



Republic of the Philippines
PROVINCE OF OCCIDENTAL MINDORO
Mamburao

PROVINCIAL BUDGET OFFICE

July 14, 2021

Ms. MURIEL M. REGUINDING
Provincial Administrator
Office of the Provincial Administrator
Provincial Capitol, Mamburao
Occidental Mindoro

Madam:

Relative to your Memorandum Circular No. 2021-067 dated July 12, 2021, we are submitting herewith the updated Citizens Charter of this office, for your information and approval.

Very truly yours,

MANUEL. T. TRIA, JR.
Provincial Budget Officer

OFFICE OF THE PROVINCIAL ADMINISTRATOR
RECORDS AND ARCHIVES DIVISION
RECEIVED
By: _____
Date: 9:45 *July* 07-14-21



REPUBLIC OF THE PHILIPPINES
MAMBURAO, OCCIDENTAL MINDORO
MAMBURAO

PROVINCIAL BUDGET OFFICE

MISSION:

The Provincial Budget Office aims to promote and implement public expenditure management policies to support development programs and thrusts of the Provincial Government, to act as technical arm of the Sangguniang Panlalawigan and its relevant committee in its function to review annual/supplemental budget of the component municipality.

VISION:

It is also our goal, as a public servant, to ensure efficiency, effectiveness and transparency of public spending in the delivery of the basic needs and services of its constituency, taking primary consideration of existing laws, rules and regulations.

A. Review of Municipal Budget

Requirements : Completeness of all supporting documents and signatories

Fee/s : None required

HOW TO AVAIL THE SERVICE:

STEPS	TIME FRAME	PERSON/S TO APPROACH
1. Receive/check Annual/Supplemental Budget as to completeness of the necessary documents.	25 minutes	Lorna A. Española Supervising Adm. Officer Peter Jeffrey A. Jordan Administrative Asst. II
2. Review and evaluate compliance with The requirements set forth in the Local Government Code (R.A. 7160) and prescribe forms under the Local Budgeting Manual	4 weeks for AB* 2 weeks fo SB*	Lorna A. Española Supervising Adm. Officer
3. Forward Annual/Supplemental budget for deliberation/discussion to the PBO	30 minutes 2 weeks	Manuel T. Tria Jr. Provincial Budget Officer Manuel T. Tria Jr. Provincial Budget Officer
4. Recommend approval/adjustment/ Disapproval to the Sangguniang Panlalawigan	5 minutes	SP Personnel
5. Forward Annual/Supplemental budget to the Sangguniang Panlalawigan for final action		

*Annual Budget

**Supplemental Budget

B. Request for Annual/Supplemental Budget for Special Education Fund

Requirement/s: Resolution of the Board duly signed by the authorities

Fee/s: None required

HOW TO AVAIL THE SERVICE:

STEPS	TIME FRAME	PERSON/S TO APPROACH
1. Receive and Record Resolution for budget preparation for the Local School Board	3 minutes	Lorna A. Española Supervising Adm. Officer
2. Verify the source of income from the Treasurer's Office	5 minutes	P T O
3. Prepare and forward the budget for signature and approval of the PBO	5 minutes	Manuel T. Tria Jr. Provincial Budget Officer
4. Release the approved budget to client and get one(1) copy for office file	3 minutes	Lorna A. Española Supervising Adm. Officer

C. Request for Certification of Availability of Appropriation for various departments of the LGU

Requirements: Letter of request duly signed by the proper authority

Fee/s : None required

HOW TO AVAIL THE SERVICE:

STEPS	TIME FRAME	PERSON/S TO APPROACH
1. Receive & log the request to the incoming book	5 minutes	Angelo S. Dela Cruz Administrative Aide IV April Rose B. Mulingbayan Administrative III
2. Review and verify if there is an existing appropriation in the annual/supplemental budget for that certain expenditures.	15 minutes	Lorna A. Española Supervising Adm. Officer
3. Certify the existence of appropriation	2 minutes	Manuel T. Tria Jr. Prov'l. Budget Officer

PROVINCIAL BUDGET OFFICE SERVICES:

A. PROCESSING OF CERTIFICATION ON APPROPRIATION, FUNDS AND OBLIGATION OF ALLOTMENT (CAFOA)

Fees : None required

Requirements:

1. CAFOA Form signed by the Department Head/ Authorized Signatory of the originating office.
2. Controlled and recorded by the concerned office.

Attachments:

Payroll (salary/allowance/ other benefits)	- -	Payroll certified by HRMO
TEV (cash Advance)	- - - -	CAFOA Travel Order Itinerary Disbursement Voucher
TEV (reimbursement)	- - - - -	CAFOA Travel Order Itinerary Voucher Travel Completed
Miscellaneous Expense	- - -	CAFOA Voucher Statement of Account (monthly bills)
Purchase Request (supplies/ Sparepart/equipment)	- - - - - - -	CAFOA Voucher Purchase Request Purchase Order Canvass Abstract Inspection/ Acceptance Report
Financial Assistance (donations)	- - - - -	CAFOA Voucher Medical Abstract Barangay certification of Indigency Background Investigation (PSWDO)
Financial Aid (20%) (CAFMIT Municipal) (Infra - Project)	- - - -	CAFOA countersigned by PPDO Approved Resolution Voucher Program of Work from PEO

