



O. OFFICE OF THE MUNICIPAL BUDGET OFFICER

1. PROCESSING OF OBLIGATION REQUEST

Obligation Request (ObR) is the form used for the certification of the availability of allotment and contains the details of obligation, arising from an act of a duly authorized official which binds the government to the immediate and eventual payment of a sum of money.

Office/Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Different Offices and Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Obligation Request (3 copies) duly signed by the authorized requesting officer or his authorized representative		Form provided by every requesting Office		
b. Purchase Request for procurement transactions				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Obligation Request (OBR) duly certified by the Head of the Requesting officer or his authorized representative on the necessity and legality of charges to the appropriation/allotment under his direct supervision and legality of supporting documents.	1. Receives the OBR and determines appropriations.	None	5 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>
	IF APPROPRIATION IS AVAILABLE: Budget Unit shall stamp the date of receipt on the face of the form. Assigns a control number and records in the logbook. Affix initial and forward to the Budget Officer for signature.	None	5 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>



	Municipal Budget Officer or his authorized representative certifies the existence of available appropriation by affixing his signature. Detach one (1) copy of OBR for office file.	None	3 minutes	Jemaima B. Billones Municipal Budget Officer
	Forward the documents to the Office of the Municipal Accountant for transactions that need to be acted by the Accountant and for transactions with Purchase Request to the Office of the Municipal Treasurer.	None	5 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>
	IF APPROPRIATION IS NOT AVAILABLE:			
	Inform the client that as of the date the appropriation is not available. Advise the client that once the appropriation is available the Obligation Request will be processed.	None	5 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>
	TOTAL		23 minutes	
END OF TRANSACTION				



2. REVIEW OF ANNUAL AND SUPPLEMENTAL BUDGET OF BARANGAYS

Barangay Annual Budget is the legal authority and a financial plan for the use of Barangay funds embodying the Estimates of Income and expenditures for the designated calendar year. Supplemental Budget may be done when there are changes in the Annual Budget.

Office/Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Fourteen (14) Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Annual Budget with complete attachments as indicated in the Local Budget Memorandum of the DBM.		Provided by the LGU Barangay as the requesting agency.		
Supplemental Budgets with complete attachments.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Barangay Annual and Supplemental Budgets	1.1 Receives the Barangay Annual & Supplemental Budget	None	5 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>
	1.2. Review the Barangay Annual and Supplemental Budgets.	None	2 hours	Hazel C. Lomillo <i>Administrative Assistant I</i> Jemaima B. Billones Municipal Budget Officer
	1.3. Prepare, sign the transmittal letter and submits the Barangay Annual and Supplemental Budgets to the Office of the Sangguniang Bayan.	None	10 minutes	Jemaima B. Billones Municipal Budget Officer Hazel C. Lomillo <i>Administrative Assistant I</i>
	IF THERE IS A DISCREPANCY IN THE SUBMITTED BUDGETS			
	1.4. Return the documents to the requesting barangay.	None	3 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>
2. Receives the documents for correction of discrepancies	2. Explain to the client (representative of requesting barangay) the discrepancies to be corrected. Advise the client to re-submit the Budgets after it has been corrected.	None	5 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>
3. Submits the corrected	3.1. Receives the corrected Barangay	None	5 minutes	Hazel C. Lomillo



Barangay & Supplemental Budgets	Annual & Supplemental Budgets			<i>Administrative Assistant I</i>
	3.2. Review the corrected Barangay Annual and Supplemental Budgets.	None	2 hours	Hazel C. Lomillo <i>Administrative Assistant I</i> Jemaima B. Billones Municipal Budget Officer
	3.3. Prepares, sign the transmittal letter and submits the corrected Barangay Annual and Supplemental Budgets to the Office of the Sangguniang Bayan for approval.	None	10 minutes	Jemaima B. Billones Municipal Budget Officer Hazel C. Lomillo <i>Administrative Assistant I</i>
	TOTAL			
END OF TRANSACTION				