Republic of the Philippines
Province of Bulacan
MUNICIPALITY OF CALUMPIT

OFFICE OF THE MUNICIPAL BUDGET OFFICER

CITIZEN'S CHARTER

I. EXTERNAL SERVICES

1. REVIEW OF ANNUAL AND SUPPLEMENTAL BUDGET OF COMPONENT BARANGAYS OF THE MUNICIPALITY

About the Service:

The Barangay & SK Annual and Supplemental Budget are submitted for review to ensure that:

1. **Budgetary requirements and limitations provided in the Local Government Code and other issuances are complied with**
2. **The expenditures do not exceed the estimated receipts and/or income of the barangay**
3. **The items of appropriations are not more than those provided by existing laws**

Office:	**Municipal Budget Office**
Classification:	**Highly Technical**
Type of Transaction:	**G2G- Government to Government**
Who may avail?	**Component Barangays of the Municipality**
1a. FOR BARANGAY ANNUAL AND SUPPLEMENTAL BUDGET	
CHECKLIST OF REQUIREMENT:	**WHERE TO SECURE:**
For Barangay Annual Budget *** Transmittal Letter** *** Appropriation Ordinance (Amount, Numbered, Date, Approved, Attested & Approved** *** Budget Message** *** BBP Form No. 1 - Budget of Expenditures and Sources of Financing (Annex L);**	**Punong Barangay/ Barangay Secretary/ Barangay Treasurer**

* BBP Form No. 2 - Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results * BBP Form No. 2-A - List of Projects Chargeable Against the 20% Development Fund * BBP Form No. 3 - Plantilla of Personnel * BBP Form No. 4 - Statement of Indebtedness * AIP duly approved by the Sanggunian through a resolution and supported by the following: 1. Indicative Annual Procurement Plan 2. DILG endorsed GAD Plan and Budget 3. BDRRM plan reviewed by the appropriate reviewing authority consistent with RA No. 10121, its IRR and pertinent issuances of the NDRRMC 4. List of PPA's for Senior Citizen and Person with Disability pursuant to RA 9994 amending RA No. 7432, and RA No.9442 amending RA No. 7277 5. PPA's for Combating AIDS pursuant to RA 8504 6. List of PPA's for the Local Councils for the Protection of Children pursuant to RA No. 9344. 7. List of PPA's to Combat Acquired Immune Deficiency Syndrome **For Barangay Supplemental Budget** * Transmittal * Approved Appropriation Ordinance * BSBP Form No. 1- Statement of Funding Sources * BSBP Form No. 2- Statement of Supplemental Appropriations * Certification of Funds actually available to support the Supplemental Budget *And any other supporting documents that may be required in compliance to budgeting laws.*	Punong Barangay/ Barangay Secretary/ Barangay Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/EMPLOYEE RESPONSIBLE
1. Submit Barangay Annual or Supplemental Budget for preliminary review	1. Receives and check the completeness of the documents	NONE	Within 5 minutes	Municipal Budget Officer/ Assistant Municipal Budget Officer/ Budget Officer III
	2. Conduct and prepare preliminary review		Within 3 days	Municipal Budget Officer/ Assistant Municipal Budget Officer/ Budget Officer III
2. Wait for notification	3. Transmit initial review and prepare endorsement for Sangguniang Bayan approval		Within 5 minutes	Municipal Budget Officer/ Assistant Municipal Budget Officer/ Budget Officer III
END OF TRANSACTION FOR REVIEW OF BARANGAY ANNUAL AND SUPPLEMENTAL BUDGET				

