

Name of Department/Office: MUNICIPAL BUDGET OFFICE

Mandat : The Municipal Budget Office is functioned to manage the overall budgetary services and provide technical support in the preparation, approval and implementation of all programs/projects/activities and other budgetary related services.

Vision : A budgetary services with quality and standard programmed for a definite period effectively and efficiently serve.

Mission : To provide the Municipality of Albuera and effective and well deserved budgetary services particularly the budgeting requirements for program and obligation the available financial resources extending technical support to all departments and agencies both local and national including barangays and NGO,s in the preparation, programming, monitoring of funds and other services relative to income and expenditures.

Organizational Outcome: Effective and efficient budgetary services to all stakeholders and functionaries resulting to a progressive implementation of programs/projects/activities conforming with the standars and guidelines setforth by the higher authorities.

STEPS	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON IN CHARGE	FEES	REMARKS		
PROCESSING OF OBLIGATION REQUEST (OBR)								
1	Obligation request receipt	Record process and posting of documents	10 mins.	MBO/STAFF	NONE			
2	Obligation request signed	Obligation request registered as to the existence of an appropriations	10 mins.	MBO	NONE			
3	Approved Obligation Request	Released/endorsed to the Accounting Office	5 mins.	MBO/STAFF	NONE			
END OF TRANSACTION TOTAL TIME: 25 MINS. (excluding waiting time)								
STEPS	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING	PERSON IN		REMARKS		

			TIME	CHARGE	FEES			
	BARANGAY ANNUAL/SUOPLEMENTAL BUDGET REVIEWED							
1	Barangay Budget receipt	Recorded/Posted the submitted budget as to completeness of required documents	10 mins.	MBO/Staff	None			
2	Conduct Preliminary review and comment if any	Budget reviewed, conducted comments and appropriate actions noted	2hrs. evaluation	LFC	None			
3	Preliminary review approved by LFC	Complied in accordance with Budgeting requirements, standard and procedures and endorsed to SB for final approval	10 mins.	LFC	None			
END OF TRANSACTION TOTAL TIME: 2 hrs. & 20 MINS.. (excluding waiting time)								