HOW TO AVAIL THE SERVICE :

STEPS	TIME FRAME	PERSON/S TO APPROACH
1. Receive and Record Certification on Apropriation, Funds and Obligation of Allotment (CAFOA) through tracking system.	5 minutes	<p>PETER JEOFFREY A. JORDAN ANGELO S. DELA CRUZ MARK VINCENT DIONISIO</p>
1. Receive and record Certification on Appropriation, Funds and Obligation of Allotment (CAFOA) to assigned logbook for control number and record purposes.	3 minutes	<p>APRIL ROSE B. MULINGBAYAN (PGO, PGO Admin, GAD/PCPC/SC-PWD Continuing & SEF)</p> <p>LOUISE ANN B. TARRIELA (PBO, PTO, GSO, LEGAL, PACCO, PASSO, PDRRMO, PSWDO, PPDO, ENRO, PVET)</p> <p>ANGELO S. DELA CRUZ (20% Dev't Fund, PEO, PEPO, OPA, CALAMITY)</p> <p>CRESTA SHALLA C. MARMOL (OMPH/PHO, Abra, Lubang, Paluan, Sablayan, San Jose, Sta. Cruz, Other Development Program, MBAO, SPO)</p>
2. Posting and Encoding RAOPS, RAOMO and RAOCO as to availability of appropriation.	3 minutes	<p>GRACE ANN D. TAÑEDO (PDRRMO, PSWDO, SPO, PEO, PEPO, PVET, OPA, GSO, LEGAL)</p> <p>ROSALIE M. DELOS REYES (PPDO, PBO, PACCO, PTO, PASSO, ENRO)</p> <p>ELLEN V. ALMAZAN (PGO, PGO Admin, PHO Abra, PHO Lubang, PHO, OMPH PHO Paluan, PHO Sablayan, PHO San Jose, PHO Sta. Cruz, SEF, 20% Dev't Fund, Other Dev't Program, GAD/PCPC/SC-PWD, Continuing & Calamity Fund)</p>
3. Initial CAFOA for the Approval of the Provincial Budget Officer.	3 minutes	<p>ELLEN ALMAZAN ROSALIE DELOS REYES GRACE ANN TAÑEDO</p>
4. Approval/signature of the CAFOA by P.B.O.	3 minutes	<p>MANUEL TRIA JR. LORNA A. ESPAÑOLA</p>
5. Detach 2 nd page of CAFOA for filing purposes.	2 minutes	<p>ANGELO DELA CRUZ MARICEL M. SARI</p>
6. Record the approved CAFOA and forward to PTO.	5 minutes	<p>MARK VINCENT DIONISIO MARICEL M. SARI</p>

B. CERTIFICATION AS TO EXISTENCE OF APPROPRIATION FOR JOB ORDERS AND CONTRACTS

Fees: None Required

Requirements : Job orders/contracts signed by HRMO

HOW TO AVAIL THE SERVICE:

STEPS	TIME FRAME	PERSONS TO APPROACH
1. Receive J.O. prepared and Signed by HRMO	1 minute	Cresta Shalla C. Marmol
2. Verify the availability of Appropriation	2 minutes	Cresta Shalla C. Marmol
3. Encode, control & initial J.O. & Contracts	5 minutes	Cresta Shalla C. Marmol
4. Approval & signed of J.O/ Contracts by the P.B.O.	3 minutes	Manuel T. Tria Jr.
5. Release the approved J.O to HRMO	3 minutes	Joyce Nikka P. del Rosario
6. Release the approved CONTRACTS to PACCO	3 minutes	Leorica Artiza

A. SERVICES:

- a. NOSA
- b. ABSTRACT

Requirements: Completeness of supporting documents and signatories.

WHO MAY AVAIL OF THE SERVICES:

- 1. Provincial Government Employees
- 2. Claimants

HOW TO AVAIL THE SERVICE:

STEPS	TIME FRAME	PERSON/S TO APPROACH
A. 1. Personnel staff submits NOSA for checking. <i>If with findings return to Personnel office for compliance.</i>	5 minutes	Grace Ann D. Tañedo
2. Check/verifies & initial the correctness of appropriation of salary & return to Personnel Office		Lecelyn R. Macalalad
B. 1. Clients submit abstract for processing	1 minute	Peter Jeoffrey A. Jordan
2. Receive abstract, check supporting documents: PRs & canvass. <i>If step 2 is not correct & proper, return the documents to requesting office.</i>	1 minute	
3. If no findings, the receiving staff initial the abstract & forwards the document To P.B.O. for signature.	1 minute	Manuel T. Tria Jr.
4. PBO staff release abstract to clients.	1 minute	Angelo S. dela Cruz Maricel M. Sari

STEPS	TIME FRAME	PERSONS TO APPROACH
<ol style="list-style-type: none"> 1. Maintain cleanliness and orderliness of Provincial Budget Office. 2. Driving Sportivo of PBO. 	<p style="text-align: center;">15 minutes</p> <p style="text-align: center;">5 minutes</p>	<p style="text-align: center;">Maricel M. Sari</p> <p style="text-align: center;">Mark Vicent O. Cruz</p>



Republic of the Philippines
MIMAROPA Region
PROVINCE OF OCCIDENTAL MINDORO
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