



## 1. Budget Preparation

The Budget Preparation provides a framework for more informed resource allocation and management for strengthening policy-based budgeting pursuant to the pertinent provisions of RA No. 7160 and its Implementing Rules and Regulations.

<b>Office or Division:</b>	Office of the Municipal Budget Officer			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	LGU of Midsayap Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Budget Proposal per office (2 original copies)		Office of the Municipal Budget Officer		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit the Annual Budget Proposals per office at the receiving area.	1. Review and consolidate Annual Budget Proposals of the different offices of the LGU	None	20 Minutes	<i>Administrative Officer IV Sr. Administrative Assistant II</i> Office of the Municipal Budget Officer
2. Submit Letter Request for Supplemental Budget at the receiving area.	2. Review and consolidate proposals for Supplemental Budget of the different offices of the LGU	None	3 Days	<i>Administrative Officer IV Sr. Administrative Assistant II</i> Office of the Municipal Budget Officer



2.1 Prepare and review of Proposed Annual Budget of the LGU (July 16-Aug 31)	None	15 Days	<i>Administrative Officer IV Sr. Administrative Assistant II Administrative Assistant II Office of the Municipal Budget Officer</i>
2.2 Submit Proposed Annual Budget Documents to the Office of the Sangguniang Bayan (Submission before October 15)	None	5 Minutes	<i>Administrative Officer IV Sr. Administrative Assistant II Administrative Assistant II Office of the Municipal Budget Officer</i>
2.3 Prepare and submit of Proposed Supplemental Budget of the LGU	None	3 Days	<i>Administrative Officer IV Sr. Administrative Assistant II Administrative Assistant II Administrative Aide IV Administrative Aide I Office of the Municipal Budget Officer</i>
<b>TOTAL:</b>	<b>None</b>	<b>21 Days and 25 Minutes</b>	