Budget Office

Internal Service

18. Budget Management Service - Preliminary Review of Barangay Budget

The Budget Management Service offers a thorough preliminary review of the barangay budget to ensure accuracy, compliance with regulations, and proper allocation of funds.

Office or Division:	Budget Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Barangay Captains of the Municipality of Pantabangan or thru their Barangay Treasurers

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Complete Barangay Budget Preparation Forms (Duly Accomplished)	Budget Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
6. Submit duly accomplished Barangay Budget Preparation Forms.	6.1 Check submitted Barangay Budgets as to the completeness of the form, Receive if complete.	None	1 Day	Budget Officer II Budget Office
	6.2 Prepare necessary adjustment/corrections if needed.	None	3 hours	Budget Officer II Budget Office
	6.3 When revision is not needed, prepare recommendations for consideration of the Sanggunian.	None	1 hour	Budget Officer II Budget Office
	TOTAL	None	1 Day and 4 hours	