



Municipal Budget Office (MBO)

External Services

1. Receiving of Incoming Communications

Incoming communications addressed to the Municipal Budget Office are duly acknowledged and properly recorded.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Incoming communications on local budgeting and other related matters, hard copy or thru email (1 original copy)			Client availing the service	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the client's logbook	1. Designate area and provide logbook for the registration of clients	None	3 minutes	<i>Municipal Budget Office:</i> Administrative Aide IV Administrative Officer II
2. For communications printed in hard copy: ➤ Issue the communication in hard copy and wait for acknowledgement 2.1. For communications thru email: ➤ Send communication thru the following email: leon_carlita@yahoo.com and segundo.cresencia75@gmail.com	2. Receive the communication as follows: ➤ Stamp with "received" or affix complete receipt details 2.1. ➤ Access the communication thru email address	None	5 minutes	<i>Municipal Budget Office:</i> Administrative Aide IV Administrative Officer II Administrative Officer IV Administrative Officer V Administrative Officer V Municipal Budget Officer
3. Receive file copy stamped as acknowledged or receive an	Return file copy of client duly acknowledged or send	None	3 minutes	Administrative Aide IV

acknowledgement email from the Municipal Budget Office	acknowledgement thru email			Administrative Officer II Administrative Officer IV Administrative Officer V Municipal Budget Officer
TOTAL:			11 minutes	

2. Request for the Balances/Availability of Appropriations, Allotments, and Obligations

Technical assistance on local budgeting can be availed of from the Municipal Budget Office when requesting for the balances/availability of appropriations, allotments, and obligations of all budgetary accounts. Registries are monthly maintained to guide the Municipal Budget office in addressing the requests.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Municipal Departments/Offices, Civil Society Organizations (CSOs)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Written/verbal request on the balances/availability of appropriations, allotments, and obligations of budgetary account/s (1 original copy)			Client availing the service	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present written/ make verbal request on the balances/availability of appropriations, allotments, and obligations of budgetary account/s.	1. Receive written/verbal request on the balances/availability of appropriations, allotments, and obligations of budgetary account/s. 1.1. Verify/check balances/availability with the appropriate registries. 1.2. Prepare a written response of the request, if	None	7 hours and 55 minutes	<i>Municipal Budget Office:</i> Administrative Aide IV Administrative Officer II Administrative Officer IV Administrative Officer V Municipal Budget Officer



	written response is requested			
2. Receive written/verbal response on the balances of budgetary account/s requested	2. Issue written/verbal response on the request to the client	None	5 minutes	<i>Municipal Budget Office:</i> Administrative Aide IV Administrative Officer II Administrative Officer IV Administrative Officer V
TOTAL:			1 day	

3. Review and Evaluation of Barangay and Sangguniang Kabataan Budgets

The Municipal Budget Office undertakes preliminary review of the Appropriation Ordinance of barangays and makes recommendations for consideration of the Sangguniang Bayan. Together with the Municipal Finance Committee (MFC), the Office shall assist the Sangguniang Bayan in the review and evaluation of the barangay budgets and recommend appropriate action thereon. The appropriation ordinance of barangays will be reviewed within 60 days upon receipt by the Sangguniang Bayan of copies of such ordinance.

Office or Division:	Municipal Budget Office				
Classification:	Highly Technical				
Type of Transaction:	G2G – Government to Government				
Who may avail:	All Barangays in the Municipality				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
For Barangay Annual Budget:					
1. Transmittal Letter (2 original copies)		Client barangay availing the service			
2. Budget Message (1 original copy)		Client barangay availing the service			
3. Appropriation Ordinance together with the following Budget Preparation Forms: (1 original copy each)		Client barangay availing the service			
<ul style="list-style-type: none"> ➤ Budget of Expenditures and Sources of Financing (BBP Form No. 1) ➤ List of Projects Chargeable Against the 20% Development Fund (BBP Form No. 2A) ➤ Plantilla of Personnel (BBP Form No. 3) ➤ Statement of Indebtedness (BBP Form No. 4), if any 					
4. Annual Investment Program (AIP) (1 original copy), duly approved by the Sanggunian through a Resolution, and supported by the following: (1 original copy each)				Client barangay availing the service	



