

2. Issuance of Utilization Report

This service caters the request of Utilization of General Fund, 5% Calamity Fund, 20% Development Fund, Early Childhood Care and Development, Peace and Order and Public Safety Plan, Gender and Development Plan, Local Council for the Protection of Children and Special Education Fund to update them with their actual expenditure and remaining balance appropriation.

Office or Division:	Municipal Budget Office			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All LGU Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Request – 3 Original Copies with 3 original Obligation Request, Project Procurement Management Plan, Approved Activity/Program Design/Program of Works		Respective Offices/Departments		
Payroll with Obligation Request, appointment, Daily Time Record, Summary of Payrolls, approved application for leave		Respective Offices/Departments		
Voucher with Obligation Request, Project Procurement Management Plan, Purchase Request, Purchase Order, Approved Activity/Program Design/Program of Works, Billing, Official Receipt		Respective Offices/Departments		
Liquidation Report with Report of Disbursement		Respective Offices/Departments		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit Complete Financial Documents as required	1 Receive the complete financial documents and check for completeness of the attachments and signatories 2 Sign the Client's Log Book	None	10 Minutes	<i>Administrative Aide II</i> Municipal Budget Office <i>Administrative Aide II</i> Municipal Budget Office
	3. Review, record and control availability of appropriations: A. For Maintenance and Other Operating Expense and Special Purpose Appropriation: General Fund – Municipal Social Welfare and Development Office and Tagoloan Community College B. For Maintenance and Other Operating Expense and Special Purpose Appropriation: General Fund – Mayor's Office, Municipal Treasurer's Office, Municipal Accounting's Office, General Services Offices, Tourism, Municipal Assessor's Office, Municipal Agriculture's Office, Municipal Environment and Natural Resources Office, Non-Offices, Municipal Budget Office, Library, Commission on Election & Commission on Audit	None	15 Minutes	<i>Administrative Aide IV</i> Municipal Budget Office
		None	15 Minutes	<i>Administrative Aide I</i> Municipal Budget Office

	<p>C. For Maintenance and Other Operating Expense and Special Purpose Appropriation: General Fund – Municipal Health Office, Philippine National Police, Municipal Engineering’s Office, Municipal Economic Enterprise Development Office, Department of Interior and Local Government, Municipal Planning and Development Office, Municipal Disaster and Risk Reduction Management Office, 5% Calamity Fund, & Human Resource Management Office</p> <p>D. For MOOE and SPA: General Fund – Sangguniang Bayan Office, Sangguniang Bayan Secretary and Vice Mayor’s Office</p> <p>E. For Personnel Services: General Fund – Payrolls Permanent, 20% Development Fund, St. Paul Hospital, Special Education Fund</p>	<p>None</p> <p>None</p> <p>None</p>	<p>15 Minutes</p> <p>15 Minutes</p> <p>15 Minutes</p>	<p><i>Administrative Assistant</i> Municipal Budget Office</p> <p><i>Administrative Aide III</i> Municipal Budget Office</p> <p><i>Process Server</i> Municipal Budget Office</p>
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	1.4 Final Review and Approval Of all Financial Documents	None	15 Minutes	<i>Municipal Budget Officer</i>
	1.5 Record and Transmit Financial Documents	None	15 Minutes	Municipal Budget Office <i>Administrative Aide II</i> Municipal Budget Office
	TOTAL:		55 Minutes	
2. Request Utilization Report	2.1 Issue Utilization Report	None	1 hour	<i>Administrative Aide</i> Municipal Budget Office <i>Administrative Aide IV</i> Municipal Budget Office <i>Senior Administrative Assistant I</i> Municipal Budget Office <i>Process Server</i> Municipal Budget Office <i>Administrative Assistant I</i> Municipal Budget Office <i>Administrative Aide I</i> <i>Senior Administrative Assistant I</i> Municipal Budget Office
	A. General Fund			
	B. Local Council for Protection of Children			
	C. Gender and Development Plan			
	D. Early Childhood Care and Development			
	E. Special Education Fund			
	F. 20% Development Fund			
	G. 5% Calamity Fund			

	H. Peace and Order and Public Safety Plan Statement of Appropriations, Allotments and Obligations			
	TOTAL:		1 hour	
3. Issuance of Budget Call	3.1 Prepare, deliberate and consolidate Annual Budget	None	May -October 15	<i>Senior Administrative Assistant I Municipal Budget Officer Municipal Budget Office</i>
	TOTAL:		May -October 15	
4. Local Finance Committee Resolution to recommend Supplemental Budget	4.1 Prepare Supplemental Budget	None	3 days	<i>Senior Administrative Assistant I Municipal Budget Officer Municipal Budget Office</i>
	4.2 Transmit Supplemental Budget for Signature to Municipal Treasurer's Office, Municipal Accounting Office, Municipal Planning and Development Office, Mayor's Office		1 day	<i>Administrative Aide II Municipal Budget Office</i>
	4.3 Transmit Approved Supplemental Budget to Sangguniang Bayan		1 day	<i>Administrative Aide II Municipal Budget Office</i>
	TOTAL:		5 days	
5. Submit Barangay Annual Budget and	5.1 Receive complete financial documents and check/review for	None	1 hour	<i>Administrative Aide III</i>

Sangguniang Kabataan Annual Barangay Youth Investment Program and Comprehensive Barangay Youth Development Plan	correctness and completeness of the data 5.2 Issuance of Indorsement and transmit to Sangguniang Bayan	None	20 Minutes	<i>Administrative Aide IV</i> <i>Senior Administrative Assistant I</i> <i>Municipal Budget Officer</i> Municipal Budget Office <i>Senior Administrative Assistant I</i> <i>Municipal Budget Officer</i> Municipal Budget Office
	TOTAL:		1 hour and 20 minutes	
6. Transmit Bids and Awards Committee Documents	6.1 Receive, Check/Review and Sign Bids and Awards Committee documents 6.2 Return Bids and Awards Committee documents	None	1 hour	<i>Municipal Budget Officer</i> Municipal Budget Office
		None	10 minutes	<i>Administrative Aide II</i> Municipal Budget Office
TOTAL:			1 hour and 10 minutes	