

Office or Division:	Office of the Municipal Budget			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen / G2G – Government to Government			
Who may avail:	Clients & All Government Agencies, LGUS, GOCCs, & other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Ordinance /Resolution AIP/APP				
Computation of PS Funding Requirements				
Computation of PS Limitation/Statutory Obligations				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client Logbook	1. Give the Logbook to the Punong Barangay or Barangay Treasurer	None	2 Minutes	<i>Administrative Aide /</i> Municipal Budget Office
2. (Punong Barangay or Barangay Treasurer) Submits the Barangay Budget Officer for review in compliance with R.A. 7160	2. Receives the Barangay Budget	None	10 seconds per budget	<i>Administrative Aide /</i> <i>Municipal Budget Officer</i> Municipal Budget Office
	2.1 Review the submitted Barangay Budget		20 Minutes per budget	
	2.2 Informs the Barangay Officials of additional requirements, if there's any		1 Minute per budget	
	2.3 Endorses to the MBO the reviewed budget for final review		20 Minutes per budget	
	2.4 Review the Barangay Budget (Final Review)		20 Minutes per budget	
2.5 Prepare the Transmittal to the Sangguniang Bayan	5 Minutes			
TOTAL:		None	1 Hour, 8 Minutes and 10 seconds	