



Provincial Budget Office



	completeness of required documents, assign Obligation Request Number, and record claims in the columnar	None		
	2.1 Reviews claims as to the accuracy of amounts indicated in the ObR and check availability of appropriations	None	20 Minutes	Merlina T. Militante Budget Officer II
	2.2 Signs the Obligation Request	None	5 Minutes	Chirelyn R. Leopoldo Acting Department Head
	2.3 Releases signed claims to Provincial Accounting Office	None	5 Minutes	Ann Jelenah B. Andot Budget Officer I
TOTAL:		None	38 Minutes	



2. Review and Consolidation of Budget Proposals

Reviews and consolidates the budget proposals submitted by different offices/departments of the Provincial Government of Lanao del Norte to evaluate cost estimates of programs, projects, and activities and validate expected outputs, performance indicators, and targets.

Office or Division:	Provincial Budget Office			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Offices of the Provincial Government of Lanao del Norte			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Local Budget Preparation Form No. 2 (1 copy only) 2. Local Budget Preparation Form No. 3-A (1 copy only) 3. Local Budget Preparation Form No. 5 (1 copy only) 4. Project Procurement Management Plan (1 copy only) 5. Annual Procurement Plan-Common Use Office Supplies and Equipment (APP-CSE) (1 copy only) 			Offices/Departments of PGLDN	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Signs in the Client Log Book	1. Gives the Log Book to the client	None	3 Minutes	Filma N. Bienes Budget Officer I
2. Submits budget proposal	2. Reviews budget proposals	None	16 Days	Chirelyn R. Leopoldo Acting Department Head
	2.1 Consolidates budget proposals	None	5 Days	Mercedita T. Rodriguez Budget Officer I
TOTAL:		None	21 Days And 3 Minutes	



3.Review of the Annual Budget of the Municipalities

Assists the Sangguniang Panlalawigan in reviewing the approved annual budgets of the municipalities to determine whether such has complied the Budgetary Requirements and General Limitations set forth in the Local Government Code of 1991 or RA 7160 and the Local Budget Memorandum prescribing the guidelines in the preparation of local government budgets as well as the provisions of other applicable laws.

Office or Division:	Provincial Budget Office	
Classifications:	Highly Technical	
Type of Transactions:	G2G – Government to Government	
Who may avail:	All Municipal Governments of the Province of Lanao del Norte	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Appropriations Ordinance (1 copy only) 2. Approved Annual Budget (1 copy only) 3. Approved Annual Investment Program (1 copy only) 4. DILG-endorsed Gender and Development Plan and Budget (1 copy only) 5. OCD reviewed Local Disaster Risk Reduction and Management Plan (1 copy only) 6. Local Climate Change Action Plan (1 copy only) 7. Peace and Order Plan (1 copy only) 8. Local Nutrition Action Plan (1 copy only) 9. Annual Cultural Development Plan 1 copy only) 10. Annual Procurement Plan 1 copy only) 11. List of PPAs for the Local Council for the Protection of Children 1 copy only) 12. List of PPAs for Senior Citizens and Persons with Disabilities 1 copy only) 	MLGUs	



13. List of PPAs to Combat Acquired Immune Deficiency Syndrome (AIDS)1 copy only)				
14. List of PPAs to Address the Problem of Illegal Drugs1 copy only)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Signs in the Client Log Book	1. Gives the Log Book to the client	None	3 Minutes	Filma N. Bienes Budget Officer I
2. Submits Annual Budget for review	2. Reviews annual budget	None	20 Days	Michael R. Mama, Jr Budget Officer III
	2.1 Prepares review letter	None	1 Day	Michael R. Mama, Jr Budget Officer I
	2.2 Signs the review letter	None	1 Hour	Chirelyn R. Leopoldo Acting Department Head
TOTAL:		None	21 Days, 1 Hour, And 3 Minutes	