



MUNICIPAL BUDGET OFFICE

MANDATE

Budget Administration and Financial Management

VISION

Balanced and Comprehensive Budget that reflect the aspirations of all stakeholders and clientele.

MISSION

To strategically prepare and implement the budget with utmost transparency through involvement of CSO's and strict adherence to guidelines.



A. **ISSUANCE OF QUARTERLY ADVICE OF ALLOTMENT**

THE SERVICE:

The Municipal Budget Office is in charge in keeping with the recording of balance of allotment of the different offices of the local government unit of Lasam and to automatically inform them of the remaining budget for every quarter. The issuance of the Quarterly Advice is given every three months on the first week of every quarter.

B. **REVIEW AND ENDORSEMENT OF BARANGAY BUDGET**

THE SERVICE:

The Municipal Budget Office is tasked to assist the different barangays in the preparation of their annual budget. It ensures compliance with statutory contractual obligation and budgetary requirements prior to the review and approval of the Sangguniang Bayan.

After review of Barangay Budget copies of Annual Budget shall be transmitted to the Sanggunian Bayan for review through the Municipal Budget Office.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PLEASE APPROACH
1. Submit Barangay Budget for review and evaluation	Annual Barangay Budget: 1. Transmittal Letter of the Barangay Secretary 2. Budget Message of the Punong Barangay 3. Mission and Vision 4. The authorized Expenditure Program for the Budget Year or Appropriation Ordinance 5. Budget Expenditures and Sources of Financing 6. Barangay Development Plan or Annual Investment Plan of the Barangay	1 day	
2. Wait for the review and recommendation of the Sangguniang Bayan			
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		1 DAY	