



LOCAL GOVERNMENT UNIT OF MANAOAG CITIZEN'S CHARTER

Office of the Municipal Budget Officer

Internal Services

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Office of the Municipal Budget Officer Internal Services

1. RECORDING TRANSACTIONS/SIGNING OF OBLIGATION REQUEST

Office or Division:	Office of the Municipal Budget Officer			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Municipal Departments/Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Obligation Request			Municipal Departments	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Obligation Request with attachments	Record transaction of Obligation Request	None	10 minutes	Jocelyn Manaois Chona Pascua <i>MBO Staff</i>
	Review attachments and Sign Obligation Request		10 minutes	Edgardo Valdez <i>Municipal Budget Officer</i>
2. Receive signed Obligation Request	2. Release signed Obligation Request	None	2 minutes	Jocelyn Manaois Chona Pascua <i>MBO Staff</i>

2. REVIEW OF BARANGAY BUDGET

Office or Division:	Office of the Municipal Budget Officer			
Classification:	Simple Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Barangays of Manaoag			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Barangay Budget			Barangays of Manaoag	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Barangay Budget for Preliminary Review	1. Check computations, accuracy and proper signature	None	30 minutes	Jocelyn Manaois Chona Pascua MBO Staff
2. Wait for the Final Review	2. Final Review of the Barangay Budget	None	30 minutes	Edgardo Valdez Municipal Budget Officer
3. Submit Barangay Budget to the SB Office for Approval	3. Attend Budget Hearing for the approval of barangay annual Budget with the Sangguniang Bayan Members	None	Depends on the length of deliberation	Edgardo Valdez Municipal Budget Officer

