MUNICIPALITY OF TANTANGAN
OFFICIAL SEAL

I. Mandate

The Municipal Budget Office is tasked in the overall programs and management of the Budgetary allocation of the Local Government Unit needed in the implementations of the programs, projects and activities (PPAs) and shall provide technical and staff service to Local Chief Executive and other officials on Budgetary and other related concerns.

II. Vision

We envision the Office to be:

1. An implementer of competitive budgeting services through electronic budget and management systems that enhance transparency, accountability and participatory local governance;
2. An Office composed of competent, results oriented public servants who observe integrity and professionalism.

III. Mission

The Office shall lead expenditure management to ensure responsive, equitable, transparent and accountable allocation and use of public funds for the inclusive growth and development of every Tantangeño.

IV. Service Pledge

1. Submit the Executive Budget of the Municipality on or before October 16th of each year
2. Analyze and review the Annual/Supplemental Budgets of 13 Barangays of the Municipality including realignments within the given time frame.
3. Develop and nurture our employees by providing responsive values and competency enhancement mechanism for personnel development and competitiveness.
4. Attend to all inquiries and provide assistance prior to the end of working hours and during lunch break.

List of Services

Municipal Budget Office

Internal Service

Issuance of Certification for Availability of Appropriations

Issuance/Action Taken on OBR For Payment

Preparation Of the Release of Allotment

Municipal Budget Office

Internal Services

1. Issuance of Certification for Availability of Appropriations

The Certification for Availability of Appropriation is issued to the requesting office/s for different purposes like Training/Project Designs or Profile, Purchase Request (PRs) and other similar documents.

<table>
<tr><td>Office or Division:</td><td colspan="4">Municipal Budget Office</td></tr>
<tr><td>Classification:</td><td colspan="4">Simple</td></tr>
<tr><td>Type of Transaction:</td><td colspan="4">G2G – Government to Government</td></tr>
<tr><td>Who may Avail:</td><td colspan="4">Employee</td></tr>
<tr><td colspan="2">Checklist of Requirements</td><td colspan="3">Where to Secure</td></tr>
<tr><td colspan="2">1. Letter Request of Department (2 copies)
2. Program of Works or Activity/Training Design (5 original copies)
3. Purchase Request (5 original copies)
4. Resolution or Similar Documents (3 original copies)</td><td colspan="3">Requesting Office</td></tr>
<tr><td>CLIENT STEPS</td><td>AGENCY ACTION</td><td>FEE TO BE PAID</td><td>PROCESSING TIME</td><td>PERSON RESPONSIBLE</td></tr>
<tr><td>1. Submit the documents to the frontline personnel.</td><td>1. Frontline personnel will receive/record the documents submitted.</td><td>None</td><td>5 Minutes</td><td>Receiving Clerk
Municipal Budget Office</td></tr>
<tr><td>2. Wait while the frontline personnel endorse the same to the assigned personnel.</td><td>2. Endorse the documents to the assigned personnel for determining, preparation and recording of availability of appropriation

2.1 If there is an available appropriation, the frontline personnel will endorse the same to the Municipal Budget Officer for signature.</td><td>None</td><td>15 Minutes</td><td>Receiving Clerk
Municipal Budget Office

MBO Staff
Municipal Budget Office

Budgeting Assistant
Municipal Budget Office

Admin Officer IV
Municipal Budget Office

Municipal Budget Officer
Municipal Budget Office</td></tr>
<tr><td>3. Wait for the Signature of Municipal Budget Officer.</td><td>3. Issue the signed documents.</td><td>None</td><td>5 Minutes</td><td>Receiving Clerk
Municipal Budget Office

Municipal Budget Officer
Municipal Budget Office</td></tr>
<tr><td></td><td>Total:</td><td>None</td><td>20 Minutes</td><td></td></tr>
<tr><td colspan="5">*END OF TRANSACTION*</td></tr>
</table>

2. Issuance/Action taken on OBR for payment

Disbursement Voucher due for payment are certified as to availability of appropriation, together with the Obligation Request (OBR) completeness of supporting documents are likewise checked or verified. All OBRs are recorded in the Registry of Appropriation of Obligation (RAO).

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may Avail:	Employee			
Checklist of Requirements		**Where to Secure**		
1. OBR (6 copies original copy) 2. Disbursement Voucher (4 copies original copy) 3. Purchase Request/Order (4 copies original copy) 4. Canvass of Abstract of Quotation (2 copies) 5. Inspection and Acceptance Report (2 copies) 6. Billing Receipts or Charge Invoice (2 copies) 7. Certificate of Emergency Purchase (2 copies)		General Services Office		
CLIENT STEPS	**AGENCY ACTION**	**FEE TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit to the frontline personnel the documents for payment and controlling	1. Frontline personnel will receive/record the documents and endorse the documents to the assigned personnel.	None	5 Minutes	*Receiving Clerk* *Municipal Budget Office*
2. Wait while the frontline personnel endorse the same to the assigned personnel. for determining, availability of appropriation.	2. The Assigned personnel determine the availability of appropriation, If there is an available appropriation, certifies OBR; the frontline personnel will endorse the same to the Municipal Budget Officer for signature.	None	5 Minutes	*Receiving Clerk* *Municipal Budget Office* *MBO Staff* *Municipal Budget Office* *Budgeting Assistant* *Municipal Budget Office* *Admin Officer IV* *Municipal Budget Office* *Municipal Budget Officer* *Municipal Budget Office*
3. Wait for the Signature of Municipal Budget Officer.	3. Issue the signed documents and forward the documents to the Office of the Municipal Accountant	None	5 Minutes	*Receiving Clerk* *Municipal Budget Office* *Municipal Budget Officer* *Municipal Budget Office*
	Total:	**None**	**15 Minutes**	
END OF TRANSACTION				

3. Preparation of the Release of Allotment

The Allotment Release Order is issued to each Department/Office to give the Department Head the comprehensive authority to incur obligations up to the amount of the released allotment. The imposition of an amount "For Later Release" is to provide safeguards for shortfalls in the collection of revenues during the budget year.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may Avail:	Employee			
Checklist of Requirements		**Where to Secure**		
1. Letter Request for Release of Allotment		Requesting Office		
CLIENT STEPS	**AGENCY ACTION**	**FEE TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the Work and Financial Plan to the frontline personnel for review (Department Heads).	1. Frontline personnel will receive/record and review the submitted documents.	None	3 hours	*Receiving Clerk Municipal Budget Office* *Budgeting Assistant Municipal Budget Office* *Admin Officer IV Municipal Budget Office*
2. Wait for the frontline personnel prepare the Release of allotment.	2. Prepare the Allotment Release Order. 2.1 Endorse the same to the Municipal Budget Officer and Municipal Mayor for their signature.	None	3 days	*Admin Aide VI Municipal Budget Office* *Admin Officer IV Municipal Budget Office* *Municipal Budget Officer Municipal Budget Office* *Municipal Mayor Municipal Mayor Office*
3. Wait for the Signature of Municipal Budget Officer and Municipal Mayor	3. Receive copy of the release of allotment and Distribute copy of ARO to every department.	None	2 hours	*Receiving Clerk Municipal Budget Office* *Admin Officer IV Municipal Budget Office* *Municipal Budget Officer Municipal Budget Office*
	Total:	**None**	**3 days and 5 hours**	
END OF TRANSACTION				

Feedback and Complains Mechanism

FEEDBACK AND COMPLAINS MECHANISM	
How to send a feedback	
How feedbacks are processed	
How to file a complaint	
How complaints are processed	
Contact Information Municipal Budget Office	