

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	Submit approved Annual/Supplemental Investment Program duly endorsed by the Barangay Development Council and the Barangay Council.	<p align="center">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</p> <p align="center">15-20 minutes</p>	<p align="center">Engr. Ruben A. Baysic Arvin S. De Guzman</p>
2		<p align="center">Submit to the office of the Sangguniang Bayan for final review and approval</p>	Sangguniang Bayan
Total Service Time per Client 15-20 minutes			
END OF TRANSACTION			