



OFFICE OF THE MUNICIPAL BUDGET

External Services



1. Final Review of Barangay and/or SK Annual or Supplemental Budget from the Sangguniang Bayan

This is in compliance with the regular procedure pertaining to the review of the barangay and/or SK annual or Supplemental Budget pursuant to Section 318 of RA 7160.

Office :	Municipal Budget Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	36 Barangays of Buenavista			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay and/or Annual Budget		Respective Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Barangay Annual or Supplemental Budget by the Sangguniang Bayan	1.1 Acknowledge the submission of the Annual or Supplemental Budget and determine the completeness of required supporting documents from the Committee on Appropriation and Ways and Means.	None	5 Minutes	Princess May G. Develos (Budget Officer I)



	1.2 Proceed with the technical review of the Annual or Supplemental Budget to ensure compliance of the Mandatory Requirements in Barangay Budgeting.	None	* 60 days	Princess May G. Develos (Budget Officer I)
	1.3 Prepare and attach Review Letter signed by the Municipal Budget Officer to the Barangay and/or Annual or Supplemental Budget.	None	5 Minutes	Princess May G. Develos (Budget Officer I) Althea E. Ferrer (Mun. Budget Officer)
	TOTAL	None	60 Days & 10 Minutes	
END OF TRANSACTION				

* (As stated in the Local Government Code Annotated, 2000 edition, Sec. 333 (a), 60 days is the prescribe time limit for reviewing such documents)