

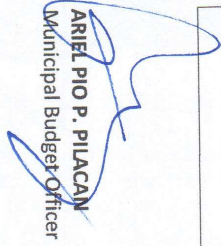


CITIZENS CHARTER

OFFICE OF THE MUNICIPAL BUDGET

LOCAL GOVERNMENT UNIT - SABANGAN
HUMAN RESOURCE MANAGEMENT OFFICE
By:  13 JAN 2022 

| TYPE OF TRANSACTION | CATERGORIZATION OF TRANSACTION | STEPS/PROCEDURE | REQUIREMENTS | PROCESSING TIME (Under Normal Circumstances) | PERSONS RESPONSIBLE |
|---|--|---|---|---|---|
| 1. Budget Preparation To have a comprehensive participatory budget that is clear, transparent and ensures effective utilization of resources as a tool in attaining municipal development goal. | Complex Complex Complex | <ol style="list-style-type: none"> Facilitates conduct of budget forums Receives, reviews and consolidates budget proposals from different offices. Prepares LEP | <ol style="list-style-type: none"> ALP, Budget Proposals Budget Forms prepared and duly signed by Department Heads Budget Forms and Documents | <ol style="list-style-type: none"> 1 day – July August first two weeks of September | MBO All MBO Staff All MBO Staff |
| 2. Budget Review All Barangay budget reviewed, endorsed and transmitted promptly to the Sanggunian Bayan | Simple Complex Simple Complex Simple | <ol style="list-style-type: none"> Receives draft of proposed barangay budgets for review and evaluation. Reviews budgets as to compliance with budgeting rules and regulations. Returns reviewed budget to concerned barangay for finalization. Receives and reviews transmitted budgets from SB office. Returns budgets to the SB office for their review. | <ol style="list-style-type: none"> Budget forms necessary for the review/evaluation are properly accomplished. Completeness of records/documents required and all budget forms are properly accomplished and duly signed by the concerned officials. Endorsement duly signed by the LFC. | <ol style="list-style-type: none"> 5 minutes 2 hours 5 minutes 1 week 10 minutes | <ol style="list-style-type: none"> MBO staff MBO MBO staff all MBO Staff all MBO Staff |
| 3. Budget Execution | Simple Simple Simple | <ol style="list-style-type: none"> Receives claims for preparation of corresponding OBR's Certifies as to the existence of appropriations Transmits duly accomplished OBR's to concerned offices | <ol style="list-style-type: none"> Disbursement vouchers and supporting documents attached DV's prepared and supporting documents duly signed | <ol style="list-style-type: none"> 5 minutes 5 minutes 5 minutes | All MBO Staff |


ARIEL PIO P. PILACAN
 Municipal Budget Officer