



## **MUNICIPAL BUDGET OFFICE**

### ❖ **Frontline Service No. 1 : Issuance of Obligation Request**

#### ➤ **About the Service**

Obligations refer to the amount committed to be paid by the LGU for any lawful act made by an accountable office for and in behalf of the local government unit concerned, shall be limited to the existence of available appropriation.

#### ➤ **Requirements**

- Obligation Request Form duly signed by the requesting department head
- Disbursement Voucher
- Approved POW, Purchased Request, Canvass & etc. (in case of purchase)
- Approved Payroll & Job Order (in case of wages and salaries)
- Approved Travel Order & Itinerary Travel (in case of travel)

#### ➤ **How to avail of the Service**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Receive duly filled-up Obligation Request Form (OBR) from the different offices; review the completeness of signatories & its supporting documents.	3 minutes	<b>Catherine D. Tapitan</b> Office Aide  <b>Joanne Venus N. Asares</b> Budgeting Aide
2. Post OBR to Registry of Appropriation, allotment & Obligation (RAAO), as to existence of appropriation, assign proper account code & reflect OBR number.	3 minutes	<b>Elaine E. Resusta</b> Municipal Budget Officer
3. Certify Obligation Request as to the existence of available appropriation.	3 minutes	<b>Elaine E. Resusta</b> Municipal Budget Officer
4. Release duly acted OBR	3 minutes	<b>Zenaida N. Asares</b> Office Clerk

❖ **Frontline Service No. 2 : Assist in the Review of Barangay Annual/Supplemental Budget**

➤ **About the service**

After the Sanggunian Barangay has enacted an appropriation ordinance, the same ordinance is required by law to be submitted to a reviewing agency of body. In the case of barangay, the enacted appropriation ordinance shall be submitted to the Sangguniang Bayan for review. The Municipal Budget Office as member of the Municipal Finance Committee shall assist the Sangguniang Bayan in the review and Evaluation of the Barangay Budgets and recommend the appropriation action.

➤ **Requirement**

**A. Annual Budget**

- Transmittal letter of the Secretary of the Sangguniang Barangay
- BDC and SB Resolutions
- Budget Message of the Barangay Captain
- The Authorized Expenditure Program for the Budget Year or Appropriation Ordinance
- List of Projects Chargeable Against the 20% DF
- Certified Statement of Income duly signed by the Barangay Treasurer
- GAD Plan and Budget Certificate from DILG
- 5% LDRRM Fund Work and Financial Plan
- Approved Annual Investment Plan
- Plantilla of Personnel

**B. Supplemental Budget**

- Appropriation Ordinance
- Certified Statement of Additional Realized Income duly signed by the Barangay Treasurer or Statement of Savings Available for Supplemental Appropriation attested by the Municipal Accountant & Punong Barangay.
- Certification from the Barangay Treasurer that funds is available for Supplemental Budget.

➤ **How to avail the Service**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Receive and review Barangay Annual/Supplemental Budget (properly prepared and duly signed by the respective signatories)	5-7 working days	<b>Joanne Venus N. Asares</b> Budgeting Aide
2. Evaluate supporting papers of the Barangay Appropriation Ordinance and etc.	1 day	<b>Elaine E. Resusta</b> Municipal Budget Officer