



**MUNICIPAL GOVERNMENT OF BANSUD  
FRONTLINE SERVICES**

**CITIZEN'S CHARTER**

**2<sup>nd</sup> Edition Series of 2023**

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*“Ang Gusto Natin Simple lang, Malinis, Mapayapa at Maunlad Na Bayan Ng Bansud”*

## I. Mandate

The Constitution of the Philippines, states that the local governments “shall enjoy local autonomy”, and in which the Philippine president exercises “general supervision”. Congress enacted the Republic Act 7160 otherwise known as the Local Government Code of 1991 to “provide for a more responsive and accountable local government structure instituted through a system of decentralization with effective mechanisms of recall, initiative, and referendum, allocate among the different local government units their powers, responsibilities, and resources, and provide for the qualifications, election, appointment and removal, term, salaries, powers and function and duties of local officials, and all other matters relating to the organization and operation of local units.”

## II. Vision

### BANSUD

#### “A ROBUST AGRICULTURAL TOWN”

A town with a well-kept, balanced environment where peace and opportunities for development abound, inhabited by God-centered, healthy, educated and empowered citizenry in a participatory governance.

The province’s leading supplier of quality banana and other agricultural products.

## III. Mission

To enhance the delivery of basic services for the entire Bansud Citizenry.

To utilize all resources that will contribute to the rapid growth of the economic through a concerted effort, capable of providing the need of an urbanizing community

## IV. Service Pledge

The Officials and Employees of the Municipal Government of Bansud do hereby pledge and commit to:

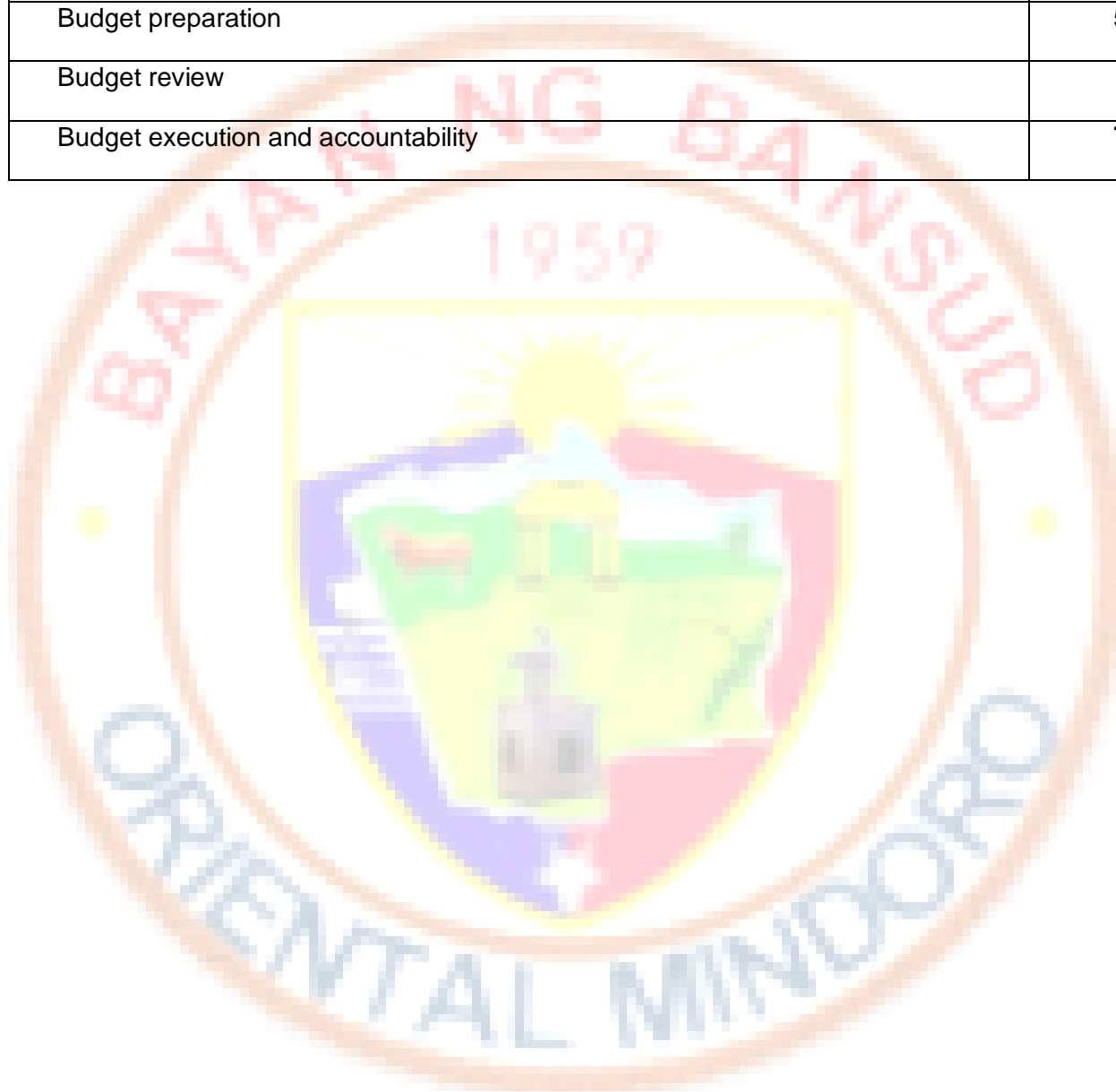
- Deliver efficient government service to the entire Bansud citizenry through the core values of Integrity with utmost Professionalism in Responsive and Client-Friendly working environment.
- Serve all applicants or department concerned prior to the end of official working hours and during lunch break shall be attended to.



