



## 1. BUDGET PREPARATION AND BUDGET EXECUTION

<b>Office or Division:</b>		OFFICE OF THE MUNICIPAL BUDGET OFFICER		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		GOVERNMENT TRANSACTION		
<b>Who may avail:</b>		All citizens		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
OBRs (Obligation Request)		Department Heads		
Budget Preparation Forms		MBO		
Annual/Supplemental Budget of Barangays		Barangays		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Annual Budget must be submitted at the SB Office on or before 16 <sup>th</sup> of October of the current year	Prepares Annual Budget for General Fund and Local Economic Enterprises	none		<i>Municipal Budget Officer</i> <i>Asst. Municipal Budget Officer</i>
2. ARO's/LBM will be prepared one time for PS, quarterly for MOOE and per program based for capital outlay	Prepares Allotment Release Order for General Fund, Economic Enterprise, Special education Fund	none	1 day	<i>Municipal Budget Officer</i> <i>Admin. Asst. III</i>
3. Department Heads submit Obligation Request	Records transaction of Obligation Request	none	10 mins.	<i>Admin. Asst. III</i>
4. Obligation Request submitted by the different departments including Local School Board and records the same in the logbook	Obligation of OBRs	none	10 mins.	<i>Admin. Asst. III</i> <i>Admin Aide</i>



5. Barangay Officials attend Barangay Budget.	Conduct briefing in the preparation of Barangay Budget in coordination with the DILG	none		Asst. Municipal Budget Officer
6. Department Heads attend Budget Forum	Conduct Budget Forum in the preparation of LGU Budget	none	3 hours	Municipal Budget Officer
7. Barangay Budgets	Preview/Final Review of Barangay Budget	none		Asst. Municipal Budget Officer
7.1 Barangay Budgets	Checking of computations, accuracy and proper signature	none	30 mins.	Asst. Municipal Budget Officer
7.2 Barangay Annual/Supplemental Budget submitted	Final / Preliminary Review	none	2 hours	Asst. Municipal Budget Officer