

Service Specifications

1. Annual/Supplemental Budget Review of Barangays

Office or Division:		Municipal Budget Office		
Classification:		Complex		
Type of Transaction:		Local Government Unit to Sangguniang Barangay		
Who May Avail:		27 Barangays of the Municipality		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Indorsement Letter 2. Barangay General Appropriation Ordinance (BGAO) 3. Sources of Funds 4. Barangay Development Plan Form (BDP) 5. Annual Investment Program (AIP) 6. Priority Development Project 7. Gender and Development Fund 8. BDRRMF 9. Plantilla of Personnel 10. Computation of PS Limitation and PS Increase 11. PPMP/APP and BAC Resolution 12. Activity Designs/POW				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay Treasurer submits their budget to the Sangguniang Bayan/SB endorses Annual/ Supplemental Budget endorses its Brgy. to MBO for review 2. Compliance with all the Budgetary Requirements (in conformity with Art 419 and other provisions of the IRR - RA 7160)	Provides necessary assistance and guidance to Brgy. Treasurers/Brgy. Officials in their Annual/Supplemental Budget preparation	None	within 60 days	Municipal Budget Officer and MBO Staff
TOTAL:		*60 days		

*Total processing time provided under Section 333 of RA 7160

Service Specifications

2. Sangguniang Kabataan Annual/Supplemental Budget Review of Barangays

Office or Division:		Municipal Budget Office		
Classification:		Complex		
Type of Transaction:		Local Government Unit to Sangguniang Kabataan		
Who May Avail:		27 SK Barangays of the Municipality		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Indorsement Letter 2. Source of Fund 3. SK Resolution 4. Expenditure Program 5. Plantilla of SK Personnel 6. Computation of PS Limitation and PS Increase 7. Comprehensive Barangay Youth Development Plan (CBYDP) 8. Annual Barangay Youth Investment Program 9. Activity Designs for PPA's 10. ASPP's and AEP's 11. PPMP/APP and BAC Resolution				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SK Chairman submits their budget to the Sangguniang Bayan/SB endorses Annual/ Supplementan Budget to MBO for review 2. Compliance with all the Budgetary Requirements (in conformity with DBM/ DILG/NYC Joint Memorandum Circular No. 1 2019)	Provides necessary assistance and guidance to SK Officials in their Annual/Supplemental Budget preparation	None	within 60 days	Municipal Budget Officer and MBO Staff
TOTAL:			*60 days	

*Total processing time provided under Section 333 of RA 7160