



OFFICE OF THE MUNICIPAL BUDGET OFFICER
INTERNAL SERVICES



1. Supplemental Budget Preparation

Office/Division:	Municipal Budget Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	LGU and All Government Agencies concern			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for funding	1.1 Consolidate office request for funding	None	2 Days	<i>MBO BO II Utility Worker</i>
	1.2 Prioritize request for funding	None	3 Days	
	1.3 Prepare LBP form 9	None	3 Days	
	1.4 Prepare Budget message	None	1 Day	
	1.5 Printing and binding of supplemental budget	None	1 Day	
	1.6 Submit proposed budget to SSBO	None	1 Hour	
	TOTAL:	None	10 Day, 1 Hour	

2. Release of Obligation Request/Certify on Allotment and Obligation

Office/Division:	Municipal Budget Office			
Classification:	Simply			
Type of Transaction:	Government to Government			
Who may avail:	LGU and All Government Agencies concern			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of PR's Vouchers and Payrolls	1.1 Encode transaction	None	15 minutes	<i>MBO BO – II BO – I Bookbinder II Data Controller III</i>
	1.2 Review		30 Minutes	
	1.3 Approval in e-budget system		30 Minutes	



	1.4 Signature of the Supervisor		30 Minutes	
	1.5 Transmit to office concern		30 minutes	
	TOTAL:	None	2 Hours, 15 Minutes	

3. Barangay Annual Budget Review

Office/Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	LGU and All Government Agencies concern			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Barangay annual Budget for Review	1.1 Receive annual budget and other support plans	None	15 Minutes	MBO BO – II BO – I Bookbinder II Data Controller III
	1.2 Review annual budget	None	30 Minutes	
	1.3 Issue technical review action	None	30 Minutes	
	TOTAL:	None	2 Hours, 15 Minutes	

4. Request For Barangay Supplemental Budget Review

Office/Division:	Municipal Budget Office			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	LGU and All Government Agencies concern			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit supplemental budget for review	1.1 Receive copy of supplemental and other supporting plans	None	30 Minutes	MBO AMBO
	1.2 Review supplemental Budget	None	2 Days	
	1.3 Issue technical review action	None	1 Day	
	TOTAL:	None	3 Days, 30 Minutes	



5. Request Job Order Signature

Office/Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	LGU and All Government Agencies concern			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Job Order form for signature	1.1 Verify fund availability	None	30 Minutes	<i>Data Controller BO – I MBO Casual</i>
	1.2 Encode for earmark to system	None	1 Hour	
	1.3 Sign job order	None	30 Minutes	
	1.4 Release for approval of LCE	None	15 minutes	
	TOTAL:	None	2 Hour, 15 Minutes	

6. Issuance Of Allotment Certification

Office/Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	LGU and All Government Agencies concern			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for allotment certification	1.1 Fund Verification	None	30 Minutes	<i>MBO Data Controller III</i>
	1.2 Issue Certification	None	1 Hour	
	1.3 Release to concern personal office	None	30 minutes	
	TOTAL:	None	2 Hours	

7. Request Allotment Certification

Office/Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	LGU and All Government Agencies concern			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personal query	1.1 Verify Fund Balances	None	30 Minutes	<i>Data controller BO-I BO-II</i>
	1.2 Print and Issue Certification	None	1 Hour	
	TOTAL:	None	1 Hours, 30 Minutes	