



PROVINCE OF AGUSAN DEL SUR  
 MUNICIPALITY OF SAN FRANCISCO  
 MUNICIPAL BUDGET OFFICE  
**CITIZENS CHARTER**

Type of Service Schedule of Availability of Service Who may Avail the Service What are the Requirements How to Avail		<b>Budget Preparation</b> Monday - Friday 8:00 AM - 5:00 PM LGU - SFADS Offices/Departments Budget Proposals				
Step	Client	Office Service Provider	Duration	Person Responsible	Fee/s	Forms
1	Queries about Budget Preparation	<ul style="list-style-type: none"> <li>Guides in the preparation of Office Budget</li> <li>Assist in the Preparation of Budget Call</li> <li>Dissemination of Budget Call using prescribe Local Budget Forms</li> </ul>	3 Days	<ul style="list-style-type: none"> <li><b>Catherine G. Oclarit, Cpa</b> Municipal Budget Officer</li> <li><b>Natividad Z. Bering</b> Sr. Admin. Assistant I (Data Controller IV)</li> <li><b>Xyrel M. Franco</b> Admin. Assistant II (Budgeting Assistant)</li> </ul>	N/A	Local Budget Preparation Forms:
2	Submit Budget Proposal including Project Procurement Management Plan for the following year on or before July 15th	<ul style="list-style-type: none"> <li>Reviews and Evaluates Budget Proposal</li> </ul>	30 Days	<ul style="list-style-type: none"> <li><b>Meralyn N. Ortuyo</b> Admin. Aide III</li> </ul>	N/A	1. Programmed Appropriation & Obligation by Object of Expenditures (LBP Form no. 2)
3	Attend Budget Hearing as Schedule	<ul style="list-style-type: none"> <li>Conducts Technical Budget Hearing as lead Office/ Member of the Local Finance Committee</li> <li>Consolidates Budget Proposals into Local Expenditure Program</li> <li>Finalization of Local Expenditures Program (LEP) (Executive Budget) from Respective Office</li> <li>Submission of Local Expenditures Program (Executive Budget) on or before September 15th</li> </ul>	30 Days	<ul style="list-style-type: none"> <li><b>Benjie Lou C. Azarcon</b> Administrative Aide II</li> <li><b>Kathleen Kate L. Alanunay</b> Administrative Assistant I</li> <li><b>Jessica G. Lastimosa</b> Clerk</li> </ul>	N/A	2. Programmed Appropriation & Obligation for Special Purpose Appropriations (LBP Form no.2-A) 3. Mandate, Vision/ Mission, Major Final Output, Performance Indicator and Target (LBP Form no. 4)
						Attachment/ Supporting Documents: a. Indicative Project Procurement Management Plan (PPMP) b. Work and Financial Plan

Type of Service Schedule of Availability of Service Who may Avail the Service		<b>Budget Execution</b> Monday - Friday 8:00 AM - 5:00 PM LGU - SFADS Offices/ Departments/ SEF/ NGA's/ BLGU/ NGO's				
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What are the Requirements

- Approved Annual Budget
- Release of Allotment
- Project Procurement Management Plan
- Purchase Request
  
- Certification on Appropriations, Funds & Obligations of Allotment (CAFOA)
- Job Order/ COS/ OT & Monetization Request/ Travel Order
- Request for Realignment

How to Avail

Step	Client	Office Service Provider	Duration	Person Responsible	Fee/s	Forms
1	Certification on Availability of Appropriation	● Certifies as to Availability of Appropriation as per approved Annual Budget	10 mins	● Catherine G. Oclarit, Cpa Municipal Budget Officer  ● Natividad Z. Bering Sr. Admin. Assistant I (Data Controller IV)	N/A	● Job Order ● Contract of Service ● Overtime Request ● Monetization Request
2	Release of Allotment					
3	Request for Realignment					
4	Process issuance as to Status of Appropriation and Allotment (SAA)		10 mins	● Xyrel M. Franco Admin. Assistant II (Budgeting Assistant)	N/A	● Modification Advice Form Purchase Request signed by the requesting Official (Requests must be indicated in the PPMP)
5	Issues/ Obligates/ Controll CAFOA	● Certifies as to Existence of Appropriation	10 mins	● Meralyn N. Ortuyo Admin. Aide III  ● Benjie Lou C. Azarcon Administrative Aide II  ● Kathleen Kate L. Alanunay Administrative Assistant I  ● Jessica G. Lastimososa Clerk	N/A	CAFOA's signed by the Department Head

Type of Service	<b>Budget Accountability</b>
Schedule of Availability of Service	Monday - Friday 8:00 AM - 5:00 PM
Who may Avail the Service	LGU - SFADS Offices/ Departments/ NGA's/ BLGU/ NGO's
What are the Requirements	Letter Request

