

Republic of the Philippines Province of Bohol Municipality of Loon	Doc. Code:
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Document Title	CITIZEN'S CHARTER
Office/Department	BUDGET OFFICE

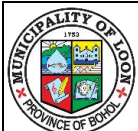


VISION : A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance
MISSION: To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth

MUNICIPAL BUDGET OFFICE

Frontline Service 1: Certification of Obligation Request (ObR) as to Existence of Appropriation

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MBO					
1	<ul style="list-style-type: none"> ▪ Submit voucher/payroll of obligation 	<ul style="list-style-type: none"> ▪ Receive voucher/payroll of obligation 	1 min	Supporting documents (required by the Municipal Accountant)		R. Cuba L. Lastra	MBO
2	<ul style="list-style-type: none"> ▪ Wait 	<ul style="list-style-type: none"> ▪ Verify as to existence of appropriation 	1 min	Budget records		R. Cuba L. Lastra	MBO
3	<ul style="list-style-type: none"> ▪ Wait 	<ul style="list-style-type: none"> ▪ Prepare Obligation Request 	3 min	Office Supplies		R. Cuba L. Lastra	MBO
4	<ul style="list-style-type: none"> ▪ Wait 	<ul style="list-style-type: none"> ▪ Review and approve ObR ▪ Certify as to existence of appropriation 	5 min	Office Supplies		S. Castrojo	MBO
5	<ul style="list-style-type: none"> ▪ Receive voucher/payroll with attached ObR for signature at concerned requesting office 	<ul style="list-style-type: none"> ▪ Release voucher/payroll with attached ObR 	1 min	Logbook		R.Cuba L. Lastra	MBO
			11 min				



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Frontline Service 2: Preliminary / Technical Review of Barangay Budgets

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MBO					
1	<ul style="list-style-type: none"> ▪ Submit barangay budget for preliminary /technical review 	<ul style="list-style-type: none"> ▪ Receive barangay/SK budget and record on logbook 	1 min	Logbook		R. Cuba L. Lastra	MBO
2	<ul style="list-style-type: none"> ▪ Wait 	<ul style="list-style-type: none"> ▪ Check budget as to completeness 	5min			S. Castrojo L. Lastra	MBO
3	<ul style="list-style-type: none"> ▪ Wait 	<ul style="list-style-type: none"> ▪ Review budget items and limitations 	1 hour			S. Castrojo L. Lastra	MBO
4	<ul style="list-style-type: none"> ▪ Wait 	<ul style="list-style-type: none"> ▪ Prepare recommendation and submit to SB for appropriate action 	10 min	Office Supplies		S. Castrojo L. Lastra	MBO
5	<ul style="list-style-type: none"> ▪ Receive the budget 	<ul style="list-style-type: none"> ▪ Present budget to client and instruct him/her if there are corrections 	5 min			S. Castrojo	MBO
			1 hr, 21 min				