

## BUDGETING SERVICES

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#### ☑ ABOUT THE SERVICES

The Office is task to undertake the budget of the Municipality and its barangays to ensure that all budgetary requirements and limitations were observed in the budget process as embodied in RA 7160 and Updated Local Budget Operation Manual.

Requirements:

For Salaries

- Payroll

For Wages of Casuals & Contractuals

- Payroll
- DTR
- Approved Job Order

For Payment of Supplies & Materials/Equipment:

- Approved Purchase Request
- Approved ABC
- Approve Supplies Procurement Plan
- Approved Equipment Procurement Plan
- PMPP
- Abstract of Bids
- Minute of Bid Process
- P.O.
- Program of Work
- Voucher

Financial Assistance

- Letter Request/Resolution
- Activity Design

#### ☑ HOW TO AVAIL OF THE SERVICE

<i>FOLLOW THESE STEPS</i>	<i>IT WILL TAKE YOU</i>	<i>PLEASE APPROACH</i>
<b>1.</b> Submit Claim Receives vouchers and payroll.	5 minutes per document	Edna C. Castino
<b>2.</b> Control/Post Claims to Obligation Registry as to existence of available fund allocation/appropriation.	5 minutes per document	Florenda B. Achacoso Controller

3. Post, review availability of all obligations claims.	2 minutes per document	Conchita C. Macas Budget Officer
4. Approved reviewed claims.	2 minutes per document	Conchita C. Macas Budget Officer
5. Receives approved claims/not approved claims.	<b>Released approved claims or return claims to client (if funds are exhausted / not available)</b>	Edna C. Castino Releasing Officer