



VISION: *A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance*

MISSION: *To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth*

CITIZEN'S CHARTER

MUNICIPAL BUDGET OFFICE

Frontline Service 1: CERTIFICATION OF OBLIGATION REQUEST AND STATUS (ORS) AS TO EXISTENCE OF APPROPRIATION

STEP	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	Person Responsible	Location
	CLIENT	BUDGET OFFICE					
1	Submit voucher/payroll of obligation	Receive voucher/payroll of obligation	1 min	Supporting documents (as required by the Office of the Municipal Accountant)	None	R. Cuba L. Lastra	MBO
2	Wait	Verify as to existence of appropriation	1 min	Budget records	None	R. Cuba L. Lastra	MBO
3	Wait	Prepare Obligation Request	3 min	Office Supplies	None	R. Cuba L. Lastra	MBO
4	Wait	Review and approve obligation request, certify as to existence of appropriation	5 min	Office Supplies	None	S. Castrojo	MBO
5	Receive voucher/payroll with attached Obligation Request for signature at concerned requesting office	Release voucher/payroll with attached Obligation Request	1 min	Logbook	None	R.Cuba L. Lastra	MBO

11 min.

Frontline Service 2: PRELIMINARY/ TECHNICAL REVIEW OF BARANGAY BUDGET

STEP	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	Person Responsible	Location
	CLIENT	BUDGET OFFICE					
1	Submit barangay budget for preliminary/ technical review	Receive barangay/sk budget and record on logbook	1 min	Logbook	None	R. Cuba L. Lastra	MBO
2	Wait	Check the budget as to completeness in regard to prescribed budget forms and other required supporting documents	5min	None	None	S. Castrojo L. Lastra J. Ponteras	MBO
3	Wait	Review the budget items and limitations	1 hour	None	None	S. Castrojo L. Lastra J. Ponteras	MBO
4	Wait	Prepare recommendation and submit to Sangguniang Bayan for Appropriate action if budget complies with all budgetary requirements	10 min	Office Supplies	None	S. Castrojo L. Lastra	MBO
5	Receive the budget	Present budget to client and Instruct him/her if there are corrections	5 min	None	None	S. Castrojo	MBO

1 hr. & 21 min.

For complaints, comments and suggestions please contact:



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