1b. FOR SANGGUNIANG KABATAAN ANNUAL AND SUPPLEMENTAL BUDGET

CHECKLIST OF REQUIREMENT:	WHERE TO SECURE:
For SK Annual Budget * Transmittal Letter * Budget Message * Approved SK Resolution Approving the Annual Budget * Comprehensive Barangay Youth Development Plan (CBYDP)- duly approved through SK resolution * Annual Barangay Youth Investment Program (ABYIP)- duly approved through SK resolution * Plantilla of Personnel- duly approved through SK Resolution determining and approving the proportionate and uniform monthly honorarium of SK Secretary, SK Treasurer, and SK Kagawad (if Salary Grade cannot be fully provided) * Annual Procurement Plan * SK Annual Budget (Annex A) * Certification from the Barangay Treasurer of the estimated ten percent (10%) of the general fund of the barangay for the ensuing fiscal year, supported by a certification of income of the barangay from the municipal treasurer **For SK Supplemental Budget** * Transmittal * Approved SK Resolution Approving the Supplemental Budget * Statement of Funding Sources * Statement of Supplemental Appropriations * Certification of Funds actually available to support the Supplemental Budget * Certification from the Barangay Treasurer of ten percent (10%) of the new revenue sources of the barangay, supported by a certification of income of the barangay from the municipal treasurer (if income is from new revenue sources) *And any other supporting documents that may be required in compliance to budgeting laws.*	SK Chairperson/ SK Secretary/ SK Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/EMPLOYEE RESPONSIBLE
1. Submit SK Annual or Supplemental Budget for preliminary review	1. Receives and check the completeness of the documents	NONE	Within 5 minutes	Municipal Budget Officer/ Assistant Municipal Budget Officer/ Budget Officer III
	2. Conduct and prepare preliminary review		Within 3 days	Municipal Budget Officer/ Assistant Municipal Budget Officer/ Budget Officer III
2. Wait for notification	3. Transmit initial review and prepare endorsement for Sangguniang Bayan approval		Within 5 minutes	Municipal Budget Officer/ Assistant Municipal Budget Officer/ Budget Officer III
END OF TRANSACTION FOR THE REVIEW OF SANGGUNIANG KABATAAN ANNUAL AND SUPPLEMENTAL BUDGET				

II. INTERNAL SERVICES

1. ISSUANCE OF ALLOTMENT CERTIFICATION

About the Service:

Issuance of Certification of Allotment or Appropriation that has been legally made for the purpose

Office:	**Municipal Budget Office**
Classification:	**Simple**
Type of Transaction:	**G2G- Government to Government**
Who may avail?	**LGU and All Government Agencies concern**
CHECKLIST OF REQUIREMENT:	**WHERE TO SECURE:**
Training & Seminars Invitation Letter/ Purchase Request	**Concerned Offices**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/EMPLOYEE RESPONSIBLE
1. By personal query, submit request for allotment certification	1. Verify Availability of Allotment/ Appropriation 2. Print Certification of Allotment/ Appropiation or Stamp the Letter Request for the Available Allotment/ Appropriation	NONE	Within 30 Minutes	Budgeting Assistant/ Budgeting Assistant/ Budget Officer II/ Budget Officer III Municipal Budget Officer/ Assistant Municipal Budget Officer
END OF TRANSACTION FOR THE ISSUANCE OF ALLOTMENT CERTIFICATION				

2. PROCESSING OF OBLIGATION REQUEST

About the Service:

The Obligation Request is a pre-requisite in payment of claims. This is to certify the availability of appropriation/allotment and funds obligated for a certain purpose by the Municipal Budget Officer

Office:	**Municipal Budget Office**
Classification:	**Simple**
Type of Transaction:	**G2G- Government to Government**
Who may avail?	**All Offices**
CHECKLIST OF REQUIREMENT:	**WHERE TO SECURE:**
Cash Advances **Granting of Cash Advance** *For all types of cash advances except for travel cash advances* * Obligation Request * Authority of the accountable officer issued by the Head ofthe Agency or his duly authorized representative indicating the maximum accountability and purpose ofcash advance (for initial cash advance) * Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books * Approved application for bond and/or Fidelity Bond for the year for cash accountability of P5,001 above or other minimum amount that may be prescribed by the Bureau of the Treasury (upon set-up of new/renewed accountability); *Additional Documentary Requirements for Specific Transactions* **Payroll Funds for Salaries, Allowances, Honoraria and Other Similar Expenses** * Obligation Request * Approved payroll or list of payees indicating their net pay * Approved authority or legal basis to pay allowances/salaries/honoraria/fringe benefits **Petty Cash Fund (PCF)** * Obligation Request * Approved estimate of petty expenses for one month (initial set-up) * Field/Activity Current Operating Expenses (COE) * Approved Budget for COE of the agency field office or agency activity in the field	**Concerned Offices**

Traveling Expenses **Local Travel** * Obligation Request * Duly approved Office Order/Travel Order * Duly approved Itinerary of Travel * Certification from the Chief Accountant at previous cash advances have been fully liquidated and accounted for in the books * Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor * Letter of invitation of the host/sponsoring agency/organization **Foreign Travel** * Obligation Request * Duly approved Office Order/Travel Order * Duly approved Itinerary ofTravel * Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books * Letter of invitation of the host/sponsoring country/agency/organization * Flight itinerary issued by the airline ticketing office/travel agency * Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor	**Concerned Offices**

