MUNICIPAL BUDGET OFFICE

SERVICE CATEGORY

MUNICIPAL BUDGET SERVICES

1. BUDGET PREPARATION

The Municipal Budget Office Preview and consolidate proposals for Annual Budget, Supplemental Budget under the General Fund and Special Education Funds and made coordination with the Municipal Finance Committee for the purpose of budgeting and Special Education. Assist in the conduct of budget hearings on budget proposals submitted by department head and render assistance to the LCE in the preparation of annual or supplemental budgets.

OFFICE / DIVISION:	Municipal Budget Office
CLASSIFICATION:	Highly Technical
TYPE OF TRANSACTION:	G2G - Government to Government
WHO MAY AVAIL:	All Departments

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Budget Call 2. Budget Proposals 3. Local Budget Preparation Forms	

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
	1. Issue Budget Call	None	2 days	**HON. JEFFREY D. KHONGHUN** Municipal Mayor **LEONORA F. ADAPON** Municipal Budget Officer
	2. Disseminate the Budget Call to all concerned	None	2 days	**MA. TERESA A. GIRON** Budgeting Assistant

	departments/ agencies			
	3. Consolidate Budget Proposals	None	30 days	**LEONORA F. ADAPON** Municipal Budget Officer **EVA L. SAHAGUN** Senior Bookkeeper **MARIA TERESA A. GIRON** Budgeting Assistant
	4. Conduct Budget Forum	None	1 day	**LEONORA F. ADAPON** Municipal Budget Officer
	5. Prepare LEP and BESF	None	2 months	**LEONORA F. ADAPON** Municipal Budget Officer **EVA L. SAHAGUN** Senior Bookkeeper **MARIA TERESA A. GIRON** Budgeting Assistant

	6. Prepare Budget Message	None	2 days	**HON. JEFFREY D. KHONGHUN** Municipal Mayor **LEONORA F. ADAPON** Municipal Budget Officer
7. Submit Executive Budget to the Sangguniang Bayan		None	1 day	**LEONORA F. ADAPON** Municipal Budget Officer
TOTAL:		**None**	**3 months and 8 days**	

2. BARANGAY BUDGET REVIEW

The Municipal Budget Office renders technical assistance to the Sangguniang Bayan in the review of the annual and supplemental budgets of the 14 Barangays and Sangguniang Kabataan of the municipality and provide technical assistance in the preparation and implementation of barangay budgets.

OFFICE / DIVISION:	Municipal Budget Office
CLASSIFICATION:	Complex
TYPE OF TRANSACTION:	G2G - Government to Government
WHO MAY AVAIL:	All Barangays of Castillejos

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Barangay Budget Message 2. Certification of Actual Income (Next Proceeding Year) 3. Certification of Estimated Income (Budget Year) 4. Certification of Additional Income (For Supplemental Budget) 5. Appropriation Ordinance 6. Statement of Special Purpose (SPA) 7. Annual Investment Plan (AIP) 8. BBP Form No. 1	From concerned Barangays

9. Budget Expenditures and Sources of Financing (Program Appropriation by PPA) 10. BBP Form No. 2 11. BBP Form No. 2A (20% Development Plan) 12. BBP Form No. 3 (Plantilla of Personnel) 13. BBP Form No. 4 (Statement of Indebtedness) 14. BBP Form No. 5 Statement of Funding Sources (fro Supplemental Budget) 15. BBP Form No. 6 Statement of Supplemental Appropriation (For Supplemental Budget) 16. GAD Plan and Budget with Municipal Planning and DILG certificate of review and endorsement 17. BDRRMF Plan with Barangay Resolution 18. Senior Citizen and PWD Plan and Budget 19. BCPC Plan and Budget 20. SK Resolution, CBYDP, SK Annual Plan and Budget, Barangay Youth Investment Plan and Annual Appropriation Form 21. Barangay Plans, PPA and Work Programs (Health & Nutrition, BADAC, Peace and Order, Clean and Green & Other Special Activities 22. Annual Procurement Plan				
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

	1. Receives the Annual/Supplemental Budgets of barangays as endorsed by the SB to the LFC	None	Upon receipt	**EVA L. SAHAGUN** Senior Bookkeeper
	2. Check and evaluate the completeness of submitted documents	None	1 hour	**EVA L. SAHAGUN** Senior Bookkeeper
	3. If the submitted documents are incomplete, return it within 5 days and cite the lacking documents	None	30 minutes	**EVA L. SAHAGUN** Senior Bookkeeper
	4. If the submitted documents are complete, review and evaluate the appropriation ordinance and issue review letter to the LFC	None	1 week	**LEONORA F. ADAPON** Municipal Budget Officer
	5. Recommend approval of the review-action to the LFC	None	1 hour	**LEONORA F. ADAPON** Municipal Budget Officer
TOTAL:		**None**	**1 week 2 hours and 30 minutes**	

