked for help) the staff was helpful.	✓				
The reviewer is competent, understanding, helpful and collaborative while conducting the review functions.					
<b>7. Outcome</b>					
I got what I needed from the government office or (if denied) denial of request was sufficiently expalined to me.	✓				
Results of the review action will translate to LGU's sound public financial management.					
<b>Overall Rating</b>					

\*\*\*For scores lower than 3, kindly provide reasons and recommendations.

Date when the Appropriation Ordinance was received by DBM RO\*: August 20, 2024

Date of Review Letter\*: September 5, 2024

Date Review Letter was released by the DBM RO\*: \_\_\_\_\_

Date Review Letter was received by the LGU (based on the stamped date of receipt): \_\_\_\_\_

\*to be filled-out by DBM RO

  
Signature of Respondent