

Review of Barangay Annual/Supplemental Budget

☑ ABOUT THE SERVICE

Barangay Budgets for succeeding year are reviewed by the Budget Office to ensure compliance with statutory and contractual obligations.

☑ REQUIREMENT(S)

1. The budget must have complete attachments as required in the Local Government Budget Review Processing Sheet (LGBRPS) Checklist (20 items for Annual Budget and 8 items for Supplemental Budget)
2. All attachments should bear complete signatures
3. General Appropriations Ordinance & all resolutions should bear barangay seal

☑ HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1.	Submit annual/supplemental budget		
2.	Receive the submitted budget	5 minutes	Maria Sajul
3.	Review and evaluate the proposed annual budget	2 hours	Grace Bagaipo Brigida B. Aceron
4.	Prepare budget review and transmittal letter to the Sangguniang Bayan	10 minutes	Grace Bagaipo Brigida Aceron
5.	Sign the review and transmittal letter	2 minute	Brigida Aceron Budget Officer
6.	Submit the barangay annual budget to the Sangguniang Bayan	20 minutes	Maria Sajul

TOTAL

2 hours & 37 minutes