Salary ***Individual Claims- First Salary*** For Regular Employees * Obligation Request * Certificate of Appointment * Certified copy of Oath of Office * Certificate of Assumption * Payroll For Contract of Service and Job Order Workers * Obligation Request * Approved Contract for Contract ofService and Job Order Workers * Certificate ofAssumption * Approved DTR Salary of Casual/Contractual Personnel * Obligation Request * Certified copy ofthe pertinent contract/appointment marked received by the CSC * Duly Approved Accomplishment Report * Approved DTR * Certificate ofAssumption of Duty for the first salary	**Concerned Offices**

Salary Differentials due to Promotion and/or Step Increment * Obligation Request * Due to Promotion: - Certified copy of Approved Appointment - Certificate of Assumption * Notice of Salary Adjustment (NOSA), for step increment/salary increase * Approved DTR ***General claims*** * Obligation Request * Approved Salary Payroll * Approved Payroll Register (hard and soft copy) **Monetization of Leave Credits** * Obligation Request * Approved leave application with leave credit balance certified by the Human Resources Officer * Request for monetization of leave covering more than ten days duly approved by the Head of Agency * For monetization of 50 percent or more: - Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs - Barangay Certification in case of need for financial assistance brought by calamities, typhoons, fire, etc. * Justification on financial needs for the education of employee or children **Overtime Pay** * Obligation Request * Overtime authority stating the necessity and urgency of the work to be done, names of personnel, the purpose of expected outputs, specific period of such services and the manner of compensating the same i.e. Compensatory Time Off or paid in cash * Overtime Work Program * Quantified Overtime Accomplishment duly signed by the employee and supervisor * Certificate of service or duly approved DTR **Procurement** * Obligation Request * Purchase Request * Program of Works for Infrastructure * Purchase Order/ Contract * Other Supporting documents	**Concerned Offices** **Concerned Offices**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/EMPLOYEE RESPONSIBLE
1 Submit obligation request and supporting documents	1. Receives obligation request with complete documents necessary to the transaction 2. Review/Check allotment availability, verify completeness of documents. Otherwise return documents to the office concerned. 3. Record the ObR in the Logbook 4. Post the ObR in the Registry of Allotments and Obligations (RAO)and ascertain availability of appropriations 5. Sign box B as to the existence of appropriation 6. Forward Documents to Accounting Office	NONE	Within 10 minutes	Budgeting Aide/ Budgeting Assistant Budgeting Assistant/ Budget Officer II/ Budget Officer III/ Assistant Municipal Budget Officer Budgeting Aide/ Budgeting Assistant Budgeting Assistant/ Budget Officer II Municipal Budget Officer Budgeting Aide/ Budgeting Assistant
END OF TRANSACTION FOR PROCESSING OF OBLIGATION REQUEST				

3. PREPARATION OF MUNICIPALITY ANNUAL BUDGET

About the Service:

Preparation and Submission of Municipal Annual Budget of offices/ departments for fiscal year. The Municipal Budget Office provides technical assistance to different offices and assist the Local Chief Executive in the preparation of the executive budge t for the ensuing year in accordance with the provisions of [Title V, Book II of RA 7160] (Sec. 318, RA 7160)

Office:	**Municipal Budget Office**
Classification:	**Highly Technical**
Type of Transaction:	**G2G- Government to Government**
Who may avail?	**Department Heads**
CHECKLIST OF REQUIREMENT:	**WHERE TO SECURE:**
Complete Local Budget Preparation Forms	**Municipal Budget Office**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/EMPLOYEE RESPONSIBLE
	1. Assist the LCE in the issuance of Budget Call	NONE	Within 4 months	Municipal Budget Officer
1. Receive Local Budget Preparation Forms	2. Provide Local Budget Preparation Forms for each Department Heads			Municipal Budget Officer/ Assistant Municipal Budget Officer/ Budget Officer III/ Budget Officer II
2. Each Department Head prepares and submits the budget proposal	3. Receive, Consolidate and review the budget proposal of each department as to consistency with AIP and and Budget Call Policies			Municipal Budget Officer/ Assistant Municipal Budget Officer/ Budget Officer III/ Budget Officer II
	4. Conduct Budget Forum/ Hearing			Municipal Budget Officer
	5. Evaluate Budget Proposals			Municipal Budget Officer
	6. Assist the LCE in the submission of Executive Budget to Sanggunian Bayan			Municipal Budget Officer
END OF TRANSACTION FOR PREPARATION OF MUNICIPALITY ANNUAL BUDGET				