**OFFICE OF THE MUNICIPAL BUDGET**  
**Frontline Services**

## List of Services

<b>Municipal Government of Bansud Frontline Services</b>	<b>1</b>
<b>Mandate, Mission, Vision and Service Pledge</b>	<b>2</b>
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Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF BANSUD**



**OFFICE OF THE MUNICIPAL BUDGET OFFICER**

**CITIZEN'S CHARTER**

<b>BUDGET PREPARATION</b>				
The Municipal Budget Office Preview and consolidate proposals for Annual Budget, Supplemental Budget under the General Fund and Special Education Funds and made coordination with the Municipal Finance Committee for the purpose of budgeting. Assist in the conduct of budget hearings on budget proposals submitted by department head and render assistance to the LCE in the preparation of the annual or supplemental budgets.				
Office/Division	<b>Municipal Budget Office</b>			
Classification	<b>Highly Technical</b>			
Type of Transaction	<b>G2G</b>			
Who may avail				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Budget Call 2. Budget Proposals 3. Local Budget Preparation Forms				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Issue Budget Call	None	1-2 days	Hon. Ronaldo M. Morada/ Mary Grace S. Malapit
	2. Disseminate the Budget Call to all concerned departments/agencies	None	1-2 days	Richard A. Delica Ma. Victoria Falculan
	3. Consolidate Budget Proposals	None	15-30 days	Richard A. Delica Mary Grace S. Malapit
	4. Conduct Budget Forum	None	1 day	Mary Grace S. Malapit
	5. Prepare LEP and BESF	None	1-2 months	Richard A. Delica Mary Grace S. Malapit Allan D. Espino
	6. Prepare Budget Message	None	1-2 days	Mary Grace S. Malapit/ Hon. Ronaldo M. Morada

	7. Submit Executive Budget to the Sangguniang Bayan	None	1 day	Mary Grace S. Malapit/ Hon. Ronaldo M. Morada
<b>TOTAL</b>			<b>3 months and 8 days</b>	

