



MUNICIPAL BUDGET OFFICE
INTERNAL SERVICES

1. Submission of Vouchers

Office or Division:	Municipal Budget Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of vouchers for availability of appropriation of different office of the municipality	Verification and checking of the Budget and appropriation of the concerned expenditures of approval.		5 minutes to 2 minutes	Administrative Officer II and Budget Officer
TOTAL		-	7 minutes	

2. Submission of Barangay Budget

Office or Division:	Municipal Budget Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of barangay budget of different barangay	Review of: a. Barangay Annual Budget b. Supplemental Budget c. Augmentation of Fund for endorsement to SB		5 days 2 days 1 day	Administrative Officer II and Budget Officer
TOTAL		-	8 days	

3. Submission of Documents as to availability of Appropriate Supporting Documents

Office or Division:	Municipal Budget Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Documents as to availability of Appropriate and all documents relative thereto,.	Signed and issuance	None	2 minutes	Budget Officer