

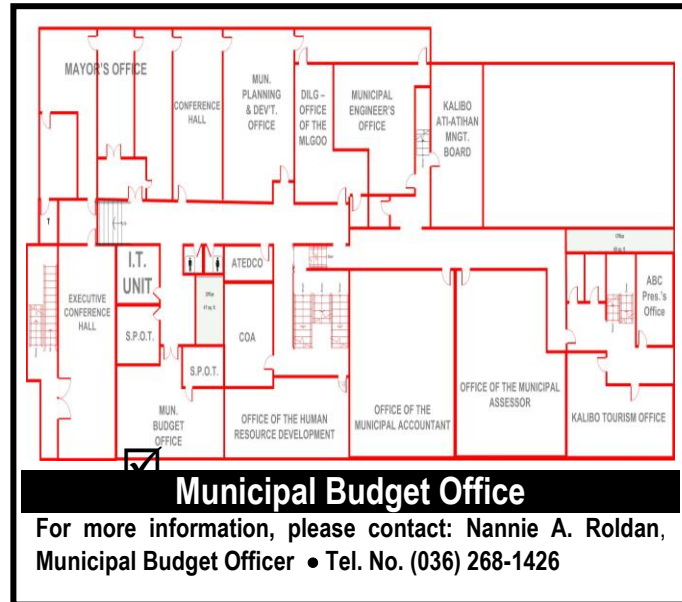


MUNICIPAL BUDGET OFFICE

The Municipal Budget Office assists the Municipal Mayor in the preparation of the Annual and Supplemental Budgets and in the conduct of budget hearings. It also renders technical assistance in the preparation and review of Barangay Budget before submission to Sangguniang Bayan. It disseminates all DBM issuances such as Letters of Instruction, Memoranda, Circulars as well as Executive Orders pertaining to fiscal administration. Prepares budgetary reports and does other related works per Executive Order of the Mayor and request of the Sangguniang Bayan.

The office obligates the payment of salaries and wages, purchase of supplies and materials, other supplies, power, water and communication bills and other expenses chargeable to General Fund and Special Education Fund.

In addition, also serves as the administrative staff of the Local School Board particularly in the preparation of the Annual and Supplemental Budgets and processing of traveling and training expenses of Local School Board/teachers/students/OSYs, purchase of supplies and materials, other materials and payment of power, communication and water bills and wages chargeable to Special Education Fund.



☑ SERVICES OFFERED:

A. Preparation of Purchase Request for the Procurement of Supplies and Materials and Other Services for Local School Board

☑ REQUIREMENT

- Procurement Plan and List of supplies and materials and other services to be procured

☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. MBO staff receives documents submitted and prepares purchase request and other supporting documents for signature by the Municipal Mayor/ Division Superintendent/District Supervisor	30 minutes	Administrative Aide (Job Order) Administrative Aide II
3. Municipal Mayor/ Division Superintendent/District Supervisor signs documents		Municipal Mayor/ Division Superintendent/District Supervisor
4. MBO staff indorses the documents to BAC secretariat for Public Bidding	10 minutes	Administrative Aide I (Job Order)

Approximate Processing Time: 40 minutes



B. Preparation of Travel Documents

REQUIREMENTS

- Letter of Invitation
- Travel Order/Authority to Travel

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. MBO staff receives documents and prepares itinerary of travel and other supporting documents for signature by the Municipal Mayor, Division Superintendent/District Supervisor.	2 hours	Administrative Aide II Administrative Aide (Job Order)
2. Municipal Mayor/Division Superintendent/District Supervisor signs documents.		Municipal Mayor/Division Superintendent/District Supervisor
3. MBO staff obligates the transaction and assigns control number.	15 minutes	Administrative Aide (Job Order)
4. MBO staff logs and indorses the documents to Municipal Accounting Office.	15 minutes	Administrative Aide II

Approximate Processing Time: 2 hours and 30 minutes

C. Liquidation of Cash Advances for Travel

REQUIREMENTS

- Certificate of Participation/Attendance/Appearance
- Used Ticket/s
- Official Receipt/s

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. MBO staff receives documents submitted and prepares necessary documents for liquidation.	2 hours	Administrative Aide VI Administrative Aide II
2. Municipal Mayor/Division Superintendent/District Supervisor signs documents		Municipal Mayor/Division Superintendent/District Supervisor



3. MBO staff obligates the reimbursement of the travel expenses in excess of cash advance and assigns control number.	15 minutes	Administrative Aide VI Administrative Aide II
4. MBO staff logs and indorses the documents to Municipal Accounting Office.	15 minutes	Administrative Aide I

Approximate Processing Time: 2 hours and 30 minutes

D. Assistance in the Preparation and Review of Barangay Budget

REQUIREMENTS

- Barangay Budget Preparation Form No.1
- Barangay Budget Preparation Form No. 2
- Barangay Budget Preparation Form No. 3
- Barangay Budget Preparation Form No. 4
- Barangay Budget Preparation Form No. 5
- Barangay Budget Preparation Form No. 6
- Approved Barangay Annual Investment Program for the Budget Year

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
A. TECHNICAL ASSISTANCE IN THE PREPARATION OF BARANGAY BUDGETS		
1. MBO and/or staff receives and evaluates the draft of proposed barangay budget as to its consistency to budgetary requirements	4 hours	MBO Budget Officer II
3. MBO staff returns barangay budget to barangay treasurer for finalization.	15 minutes	Budget Officer II
Approximate Processing Time: 4 hours and 15 minutes		



B. TECHNICAL ASSISTANCE IN THE REVIEW OF BARANGAY BUDGETS		
1. MBO staff receives and evaluates the documents submitted and prepares Budget Review Matrix and endorsement letter for signature by the MBO.	4 hours	Budget Officer II
3. MBO reviews the whole document and signs the Budget Review Matrix and indorsement letter.	15 minutes	MBO
4. MBO staff logs and indorses Barangay Budget to Sangguniang Bayan for final review and approval.	15 minutes	Administrative Aide II

Approximate Processing Time: 4 hours and 30 minutes

SERVICE STANDARDS

- ✚ Serve the client with a smile and attend to its needs promptly;
- ✚ Answer telephone calls courteously within two (2) rings;
- ✚ Wear official uniform, ID and agency pin;
- ✚ Give the public complete direction and referrals;
- ✚ Post flow chart of transaction, financial reports and budget updates; and
- ✚ Ensure that the office has provided an adequate, effective and efficient public service.

PERFORMANCE PLEDGE

We, the staff of the Office of the Municipal Budget Officer pledge and commit to serve our client with utmost courtesy and prompt action to ensure more effective and efficient public service, specifically the following: serves the client with a smile with utmost courtesy; answers telephone calls within two rings; wears official uniform, ID and agency pin; assist the public by giving a complete direction and referrals; post flow chart of transaction and budget updates; and provide an adequate, effective and efficient public service.