

Municipal Budget Office
(External)

1. Request for Account Charging

Clients request for account charging as validated by the originating concerned Office.

Office / Division:	MUNICIPAL BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Client is the transacting public			
Who may avail:	All Polangui constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Complete documentary requirements as certified by the originating Office.			Requesting Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for charging to their respective appropriated fund available.	1. MBO logs in the request to the Incoming logbook.	None	1 minute	<i>MBO Staff - Municipal Budget Office</i>
	1.1 To prepare Obligation Request (ObR) form.	None	2 minutes	<i>MBO Staff/Officer - Municipal Budget Office</i>
	1.2 Concerned staff to properly charged to the related account and write down on the face of the ObR form.	None	1 minute	<i>MBO Staff/Officer - Municipal Budget Office</i>
	1.3 Municipal Budget Officer to signed on Box B to certify the existence of available appropriation.	None	1 minute	<i>Municipal Budget Officer - Municipal Budget Office</i>
	1.4 MBO to log out the release of the request with properly attached and signed ObR form in the Outgoing logbook.	None	1 minute	<i>MBO Staff - Municipal Budget Office</i>
TOTAL		None	6 minutes	