



## **MUNICIPAL BUDGET OFFICE**

### **External Services**



## 57. Review of the Barangay & Sangguniang Kabataan Annual Budget, Supplemental Budget and Realignment

This service caters to the review and checking of Barangay & SK budget based on Barangay Budget Guidelines.

<b>Office or Division:</b>	Municipal Budget Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Government			
<b>Who may avail:</b>	Barangay Officials/SK Officials			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay and Sangguniang Kabataan Annual Budget		Barangay		
2. Barangay and Sangguniang Kabataan Supplemental Budget		Barangay		
3. Barangay and Sangguniang Kabataan Realignment		Barangay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits requirements to the Municipal Budget (MB) staff.	1.1 Receipt and review of documents.	None	2 minutes	Julie Ann M. Tayona/ Kc C. Pingollo
	1.2 Checking of the completeness of the documents.	None	3 minutes	Julie Ann M. Tayona/ Kc C. Pingollo
2. Client waits while MB staff checks and reviews the documents.	2.1 Review of the budget.	None	30 minutes	Julie Ann M. Tayona/ Kc C. Pingollo
3. Client waits while the MB staff prepares the endorsement letter and PS computation for review and approval of the Municipal Budget Officer	3.1 Preparation of endorsement letter & PS computation to the Sangguniang Bayan.	None	3 minutes	Julie Ann M. Tayona/ Kc C. Pingollo
	3.2 MBO signs the endorsement to the SB Office for review and	None	2 minutes	Romel O. Gelilang



(MBO)	approval. 3.3 Transmittal of documents to the SB office for legislation		4 minutes	Any MBO staff
	3.4 SB staff receives the annual, supplemental and realignment of Brgy. & SK.		1 minute	Vincent Paul H. Meñez (SB Sec)
4. Client waits for the review and recommendation of the SB.	4.1 SB conduct session for the review and approval of the request.	None	3 sessions (3 readings at 1 reading per week)	Sangguniang Bayan
5. Client receives the approved annual, supplemental and realignment of Brgy. & SK.	5.1 MBO endorses the approved budgets to the concerned Brgy. & SK.	None	5 minutes	Sangguniang Bayan
<b>TOTAL:</b>		<b>None</b>	<b>3 weeks &amp; 50 minutes</b>	