



**PROVINCIAL BUDGET OFFICE
INTERNAL SERVICES**



1. Request for Certification of the Provincial Budget Officer as to Availability of Appropriations

Provision of assistance to the requesting offices on the available balances of appropriations.

Office or Division	Provincial Budget Office/Budget Execution Services Division			
Classification	Simple			
Type of Transaction:	G2G			
Who may avail:	PGOM Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Obligation Requests (ObRs)- (4 original copies) with attached vouchers and payrolls with supporting documents 2. Purchase Requests (PRs) with attached ObR (4 original copies) 3. Contractual Appointments/Contract of Services (3 original copies) and Job Orders (2 original copies)		Originating office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward/ Submit ObRs attached to vouchers, payrolls and purchase requests with supporting documents, contractual appointments and job orders to PBO for processing	1. Receive indorsement of or letter request	NONE	1 min	Admin Aide II Admin Section, Provincial Budget Office
	2. Process request > If not okay- return to originating/reque sting office with Return Slip citing the reason/s for return	NONE	2 days, 7 hrs and 49 mins	Budget Officer IV; Budget Officer III; Budget Officer II; Budget Officer I Budget Execution



	> If okay-obligate and have same certified by the PBO			Services Division, Provincial Budget Office
2. Refer to document tracking system for status of transaction	3. Release/Delivery of certified documents to next office. > ObRs attached to vouchers and payrolls with supporting docs and Job Orders to OPA > Purchase Requests (PRs) to PTO > Contractual appointments/Contracts of Services to PHRMO	NONE	10 mins	Admin Aide II; Bookbinder I Admin Section, Provincial Budget Office
TOTAL		NONE	3 days	

2. Request for New/Additional Appropriations

Provision of technical assistance in the preparation of supplemental budgets and other changes in the annual budget in collaboration with other offices.

Office or Division	Provincial Budget Office/Technical Assistance Services Division			
Classification	Simple			
Type of Transaction:	G2G			
Who may avail:	PGOM Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Indorsement from the LCE/PA of Letter Request from Requesting Office or Letter Request addressed to LCE thru the PBO (1 original copy)		Originating office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Forward/ Submit indorsement of or letter request to PBO for processing	1. Receive indorsement of or letter request	NONE	1 min	Admin Aide II Admin Section, Provincial Budget Office
	2. Process request > If not okay- return request to indorsing/ requesting office with letter/note explanation as to reason/s > If okay- include request in the consolidation of requests for SB for approval and prioritization of the LCE and prepare letter informing the requesting office	NONE	3 hrs and 19 mins	Budget Officer IV; Budget Officer III; Budget Officer II; Budget Officer I Technical Assistance Services Division, Provincial Budget Office
	3. Release of letter to the requesting office.		10 mins	Admin Aide II Admin Section, Provincial Budget Office
TOTAL		NONE	3 hours and 30 minutes	

3. Request for augmentation and realignment of appropriation

Provision of technical assistance in the preparation of certifications for augmentation and realignment of appropriation in collaboration with other offices.

Office or Division	Provincial Budget Office/Technical Assistance Services Division	
Classification	Simple	
Type of Transaction:	G2G	
Who may avail:	PGOM Offices	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Indorsement from the LCE/PA of Letter Request from Requesting Office or Letter Request addressed to LCE thru the PBO (1 original copy)	Originating office	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward/ Submit indorsement of or letter request to PBO for processing	1. Receive indorsement of or letter request	NON E	1 min	Admin Aide II Admin Section, Provincial Budget Office
	2. Process request > If not okay- return request with letter explanation as to reason/s > If okay- prepare certification as to availability of savings/appropriation for augmentation/realignment for signature of PFC and letter indorsement to the Governor for preparation of LR to SP for passage of an Ordinance authorizing augmentation of realignment	NON E	1 day, 7 hrs and 49 mins	Budget Officer IV; Budget Officer III; Budget Officer II; Budget Officer I Technical Assistance Services Division, Provincial Budget Office
	3. Release letter indorsement and signed certification to the PGO for facilitation of request for authorization from Sangguniang Panlalawigan (SP)	NON E	10 mins	Admin Aide II Admin Section, Provincial Budget Office
TOTAL		NON E	2 days	



4. Technical Assistance to the Sangguniang Panlalawigan in the Review of Budgets and Budget Related Resolutions and Ordinances of Component City and Municipalities of Oriental Mindoro

Provision of technical assistance in the review of budgets and budget-related resolutions and ordinances of component city and municipalities of Or. Mindoro and determine whether the

Appropriation Ordinance has complied with the budgetary requirements and general limitations set forth in the Local Government Code of 1991, as well as provisions of other applicable laws.

Office or Division	Provincial Budget Office/Technical Assistance Services Division			
Classification	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Sangguniang Panlalawigan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Indorsement by the Sangguniang Panlalawigan through the Secretary to the SP to Provincial Finance Committee (PFC) through the PBO of City/Municipal Appropriation Ordinance/Resolution (1 original copy) and supporting documents (2 original copies)		Sangguniang Panlalawigan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Indorse to PFC through the PBO the City/ Municipal Appropriation Ordinance/ Resolution and supporting documents	1. Receive indorsement letter by the SP through the SSP and supporting documents	NON E	1 min	Admin Aide II Admin Section, Provincial Budget Office
	2. Review and evaluate indorsed appropriation ordinances authorizing budgets of city and municipalities and budget	NON E	30 working days	Budget Officer IV; Budget Officer III; Budget Officer II; Budget Officer I Technical Assistance Services Division,



	related resolutions and ordinances			Provincial Budget Office
2. Receive Budget Review Letter	3. Submit Budget Review Letters incorporating findings, comments and recommendations to the SP	NON E	15 mins	Admin Aide II Admin Section, Provincial Budget Office
TOTAL		NON E	30 working days, 16 mins	

5. Preparation and submission of supporting documents for the disbursement of salaries and wages

Consolidation of payroll attachments for submission to PHRMO in relation to the disbursement of salaries of permanent and wages of non-permanent employees

Office or Division	Provincial Budget Office/Administrative Section			
Classification	Simple			
Type of Transaction:	G2G			
Who may avail:	All employees within the office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Daily Time Record (2 original copies) 2. Approved Application for Leave of Absence (2 original copies) (if any) 3. Approved Locator and/or Travel Order (2 original copies) with attached Certificate of Appearance (2 authenticated photocopies) (if any)		PGOM Portal for the Daily Time Record PHRMO for the Approved Application for Leave of Absence and Locator PA's Office for the Approved Travel Order		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to Head of Admin Section for consolidation	1. Receive, check and consolidate all the submitted requirements	NONE	45 mins	Admin Officer IV Admin Section, Provincial Budget
2. Refer to document tracking	2. > for non-permanent employees -	NONE	5 mins	Admin Officer IV



system for status of transaction	attach to Payroll and ObR and submit to PHRMO > for permanent employees - submit to PHRMO for attachment to printed payroll and ObR			Admin Section, Provincial Budget
TOTAL		NONE	50 mins	