<ul style="list-style-type: none"> ➤ DILG endorsed GAD Plan and Budget ➤ Indicative Annual Procurement Plan (APP) ➤ BDRRM Plan ➤ List of PPAs for LCPC ➤ List of PPAs for Senior Citizens and PWD ➤ List of PPAs to Combat Acquired Immunodeficiency Syndrome (AIDS) ➤ List of PPAs to address the problem of illegal drugs ➤ Barangay Nutrition Action Plan ➤ Other plans as required under LBM issued every year 	
For Barangay Supplemental Budget:	
1. Transmittal Letter (2 original copies)	Client barangay availing the service
2. Appropriation Ordinance together with the following Barangay Preparation Forms: (1 original copy each) <ul style="list-style-type: none"> ➤ Statement of Funding Sources (BSBP Form No. 1) ➤ Statement of Supplemental Appropriations (BSBP Form No. 2) 	Client barangay availing the service
3. Approved Supplemental AIP, if any (1 original copy)	Client barangay availing the service
4. Other requirements as required under LBM issued every year (1 original copy)	Client barangay availing the service
For SK Annual Budget:	
1. Transmittal Letter (2 original copies)	Client barangay availing the service
2. SK Resolution Allocating the 10% SK Fund (2 original copies)	Client barangay availing the service
3. Comprehensive Barangay Youth Development Plan (CBYDP) - (2 original copies)	Client barangay availing the service
4. Annual Barangay Youth Investment Program (ABYIP) – (2 original copies)	Client barangay availing the service
5. SK Resolution Endorsing the ABYIP – (2 original copies)	Client barangay availing the service
For SK Supplemental Budget:	
1. Transmittal Letter (2 original copies)	Client barangay availing the service
2. SK Resolution Allocating the 10% SK Fund (2 original copies)	Client barangay availing the service
3. Supplemental Barangay Youth Investment Program, if applicable (2 original copies)	Client barangay availing the service



4. SK Resolution Endorsing the Supplemental Barangay Youth Investment Program, if applicable (2 original copies)		Client barangay availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete set of requirements to the Sangguniang Bayan through the Municipal Budget Office	<p>1. Receive the complete set of requirements</p> <p>1.2 Submit to the SB for the Committee on Appropriations' recommendation of appropriate action</p> <p>1.3. Furnish the Municipal Budget Office of the complete set of approved barangay budget for preliminary review</p>	None	9 days	<p>SB Office: SB Members</p> <p>SB Secretary LLSO I AO I</p>
2. Wait for the review action of the Sangguniang Bayan on the submitted appropriation ordinance	<p>2. Municipal Budget Office receives the complete set of budget documents</p> <p>2.1. Budget Office conducts preliminary review and evaluation and makes recommendations thereon</p> <p>2.2. Budget Office submits preliminary review and recommendation to the Municipal Finance Committee</p> <p>2.3. MFC reviews and evaluates and recommend appropriate action thereon</p> <p>2.4. MFC prepares and signs endorsement of the</p>	None	50 days	<p><i>Municipal Budget Office:</i> Municipal Budget Officer Administrative Officer V Administrative Officer IV</p>

	<p>recommended appropriate action</p> <p>2.5. Budget Office transmits copy of MFC endorsement to the SB Office through the Office of the Municipal Vice Mayor</p> <p>2.6. SB Office finally review and evaluate the submitted barangay budget</p> <p>2.7. SB Office furnishes advice of action thereon in the form of a resolution through the Municipal Budget Office</p> <p>2.8 Budget Office receives the complete set of approved barangay budget together with the resolution of appropriate action thereon</p>			<p><i>Municipal Finance Committee:</i></p> <p>Municipal Budget Officer</p> <p>Municipal Treasurer</p> <p>Municipal Accountant</p> <p>MPDC</p> <p>SB-Chairperson – Committee on Appropriations</p> <p>Municipal Vice Mayor</p> <p>All SB Members</p> <p>Secretary to the Sanggunian</p> <p><i>Municipal Budget Office:</i></p> <p>Municipal Budget Officer</p> <p>Administrative Officer V</p> <p>Administrative Officer IV</p>
<p>3. Receive the reviewed appropriation ordinance with the resolution of appropriate review action</p>	<p>3. Municipal Budget Office issues the complete set of approved barangay budget with the resolution of appropriate action to the concerned barangay</p>	<p>None</p>	<p>1 day</p>	<p><i>Municipal Budget Office:</i></p> <p>Municipal Budget Officer</p> <p>Administrative Officer V</p> <p>Administrative Officer IV</p> <p>Administrative Officer II</p> <p>Administrative Aide IV</p>
TOTAL:			<p>60 days</p>	

The review and evaluation of barangay and SK budgets is covered under RA No. 7160 and the Barangay Budget Operations Manual, 2023 edition issued by the Department of Budget and Management.



