

EXTERNAL SERVICES

MUNICIPAL GOVERNMENT OF DOÑA REMEDIOS TRINIDAD, BULACAN



1. Review of Budget (Sangguniang Barangay & Sangguniang Kabataan)

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

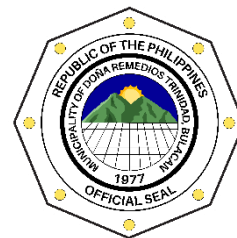
- Budgetary requirements and limitations provided in the Local Government Code are complied with;
- The budget does not exceed the estimated receipt and/or income of the barangay;
- The items of appropriations are not more than those provided by existing laws.

Office or Division:	Budget Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All Sangguniang Barangay and Sangguniang Kabataan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Barangay Ordinance/Resolution (1 original copy)	Sangguniang Barangay / Sangguniang Kabataan
2.Annual Investment Plan / Annual Procurement Plan (1 original copy)	Sangguniang Barangay / Sangguniang Kabataan
3.Computation of PS Funding Requirements (1 original copy)	Sangguniang Barangay / Sangguniang Kabataan
4.Computation of PS Limitation (1 original copy)	Sangguniang Barangay / Sangguniang Kabataan
5.Approved GAD Plan and Budget (1 original copy)	Sangguniang Barangay / Sangguniang Kabataan
6.Approved POPS Plan (1 original copy)	MLGOO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Barangay or SK Treasurer submit to the Municipal Budget Office the Annual/Supplemental Budget for review in compliance with RA 7160.	1.1 Receives the Barangay Budget	None	1 minute	<i>Clerk / ADAS II</i> Office of the Budget Officer	
	1.2 Reviews the submitted Barangay / SK Budget. Receive the required documents and check for completeness		20 minutes		
	1.3 Informs the Barangay / SK officials of the additional requirements		2 minutes		
	1.4 Reviews the Barangay / SK Budget (Final Review)		20 minutes		<i>Municipal Budget Officer</i> Office of the Budget Officer
	1.5 Prepares the transmittal to the Sangguniang Bayan		5 minutes		<i>Clerk / ADAS II</i> Office of the Budget Officer
	TOTAL	NONE	48 MINUTES		

**MUNICIPAL GOVERNMENT OF
DOÑA REMEDIOS TRINIDAD, BULACAN**



2. Funding of Requests

Processing Request (Projects and Financial Assistance)

Office or Division:	Office of the Municipal Budget			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2G – Government to Government, G2B- Government to Business			
Who may avail:	All Residents: Barangays/ NGO/PO/Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written request signed by the Mayor (1 Original Copy)		Office of the Municipal Mayor		
2. Sangguniang Bayan Resolution Authorizing the Assistance (1 Original Copy)		Sangguniang Bayan Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1). Submit to the Mayor the written request for approval (Mayor endorses the request to the Municipal Budget Office for necessary action)	1.1 Receives written request/Project Estimate	None	3 minutes	ADAS I / ADA IV Office of the Mayor
	1.2 Record in a logbook with the name of the requesting person, subject of the request and date of receipt	None	2 minutes	
	1.3 Endorses to the Municipal Budget Office the received request for action.	None	2 minutes	ADA III / Clerk Municipal Budget Office
2). Follow up on request	2.1 Informs the client of the status of the request (action taken on the request depends on the needs and the available funds)	None	2 minutes	ADA III / Clerk Municipal Budget Office
3). Receive of the extended assistance	3.1 Orders the preparation of voucher/OBR if there is an immediate need	None	2 minutes	ADA III / Clerk Municipal Budget Office
	3.1 Prepares the OBR/Voucher and endorses if to the Municipal Mayor for signature	None	2 minutes	
	3.2 Sign the OBR	None	1 minute	<i>Mun. Budget Officer</i>

				Municipal Budget Office
4.Signs the receipt of signed OBR/Voucher in the logbook	4.1 Releases to the Client/ Accounting Department the funded OBR/Voucher	None	2 minutes	<i>ADA III / Clerk</i> Municipal Budget Office
	TOTAL	NONE	16 MINUTES	