

ASSIST BARANGAY OFFICIALS IN THE PREPARATION OF ANNUAL BUDGET

Schedule of availability of service:

Monday -Friday, 8:00 A.M.-5:00 P.M. (No noon break)

Who may avail of service?

All Barangay Officials (members of the Local Finance Committee)

Requirements:

Copy of Previous Budget and other important data should always be at hand.

Duration: From July to December

How to avail of the service?

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSONS IN-CHARGE	FORMS
1		Provide Barangay Treasurer of the final IRA and RPT.	6Months (from October - December)	CBO and staff	
2	Prepare the Barangay Budget			LCE-Barangay	Budget Forms
3	Submit Barangay Budget to CBO for review.	Review of Barangay Budget		CBO	
4	Finalize Budget	Endorse Barangay Budget to Sangguniang Panlungsod for legislation.		CBO	
END OF TRANSACTION					