Municipal Budget Office (MBO)

Internal Services



1. Certification on the Availability of Appropriations for Obligation Requests

The use of appropriated funds pursuant to Section 336 of RA No. 7160 shall be exclusively for the specific purpose for which they have been appropriated. Before local funds are utilized, Section 344 of RA NO. 7160 provides that no money shall be disbursed unless the Municipal Budget Officer certifies to the existence of appropriation that has been made for the purpose.

Office or Division:	Municipal Budget Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All Municipal officials and employees, municipal based NGAs
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ul style="list-style-type: none"> ➤ General Requirements for All Types of Disbursement: (1 original copy each except for OBR which should be 3 copies, 2 original and 1 photocopy) ➤ Obligation Request Form approved by the requesting Department/Office Head ➤ Certificate of Availability of Funds ➤ Approval of expenditure by Head of Office or his authorized representative ➤ Sufficient and relevant documents to establish validity of claim 	<p>Requesting Department/office</p> <p>Requesting Department/Office</p> <p>Municipal Accounting Office Municipal Mayor's Office</p> <p>Client availing the service</p>
<p>Specific Requirements for All Types of Disbursement: (1 original copy each except for OBR which should be 3 copies, 2 original and 1 photocopy)</p> <p>1. Cash Advances – documentary requirements to all cash advances except travels</p> <ul style="list-style-type: none"> ➤ Obligation Request Form approved by the requesting Department/Office Head ➤ Authority of the accountable officer issued by the Head of the Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance ➤ Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books <p>Liquidation of Cash Advances</p> <ul style="list-style-type: none"> ▪ Payroll Fund <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Payroll signed by respective Department Head ➤ Approved Daily Time Records ➤ In case of payment of personnel under the “job order” status, duly verified/accepted accomplishment report • Traveling/Training Expenses <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Approved Itinerary of Travel ➤ Liquidation Report 	<p>Requesting Department/Office</p> <p>Municipal Mayor's Office</p> <p>Municipal Accounting Office</p> <p>Requesting Department/Office</p> <p>Municipal Accounting Office Human Resource & Management Office Client availing the service</p> <p>Requesting Department/Office</p> <p>Client availing the service Client availing the service</p>

<ul style="list-style-type: none"> ➤ Certificate of Travel Completed ➤ Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee ➤ Official Receipts ➤ Certificate of appearance/attendance <p>• Field/Activity Current Operating Expenses</p> <ul style="list-style-type: none"> ➤ Obligation Request Form approved by the requesting Department/Office Head ➤ Liquidation Report ➤ Approved Purchase Request ➤ Activity/Training Design ➤ Certificate of inspection and acceptance ➤ Official Receipts 	<p>Client availing the service Client availing the service</p> <p>Supplier of goods/services Business establishment/service provider Agency/organization who sponsored the activity</p> <p>Requesting Department/Office</p> <p>Client availing the service Client availing the service Client availing the service Client availing the service Supplier of goods/services Business establishment/service provider</p>
<p>2. Salary and Other Personal Benefits</p> <p>2.1. First Salary</p> <ul style="list-style-type: none"> ➤ Disbursement Voucher ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Certified true copy of duly approved Appointment ➤ Certified true copy of Oath of Office <p>➤ Certificate of Assumption</p> <p>➤ Statement of Assets, Liabilities and Net Worth</p> <p>➤ Approved Daily Time Record</p> <p>2.2. Salary of Casual/Contractual</p> <ul style="list-style-type: none"> ➤ Payroll signed by respective Department Head or Disbursement Voucher ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Certified true copy of the pertinent contract/appointment ➤ Certification by the Local Chief Executive that the employment/hiring is still within the Personal Services (PS) limitations prescribed under Section 325 (a) of RA No. 7160 ➤ Certification by the LCE/Personnel Officer that the activities/services cannot be provided by regular or permanent personnel of the agency (for first claim) ➤ Approved Daily Time Record <p>2.3. Salary Differentials due to Promotion and/or Step Increment</p> <ul style="list-style-type: none"> ➤ Payroll signed by respective Department Head or Disbursement Voucher ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Certified true copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment/salary increase 	<p>Municipal Accounting Office Requesting Department/Office</p> <p>Human Resource Management Section Human Resource Management Section</p> <p>Human Resource Management Section</p> <p>Client availing the service Client availing the service</p> <p>Municipal Accounting Office</p> <p>Requesting Department/Office</p> <p>Human Resource Management Section</p> <p>Municipal Mayor's Office Human Resource Management Section</p> <p>Human Resource Management Section</p> <p>Human Resource Management Section</p> <p>Municipal Accounting Office</p> <p>Requesting Department/Office</p> <p>Human Resource Management Section</p>

