



Municipal Budget Office

Salay, Misamis Oriental

Citizen's Charter

Mandate: Bring Progress and development to Salay through proper spending of all resources.

Vision: A budget that will be a tool for the progress and development of Salay that will enable us to be partner with the national government.

Mission: To make the budget the tool towards the attainment of progress and development of Salay.

Organizational Outcome: An office responsible for the financial well-being of the LGU by providing it with an efficient and satisfactory budgetary services.

<i>Process</i>	<i>Forms</i>	<i>Period</i>	<i>Persons Responsible</i>
1. Budget Preparation	Local Budget Preparation Forms 1 -7	July - Oct	MBO & staff
2. Budget Execution	Obligation Request	within 5 minutes	MBO & staff
3. Budget Accountability		Jan - Dec	MBO
4. Budget & Planning Linkage	AIP Form 1	Jan - Jun	MBO & MPDC
5. Budget Review (barangay budgets)		within 60 days upon complete submission	MBO & staff

Emma C. Baluyos
Municipal Budget Officer