

4. Budget Review of Different LGUs

The budget review process shall validate the provision of the Appropriation Ordinance for compliance with the budgetary requirements and general limitations.

Office or Division:	Provincial Budget Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	3 Cities and 8 LGUs of Davao del Norte			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Annual Budget - Transmittal Letter - Budget Message - Appropriation Ordinance - Annual Investment Program - Resolution Approving the Annual Investment Program - Veto Message, if any - Sanggunian’s action on veto, if any Supplemental Budget - Certified Statement of Additional Realized Income - Certification of Savings - Certificate of Source of Funds Available for Appropriations		From 8 LGUs and 3 Cities		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Forwarded documents from the Office of the Secretary to the Sanggunian.	1.1 Receive the documents from the Office of the Secretary to the Sanggunian and forward to PG Department Head.	n/a	5 minutes	<i>Administrative Aide II</i> Provincial Budget Office
	1.2 PG Department Head forwarded the documents to SAO.	n/a	2 minutes	<i>Supervising Administrative Officer</i> Provincial Budget Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Instruct the Staff to review the Appropriation Ordinance and Augmentation Ordinance	n/a	5 minutes	<i>Supervising Administrative Officer / Provincial Budget Officer</i> Provincial Budget Office
	1.4 Receive and review the document. Checking for compliance with the law and budget circulars.	n/a	19 days	<i>Administrative Assistant VI / Administrative Assistant II / Administrative Aide IV</i> Provincial Budget Office
	1.5 Submit to Supervising Administrative Officer to evaluate the work performed by the staff as to whether the Appropriation/Augmentation Ordinance is in accordance with law. Then, forward to PG Department Head	n/a	30 minutes	<i>Administrative Assistant VI / Administrative Assistant II / Administrative Aide IV</i> Provincial Budget Office
	1.6 Review the Drafted Review Letter, put some remarks (if any).	n/a	30 minutes	<i>Supervising Administrative Officer / Provincial Budget Officer</i> Provincial Budget Office
	1.7 Route to LFC Members for signature and comments: Provincial Budget Officer; Provincial Treasurer; and Provincial Planning and Development Officer.	n/a	2 hours	<i>Administrative Assistant VI / Administrative Assistant II / Administrative Aide IV</i> Provincial Budget Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8 Print the final review letter and transmittal letter	n/a	30 minutes	<i>Administrative Assistant VI / Administrative Assistant II / Administrative Aide IV</i> Provincial Budget Office
	1.9 Affix the signature below the position title of LFC Chairperson in the Final Review Letter and Transmittal Letter. SAO affix signature.	n/a	3 minutes	<i>Provincial Budget Office / Local Finance Committee</i> Provincial Budget Office
	1.10 Submit the Final Review Letter and Transmittal Letter to the Committee on Finance, Budget and Appropriation.	n/a	20 minutes	<i>Administrative Assistant VI / Administrative Assistant II / Administrative Aide IV</i> Provincial Budget Office
	TOTAL:	n/a	19 days, 4 hours and 5 minutes	