<ul style="list-style-type: none"> ➤ Approved Daily Time Record ➤ Certification by the LCE that the promotion/step increment is still within the PS limitation prescribed under Section 325 (a) of RA No. 7160 	<p>Human Resource Management Section</p> <p>Municipal Mayor's Office</p>
<p>2.4. Last Salary</p> <ul style="list-style-type: none"> ➤ Disbursement Voucher ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Clearance from money, property and legal accountabilities ➤ Approved Daily Time Record 	<p>Municipal Accounting Office</p> <p>Requesting Department/Office</p> <p>Human Resource Management Section</p> <p>Human Resource Management Section</p>
<p>2.5. Maternity Leave</p> <ul style="list-style-type: none"> ➤ Disbursement Voucher ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Approved application for leave ➤ Approved Daily Time Record 	<p>Municipal Accounting Office</p> <p>Requesting Department/Office</p> <p>Human Resource Management Section</p> <p>Human Resource Management Section</p>
<p>2.6. General Claims through the ATM</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Salary payroll 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p>
<p>2.7. Representation and Transportation Allowance (RATA)</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ RATA payroll ➤ Certificate or evidence of service rendered or approved Daily Time Record 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p> <p>Human Resource Management Section</p>
<p>2.8. Clothing Allowance</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Clothing/Uniform Allowance payroll or Disbursement Voucher 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p>
<p>2.9. Subsistence, Laundry and Quarter Allowances</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Payroll of personnel entitled to claim subsistence, laundry and quarters allowance ➤ Approved Daily Time Record 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p> <p>Human Resource Management Section</p>
<p>2.10. Hazard Duty Pay</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Payroll/Disbursement Voucher of personnel entitled to claim Hazard Pay ➤ Approved Daily Time Record 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p> <p>Human Resource Management Section</p>
<p>2.11. Overtime Pay</p>	

<ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work ➤ Quantified Overtime accomplishment duly signed by the employee and supervisor ➤ Duly approved Daily Time Record 	<p>Requesting Department/Office</p> <p>Municipal Mayor's Office</p> <p>Client availing the service</p> <p>Human Resource Management Section</p>
<p>2.12. Year End Bonus and Cash Gift</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Year End Bonus and Cash Gift Payroll 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p>
<p>2.13. Terminal Leave Benefits</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Certified photocopy of employees leave card/Certificate of leave credits ➤ Approved leave application ➤ Complete service record 	<p>Requesting Department/Office</p> <p>Human Resource Management Section</p> <p>Human Resource Management Section</p> <p>Human Resource Management Section</p>
<p>2.14. Monetization</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Payroll/Disbursement Voucher of Monetization ➤ Approved leave application with leave credit balance certified by the Human Resource Section 	<p>Requesting Department/Section</p> <p>Municipal Accounting Office</p> <p>Human Resource Management Section</p>
<p>2.15. Loyalty Cash Award/Incentive</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Loyalty Cash Award payroll ➤ Service Record/Certification by the HRMO of who rendered ten years of continuous and satisfactory service in the government ➤ Sangguniang Bayan resolution authorizing the charging of funds from the savings of the municipality 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p> <p>Human Resource Management Section</p> <p>Sangguniang Bayan Office</p>
<p>2.16. Collective Negotiation Agreement (CNA) Incentive</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Payroll of CNA Incentive ➤ Copy of CNA ➤ Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive ➤ Certificate issued by the Municipal Mayor on the total amount of unencumbered savings generated from cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement ➤ Proof that the planned programs/activities/projects have been 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p> <p>Municipal Mayor's Office/Accredited Employees Organization/Union</p> <p>Municipal Mayor's Office</p> <p>Municipal Mayor's Office</p> <p>Requesting Department/Office</p>

