



Republic of the Philippines
Province of Oriental Mindoro
Municipality of Puerto Galera

**CITIZEN'S CHARTER
BUDGET OFFICE**

| STEPS/PROCEDURES | REQUIREMENTS | TIME FRAME | EMPLOYEE IN CHARGE |
|---|--|------------------------------------|---|
| A. OBLIGATION REQUEST | | | |
| 1. Verify on the availability of appropriation & register | 1. Approved Purchase Request 2. Canvass | 10 minutes | Amalia L. Magnaye Admin. Asst. II Jeizel E. Bunquin Admin. Aide VI |
| 2. Review the Obligation Request | 1. Approved Purchase Request 2. Canvass | 5 minutes | Mark Garry V. Evangelista Municipal Budget Officer |
| 3. Approves Obligation Request | 1. Approved Purchase Request 2. Canvass | 5 minutes | Mark Garry V. Evangelista Municipal Budget Officer |
| B. BUDGET PREPARATION | | | |
| 1. Consolidate Department's budget proposal | 1. Budget Proposal of every department | EO September | Mark Garry V. Evangelista Municipal Budget Officer |
| 2. Preparations of budget forms | 1. Past Year Statement of Income & Expenditures, Income & Expenditures for the first semester of the current year, Estimate income and expenditures of the budget year | On or before October 16 | Mark Garry V. Evangelista Municipal Budget Officer |
| C. RELEASE OF ALLOTMENT | | | |
| 1. Preparation of release of allotment | Approved Budget | 45 minutes | Amalia L. Magnaye Admin. Asst. II |
| 2. Approved of release of allotment | | 5 minutes | Mark Garry V. Evangelista Municipal Budget Officer |