



REVIEW OF APPROPRIATION ORDINANCE (AO) OF COMPONENT BARANGAYS OF THE MUNICIPALITY BY THE SANGGUNIANG BAYAN (BARANGAY SUPPLEMENTAL BUDGET).



About the Service:

The Sangguniang Bayan has the power to review barangay ordinances authorizing the annual appropriations in order to ensure that the provisions of the Local Government Code are complied with.

Office/ Division	Sangguniang Bayan Office
Classification	Highly Technical
Type of Transaction	G2G- Government to Government
Who may avail	Component Barangays of the Municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Transmittal Letter	Punong Barangay/ Barangay Secretary
Appropriation Ordinance for Supplemental Budget (2 original, 11 copies)	Punong Barangay/ Barangay Secretary
Supplemental Annual Investment Program duly approved by the Sangguniang Barangay through Resolution if PPAs are not included in the AIP (13 copies)	Punong Barangay/ Barangay Secretary
Certification of Availability of Funds	Barangay Treasurer/ Municipal Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign in the Client logbook and submit all the documents to SB Secretariat	1. Receive and Check the completeness of the documents ➤ If incomplete, return documents and advise the client to complete all documents and attachments ➤ If documents are complete, receive documents and affix the date, time and signature of the receiving personnel.	NONE	20 minutes	SB Secretary/ SB Staff
2. Wait for notification	2. Include the matter in the Calendar of Business >Referred to the concerned Committee	NONE	1 Session day	SB Secretary, Committee on Rules, Ethics and Privileges, Presiding Officer
3. Attend Committee Meeting/ Hearing	3. Conduct Committee Meetings/ Hearing		1 hour	Committee on Barangay Affairs and/or Committee on Finance, Budget and Appropriation
	4. Signing of Committee Report		1 day depending on the availability of signatories	Committee Members
	5. Render Committee Report		1 session day	Committee on Barangay Affairs and/or Committee on Finance, Budget and Appropriation
	6. Include Measure for Second Reading		1 session day	Committee on Barangay Affairs and/or Committee on Finance, Budget and Appropriation



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	7. Include measure for Third and Final Reading		1 session day	Committee on Barangay Affairs and/or Committee on Finance, Budget and Appropriation
	8. Prepare copies of Resolution for signature of the Presiding Officer and SB Members		30 minutes to 1 hour	SB Secretary
	9. Signing of Final Copies of Resolutions		2 to 3 days depending on the availability of the signatories	SB Secretary, SB Members and Presiding Officer
	10. Transmit Resolution to the office of the Local Chief Executive for signing and approval		10 minutes	SB Secretary/ SB Staff
	11. LCE will sign/ approve the Resolution		Maximum of 10 days	Municipal Mayor
	12. Upon receipt from the Office of the LCE, record the same in the logbook and inform the client.		5 minutes	SB Staff
4. Upon notification, return to SB Office and receive copy of resolution	13. Ask the client to sign the receiving copy affixing the time and date then release copy of Resolution to the client		5 minutes	SB Staff
END OF TRANSACTION			Maximum of 60 days pursuant to Sec. 333 of RA 7160	