

**ISSUANCE OF OBLIGATION REQUEST**  
(At the Municipal Budget Office)

\* Requirements to be submitted by client:

1. Duly accomplished Obligation Request Form

**HOW TO AVAIL OF THE SERVICE**

<b>STEP</b>	<b>WHAT THE CLIENTS SHOULD DO</b>	<b>WHAT THE OFFICE SHALL DO AND SERVICE TIME</b>	<b>PERSON IN CHARGE</b>
1	Submit Obligation Request Form to the Office of the Municipal Budget Officer	Receive and review the Obligation Request Form (whether there is existence of available appropriations) based on the Appropriation Ordinance/ Approved Annual Budget of the Municipality  <b>4 minutes</b>	MARIA ANGELICA DG. FERRER
2	Wait for the approval of the Obligation Request	Approve and affix signature (if appropriation is available)  <b>1 minute</b>	MARIA ANGELICA DG. FERRER
<b>Total Service Time per Client 5 minutes</b>			
<b>END OF TRANSACTION</b>			

**REVIEW OF BARANGAY ANNUAL / SUPPLEMENTAL BUDGETS**  
(At the Municipal Budget Office)

\* Requirements to be submitted by client:

1. Various Annual/Supplemental Barangay Budget Forms and Plans.

**HOW TO AVAIL OF THE SERVICE**

<b>STEP</b>	<b>WHAT THE CLIENTS SHOULD DO</b>	<b>WHAT THE OFFICE SHALL DO AND SERVICE TIME</b>	<b>PERSON IN CHARGE</b>
1	Submit approved Annual/Supplemental Barangay Budgets duly signed by the Barangay Council.	Review the Annual/Supplemental Barangay Budgets pursuant to section 331 (b) of RA 7160 and Local Budget Circular (LBC) of Department of Budget and Management (DBM)  <b>20-30 minutes</b>	MARIA ANGELICA DG. FERRER
2	Submit Annual/Supplemental Budgets with recommendation duly signed by the Local Finance Committee (LFC)	Submit to the Office of the Sangguniang Bayan for final review and approval	SANGGUNIANG BAYAN
<b>Total Service Time per Client 20-30 minutes</b>			
<b>END OF TRANSACTION</b>			