implemented and completed in accordance with targets for the year	
3. Traveling Expenses (Per Diem) <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Approved Itinerary of Travel ➤ Certificate of Travel Completed ➤ Approved Travel Order ➤ Official Receipts ➤ Certificate of Appearance/Attendance 	Requesting Department/Office Client availing the service Client availing the service Client availing the service Client availing the service Business establishment/Supplier of goods/services Authorized personnel of the office/business establishment visited
4. Utility Expenses <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Statement of Account/Bill 	Requesting Department/Office Utility Service provider
5. Telephone /Communication Services <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Statement of Account/Billing Statement ➤ Certification by Municipal Mayor or his/her authorized representatives that all National Direct Dial (NDD), National Operated Assisted Calls and International Operator Assisted Calls are official calls 	Requesting Department/Office Telephone/communication service provider Municipal Mayor's Office
6. Extraordinary and Miscellaneous Expenses <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Purchase Request ➤ Official Receipts 	Requesting Department/Office Municipal Mayor's Office Supplier of goods/services
7. Procurement – Infrastructure <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Program of Work and Detailed Estimates ➤ Bidding documents ➤ Abstract of Bids ➤ BAC Resolution recommending approval and approval by the Municipal Mayor of the resolution of the BAC recommending award of contract ➤ Notice of Award ➤ Approved Contract ➤ Notice to Proceed ➤ Statement of Work Accomplished ➤ Inspection Report ➤ Certificate of Completion ➤ Certificate of Acceptance 	Requesting Department/Office Municipal Engineering Office Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Municipal Mayor's office Municipal Mayor's Office Municipal Mayor's Office Municipal Engineering Office Municipal Engineering Office/Inspectorate Team of Infrastructure Projects Municipal Engineering office Municipal Engineering Office
8. Procurement – Goods <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head 	Requesting Department/Section

<ul style="list-style-type: none"> ➤ Purchase Request ➤ Bidding documents/Request for Quotation ➤ Abstract of Bids/Quotation ➤ BAC Resolution recommending approval and approval by the Municipal Mayor of the resolution of the BAC recommending award of contract ➤ Approved Contract/Purchase Order ➤ Inspection and Acceptance report 	<p>Requesting Department/Section Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee,</p> <p>Municipal Mayor Municipal Mayor's Office Requesting Department/section</p>			
<p>9. Repair and Maintenance of Equipment and Motor Vehicles</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Purchase Request ➤ Pre-Repair Inspection Report ➤ Bidding documents/Request for Quotation ➤ Abstract of Bids/Quotation ➤ BAC Resolution recommending approval and approval by the Municipal Mayor of the resolution of the BAC recommending award of contract ➤ Approved Contract/Purchase Order ➤ Inspection and Acceptance Report 	<p>Requesting Department/Section</p> <p>Requesting Department/Section Requesting Department/Section Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee,</p> <p>Municipal Mayor Municipal Mayor's office Requesting Department/Office</p>			
<p>10. Assistance to Individual in Crisis Situation (AICS)</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Social Case Study ➤ Certificate of Eligibility ➤ Medical Certificate 	<p>Requesting Department/Office</p> <p>Municipal Social Welfare & Dev't Office</p> <p>Municipal Social Welfare & Dev't Office</p> <p>Municipal Health Officer/Private Physician</p>			
<p>11. Burial Assistance</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Death Certificate ➤ Municipal Ordinance granting the burial assistance 	<p>Requesting Department/Office</p> <p>Local Civil Registry Office/PSA Sangguniang Bayan Office</p>			
<p>12. Financial Expenses (payment of checkbooks)</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Purchase Request ➤ Debit Memo ➤ Purchase Order ➤ Inspection and Acceptance Report 	<p>Requesting Department/Office Requesting Department/Office Authorized depository bank Requesting Department/Office Requesting Department/Office</p>			
<p>CLIENT STEPS</p>	<p>AGENCY ACTIONS</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>
<p>1. Present the required documents</p>	<p>1. Receive the complete set of requirements</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Municipal Budget Office:</i> Administrative Aide IV Administrative Officer II</p>

				Administrative Officer IV
2. Wait for the issuance of the approved certification on the Obligation Request	<p>2. Check the completeness of data and propriety of the submitted documents</p> <p>2.1. Check consistency with submitted PPMP, APP and AIP, if applicable</p> <p>2.2. Check availability of appropriations with the registries</p> <p>2.3. Check completeness and accuracy of data filled up in the OBR.</p> <p>2.4. Assign control number to the OBR and forward to the Municipal Budget Officer for signing</p> <p>2.5. Municipal Budget Officer signs the certification</p>	None	2 days	<p><i>Municipal Budget Office:</i></p> <p>Administrative Aide IV</p> <p>Administrative Officer II</p> <p>Administrative Officer IV</p> <p>Administrative Officer V</p> <p>Municipal Budget Officer</p>
3. Receive the approved certification on the Obligation Request	3. Register approved OBR in the logbook and issue the OBR to the client	None	2 minutes	<p><i>Municipal Budget Office:</i></p> <p>Administrative Aide IV</p> <p>Administrative Officer II</p>
4. Sign the logbook for the issued document	4. Provide logbook for client's acknowledgement	None	1 minute	<p><i>Municipal Budget Office:</i></p> <p>Administrative Aide IV</p> <p>Administrative Officer II</p> <p>Administrative Officer IV</p>
TOTAL:			2 days and 5 minutes	