<b>BUDGET REVIEW</b>				
The Municipal Budget Office render technical assistance to the Sangguniang Bayan in the review of the annual and supplemental budgets of the 13 barangays and Sangguniang Kabataan of the municipality and provide technical assistance in the preparation and implementation of barangay budgets.				
Office/Division	<b>Municipal Budget Office</b>			
Classification	<b>Highly Technical</b>			
Type of Transaction	<b>G2G</b>			
Who may avail	<b>All LGU Departments/Offices, Barangays and Schools of Bansud</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Annual Budget of 13 barangays and Sangguniang Kabataan 2. Supplemental Budgets of 13 barangays and Sangguniang Kabataan				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Receive the Annual/ Supplemental Budgets of barangays as endorsed by the SB to the LFC	None	Upon receipt	Marilen J. Baclic Allan D. Espino
	2. Check and evaluate the completeness of submitted documents	None	1 hour	Mary Grace S. Malapit
	- If submitted documents are incomplete, return it within 5 days and cite the lacking documents	None	30 minutes	Mary Grace S. Malapit
	- if submitted documents are complete, review and evaluate the appropriation ordinance and issue review letter to the LFC	None	1 week	Mary Grace S. Malapit
	3. Recommend approval of the review-action to the LFC	None	1 hour	Mary Grace S. Malapit
<b>TOTAL</b>			<b>1 week 2 hours and 30 minutes</b>	

### BUDGET EXECUTION AND ACCOUNTABILITY

The Municipal Budget Office renders technical assistance to the Sangguniang Bayan in the review of the annual and supplemental budgets of the 13 barangays and Sangguniang Kabataan of the municipality and provide technical assistance in the preparation and implementation of barangay budgets.

**Office/Division**      **Municipal Budget Office**

**Classification**      **Complex**

**Type of Transaction**      **G2G**

**Who may avail**

#### CHECKLIST OF REQUIREMENTS

#### WHERE TO SECURE

1. Approved Annual Budget of the Municipality

CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepare Local Budget Matrix and Carupon approval of the Local Expenditure Program (Annual Budget)	None	1-3 days	Richard A. Delica Mary Grace S. Malapit
	- Check and evaluate the accuracy of documents	None	30 minutes	Mary Grace S. Malapit
	- Recommend Local Budget Matrix for approval of the LCE	None	30 minutes	Mary Grace S. Malapit
	- Release the approved matrix for distribution to different offices	None	1 hour	Mary Grace S. Malapit
	2. Record/encode the approved budget in the registries of appropriations and allotments	None		Richard A. Delica Mary Grace S. Malapit Allan D. Espino
	3. Facilitate processing of Obligation Request	None	10-15 minutes	
<b>TOTAL</b>			<b>3 days 2 hours and 15 minutes</b>	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
	- Receive OBR,	None	Upon Receipt	
	- check and evaluate the completeness of documents received	None	Upon receipt	Richard A. Delica Mary Grace S. Malapit Allan D. Espino
	- If submitted documents are incomplete, return the same through a notice to the client office, citing therein the list of lacking requirements	None	Upon receipt	Herminia D. Rodriguez Marilen J. Baclig Maria Victoria G. Falculan
	- Index, checklist, payrolls contracts received	None	Upon receipt	Herminia D. Rodriguez Marilen J. Baclig Maria Victoria G. Falculan
	- Records the OBRs, PRs and post it in the journal of Allotments and Obligations	None	Upon receipt	Richard A. Delica Mary Grace S. Malapit Allan D. Espino
	- Recommend approval of the documents	None	Upon receipt	Mary Grace S. Malapit
	- Release the duly signed OBRs of different agencies and forward them to accounting office	None	15 minutes	Herminia D. Rodriguez Marilen J. Baclig Maria Victoria C. Falculan
	4. Render technical advises/opinions to queries pertaining to fiscal administration	None	Upon arrival/ receipt	Mary Grace S. Malapit
	5. Certify as to existence of appropriations	None	Upon request	Mary Grace S. Malapit
	6. Prepare and submit periodic reports	None	1-3 days	Richard A. Delica Mary Grace S. Malapit Allan D. Espino



	- Recommend approval of the documents	None	Upon receipt	Mary Grace S. Malapit
<b>TOTAL</b>			<b>3 days and 15 minutes</b>	

<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	- Release the duly signed OBRs of different agencies and forward them to accounting office	None	15 minutes	Herminia D. Rodriguez Marilen J. Baclig Maria Victoria C. Falculan
	4. Render technical advises/opinions to queries pertaining to fiscal administration	None	Upon arrival/ receipt	Mary Grace S. Malapit
<b>TOTAL</b>			<b>15 minutes</b>	

