

MUNICIPAL BUDGET OFFICE

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.

Office Head : **EMMA C. BALUYOS, CPA**
Municipal Budget Officer
Office Address : 1st Floor, Municipal Town Hall
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EXTERNAL SERVICES:

- Processing of Obligation Request for Financial Assistance
- Attending to Queries from Barangay Officials Regarding Budget Review and Other Budgetary Matters

1. ATTENDING TO QUERIES FROM BARANGAY OFFICIALS REGARDING BUDGET REVIEW AND OTHER BUDGETARY MATTERS

OFFICE		Municipal Budget Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		All		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of the barangay budget and supporting documents (endorsed by the MPDO-AIP & 20% LGDF)		Barangays		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Client approaches MBO or staff requesting for service		-0-		
Client then proceeds with	MBO or staff answers queries and concerns		10 mins	Anabel B. Zulita / Maricar D. Tan / Emma C. Baluyos

<p>his/her queries and concerns</p> <p>Client submits necessary documents if request is for barangay budget review.</p>	<p>Barangay budget shall be reviewed if documents are found in order.</p> <p>If documents are not in order, same shall be returned immediately for compliance before it shall be returned back for review.</p> <p>After technical review, barangay budget is endorsed to Sangguniang Bayan for resolution</p>		<p>Within 60days after receipt of the appropriation ordinance</p>	<p>Anabel B. Zulita / Emma C. Baluyos</p>
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END OF TRANSACTION