How to Avail

Step	Client	Office Service Provider	Duration	Person Responsible	Fee/s	Forms
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1	Letter Request	Provide the requested Report	2 hours	<ul style="list-style-type: none"> <li>● Catherine G. Oclarit, Cpa Municipal Budget Officer</li>   <li>● Natividad Z. Bering Sr. Admin. Assistant I (Data Controller IV)</li>   <li>● Xyrel M. Franco Admin. Assistant II (Budgeting Assistant)</li>   <li>● Meralyn N. Ortuyo Admin. Aide III</li>   <li>● Benjie Lou C. Azarcon Administrative Aide II</li>   <li>● Kathleen Kate L. Alanunay Administrative Assistant I</li>   <li>● Jessica G. Lastimosa Clerk</li> </ul>	N/A	Approved Letter Request from the Mayor's Office
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Type of Service	<b>Budget Management Service - Preliminary Review of Brgy./SK Budget</b>					
Schedule of Availability of Service	Monday - Friday 8:00 AM - 5:00 PM					
Who may Avail the Service	Brgy. Local Government Unit					
What are the Requirements	Barangay Annual/Supplemental Budget					
How to Avail						
<b>Step</b>	<b>Client</b>	<b>Office Service Provider</b>	<b>Duration</b>	<b>Person Responsible</b>	<b>Fee/s</b>	<b>Forms</b>

1	<p>Submits the Barangay Annual/Supplemental Budget for review with complete supporting documents such as:</p> <ul style="list-style-type: none"> <li>●Budget Message</li> <li>●Barangay Budget Preparation Form No. 1 &amp; 2</li> <li>●List of Projects Chargeable against the 20% Development Fund</li> <li>●Plantilla of Personnel</li> <li>●Annual Procurement Plan (APP)</li> <li>●Project Procurement Management Plan (PPMP)</li> <li>●Annual Investment Program <ul style="list-style-type: none"> <li>a. BDC Resolution Endorsing AIP</li> <li>b. Brgy. Resolution Approving AIP</li> <li>c. Investment Program</li> </ul> </li> <li>●DILG endorsed Gender and Development Plan and Budget (GAD Plan &amp; Budget)</li> <li>●Brgy. Disaster Risk reduction Management Plan</li> <li>●BCPC Plan</li> <li>●Senior Citizen's and PWD Plan</li> <li>●BNAP Plan</li> <li>●Annual Barangay Youth Investment Plan (ABYIP)</li> </ul>	<ol style="list-style-type: none"> <li>1. Assist the 27 Brgy. Official &amp; Personnel for the review of their Brgy./SK Annual/ Supplemental Budget</li> <li>2. Prepare Necessary adjustment correction if needed.</li> <li>3. When revision is not needed, prepare recommendation for consideration of the Sanggunian</li> </ol>	1 hour / brgy.	<p>●<b>Catherine G. Oclarit, Cpa</b> Municipal Budget Officer</p> <p>●<b>Natividad Z. Bering</b> Sr. Admin. Assistant I (Data Controller IV)</p>	N/A	<p>Barangay Budget Preparation Form (BBPF) # 1, 2, 2a, 3, 4</p> <p>Attachment Plans:</p> <ul style="list-style-type: none"> <li>●Annual Investment Program (AIP)</li> <li>●Indicative Annual Procurement Plan</li> <li>●DILG endorsed GAD Plan &amp; Budget</li> <li>●BDRRM Plan</li> <li>●Brgy. Council for the Protection of Children Plan</li> <li>●Sr. Citizen &amp; PWD Plan</li> <li>●20% Development Plan</li> <li>●10% SK</li> </ul>
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<p>Type of Service</p> <p>Schedule of Availability of Service</p> <p>Who may Avail the Service</p> <p>What are the Requirements</p> <p>How to Avail</p>	<p><b>Budget Management Service - Preliminary Review of Brgy./SK Budget</b></p> <p>Monday - Friday 8:00 AM - 5:00 PM</p> <p>Brgy. Local Government Unit</p> <p>Barangay Annual/Supplemental Budget</p>
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2	<p>Submits the SK Annual/Supplemental Budget for review with complete supporting documents such as:</p> <ul style="list-style-type: none"> <li>● Transmittal Letter</li> <li>● Budget Message of SK Chairman</li> <li>● Resolution of Comprehensive Barangay Youth Development</li> <li>● CBYDP</li> <li>● Annual Budget &amp; Annual Barangay Youth Investment Plan (ABYIP) of SK</li> <li>● Annual Barangay Youth Investment Program (ABYIP)</li> <li>● Annual Budget</li> <li>● SK Annual Budget with Plantilla Personnel</li> <li>● Project Procurement Management Plan (PPMP)</li> <li>● SK Barangay - Annual Procurement Plan</li> </ul>	<ol style="list-style-type: none"> <li>1. Assist the 27 Brgy. Official &amp; Personnel for the review of their Brgy./SK Annual/ Supplemental Budget</li> <li>2. Prepare Necessary adjustment correction if needed.</li> <li>3. When revision is not needed, prepare recommendation for consideration of the Sanggunian</li> </ol>	1 hour / brgy.	<ul style="list-style-type: none"> <li>● <b>Catherine G. Oclarit, Cpa</b> Municipal Budget Officer</li> <li>● <b>Natividad Z. Bering</b> Sr. Admin. Assistant I <i>(Data Controller IV)</i></li> </ul>	N/A	<p>Barangay Budget Preparation Form (BBPF) # 1, 2, 2a, 3, 4</p> <p>Attachment Plans:</p> <ul style="list-style-type: none"> <li>● Annual Investment Program (AIP)</li> <li>● Indicative Annual Procurement Plan</li> <li>● DILG endorsed GAD Plan &amp; Budget</li> <li>● BDRRM Plan</li> <li>● Brgy. Council for the Protection of Children Plan</li> <li>● Sr. Citizen &amp; PWD Plan</li> <li>● 20% Development Plan</li> <li>● 10% SK</li> </ul>
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