

REVIEW OF BARANGAY ANNUAL/SUPPLEMENTAL INVESTMENT PROGRAM
(At the Municipal Planning and Development Office)

Requirements to be submitted by Clients:

1. Various Annual/Supplemental Budget Forms.

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1 2	Submit approved Annual/Supplemental Investment Program duly endorsed by the Barangay Development Council and the Barangay Council.	Review the Annual/Supplemental Investment Program whether it is in compliance with the Local Budget Memorandum Circular Issued by the Department of Budget and Management and the department of Interior and Local Government 15-20 minutes	Engr. Ruben A. Baysic Arvin S. De Guzman
2		Submit to the office of the Sangguniang Bayan for final review and approval	Sangguniang Bayan
Total Service Time per Client: 15-20 minutes			
E N D O F T R A N S A C T I O N			