3. BUDGET EXECUTION AND ACCOUNTABILITY

OFFICE / DIVISION:	Municipal Budget Office
CLASSIFICATION:	Complex
TYPE OF TRANSACTION:	G2G - Government to Government
WHO MAY AVAIL:	All Barangays of Castillejos

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Approved Annual Budget of the Municipality	From concerned Barangays

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
	1. Prepare Local Budget Matrix and approval of the Local Expenditure Program (Annual Budget)	None	3 days	**LEONORA F. ADAPON** Municipal Budget Officer **MARIA TERESA A. GIRON** Budgeting Assistant
	a. Check and evaluate the accuracy of documents.	None	30 minutes	**LEONORA F. ADAPON** Municipal Budget Officer
	b. Recommend Local Budget Matrix for approval of the LCE.	None	3 minutes	**LEONORA F. ADAPON** Municipal Budget Officer
	c. Release the approved matrix for distribution to different offices.	None	1 hour	**LEONORA F. ADAPON** Municipal Budget Officer

	2.Record/encode the approved budget in the registries of appropriations and allotments	None		**LEONORA F. ADAPON** Municipal Budget Officer **MARIA TERESA A. GIRON** Budgeting Assistant **EVA L. SAHAGUN** Senior Bookkeeper
	3. Facilitate processing of Certificate of Appropriations, Funds and Obligation of Allotment	None	15 minutes	
TOTAL:		**None**	**3 days 2 hours and 15 minutes**	

4. PROCESSING OF CERTIFICATE OF APPROPRIATION, FUNDS AND OBLIGATION OF ALLOTMENT (CAFOA)

OFFICE / DIVISION:	Municipal Budget Office			
CLASSIFICATION:	Complex			
TYPE OF TRANSACTION:	G2G - Government to Government			
WHO MAY AVAIL:	All Clients			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Approved Annual Budget of the Municipality		From concerned Barangays		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submits CAFOA	1.1 Receives CAFOA and	None	2 minutes	**MARIA TERESA A. GIRON**

(signed by the Department Head) and other documents as required	supporting documents 1.2 Verifies completeness of the supporting documents and signatories.	None	3 minutes	Budgeting Assistant **EVA L. SAHAGUN** Senior Bookkeeper **MARIA TERESA A. GIRON** Budgeting Assistant **EVA L. SAHAGUN** Senior Bookkeeper
	2. If the submitted documents are incomplete, return the same through a notice to the client office, citing therein the list of lacking requirements	None	Upon receipt	**MARIA TERESA A. GIRON** Budgeting Assistant **EVA L. SAHAGUN** Senior Bookkeeper
	3. Check the existence of appropriation in the Budget Operation System	None	Upon receipt	**MARIA TERESA A. GIRON** Budgeting Assistant **EVA L. SAHAGUN** Senior Bookkeeper
	4. Numbers the CAFOA and countersigns under the name of the Municipal Budget Officer in	None	Upon receipt	**MARIA TERESA A. GIRON** Budgeting Assistant

	the existence of the appropriation			**EVA L. SAHAGUN** Senior Bookkeeper
	5. Forwards the CAFOA to the Municipal Budget Officer for signature	None	Upon receipt	**LEONORA F. ADAPON** Municipal Budget Officer
	6. Certifies and signs the existence of appropriations and indicate the date upon signing	None		
Receives the numbered and signed CAFOA with supporting documents.	7. Receives back CAFOA to the end user with its supporting documents and have it acknowledged in the logbook	None		
	8. Release the duly signed CAFOA of different agencies and forward them to accounting office	None	15 minutes	**MARIA TERESA A. GIRON** Budgeting Assistant **EVA L. SAHAGUN** Senior Bookkeeper
	9. Render technical advises/opinions to queries pertaining to fiscal administration	None	Upon arrival/receipt	**LEONORA F. ADAPON** Municipal Budget Officer

	10. Certify as to existence of appropriations	None	Upon request	**LEONORA F. ADAPON** Municipal Budget Officer
	11. Prepare and submit periodic reports	None	3 days	**LEONORA F. ADAPON** Municipal Budget Officer **MARIA TERESA A. GIRON** Budgeting Assistant **EVA L. SAHAGUN** Senior Bookkeeper
TOTAL:		**None**	**3 days and 20 minutes**	