

ASSISTANCE TO MUNICIPAL/BARANGAY OFFICIALS REGARDING BUDGETARY MATTERS

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Personal Appearance

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1. Walk-in Clients:							
1	Submit query or request	a. Evaluate the query or request;	Request, if any	30 min.	-	Administrative Officers V & Supervising Administrative Officer	Municipal Budget Review; and Budget Control and Evaluation Division, Provincial Budget Office, 2nd Floor, Left Wing, Capitol Building
2		b. Research on statutory basis if necessary;		10 min.	-		
3		c. Provincial Budget Officer provides solution		More or less 5 minutes depending on the concerns of the client	-	Provincial Budget Officer	
2. Written referrals/queries relative to appropriations and expenditures:							
1	Submit query or request	a. Evaluate the query or request and research on statutory basis if necessary;	Request, if any	1 day		Administrative Officers V & Supervising Administrative Officer	Municipal Budget Review; and Budget Control and Evaluation Division, Provincial Budget Office, 2nd Floor, Left Wing, Capitol Building
2		b. Prepare recommendation;		2 hrs.			
3		c. Provincial Budget Officer acts upon the recommendation		1 hr.		Provincial Budget Officer	