



3. Review the Annual & Supplemental Budget of Barangays

To review the Annual and Supplemental Budget of Barangays to ensure that the availability of appropriations and allotments to which expenditures and obligations may be properly charged pursuant to Section 344, RA No. 7160.

Office or Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	LGU of Midsayap Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complete Plans and Programs		Municipal Budget Office		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the Annual and Supplemental Budget of the Barangays of the LGU at the receiving area	1. Receive the Annual and Supplemental Budget of Barangays	None	1 Minute	<i>Administrative Aide I</i> Office of the Municipal Budget Officer
	1.2 Review the Proposed Annual and Supplemental Budget	None	15 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Municipal Budget Officer
	1.3 Prepare Endorsement Letter to the Office of the Sangguniang Bayan	None	5 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Municipal Budget Officer
	1.4 Signed Endorsement Letter to the Office of the Sangguniang Bayan	None	2 Minutes	<i>Administrative Officer IV</i> Office of the Municipal Budget Officer



	1.5 Endorse the Proposed Annual and Supplemental Budget to the Office of the Sangguniang Bayan	None	3 Minutes	<i>Administrative Aide I</i> Office of the Municipal Budget Officer
	TOTAL:	None	26 Minutes	