



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

(1) NAME OF DEPARTMENT/AGENCY/LGU: PROVINCIAL GOVERNMENT OF ISABELA - PROVINCIAL BUDGET OFFICE

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: [] Yes [] No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Budget Preparation	Local Government Code of 1991 (RA 7160) and LBC 112 (BOM 2016 Edition)	LGC of 1991 -Book II, Title V, Chapter I, Article I		LGC – January 1, 1992	
Budget Authorization					
Budget Review					
Budget Execution		IRR of RA 7160-Rule XXXIV, Art. 404 to Art. 422.		LBC 112 (BOM) FY 2017	
Budget Accountability		LBC 112-Budget Operational Manual for LGU's 2016 Edition			

¹ Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

² Cite section number and quote provision identified in the governing law



(4) SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE: Budget Preparation					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Annual and Supplement Budget of the Province		Assist in the preparation of Annual/Supplemental Budget of the Province	LBC 112 (BOM for LGU 2016 Edition)	July to Oct. 15, per year	None



GOVERNMENT SERVICE: Budget Review of Annual/Supplemental Budget					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Annual and Supplement Budget of 2 Cities and 34 Municipalities		Review of City/Municipal Annual/Supplemental Appropriation Ordinance	Local Government Code of 1991 (RA 7160) LBC 112 (BOM 2016 Edition)	30-60 days	None
2. Annual and Supplement Budget of 2 cities and 34 municipalities		Indorse to SP for final review and evaluation of 2 cities and 34 municipalities		Within the reglementary period	None



GOVERNMENT SERVICE: Processing of Obligation Request					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. OBRs and Supporting Documents		Receiving of OBRs from different departments.	Approved AO No. 22 series of 2019 (An Ordinance Authorizing the Annual Budget of the Province)	20 minutes	None
2. OBRs and Supporting Documents		Checking of documents as to attached routing slip.		20 minutes	None
3. OBRs and Supporting Documents		Checking of available appropriation and posting in the Registry of Appropriations Allotment and Obligations (RAAOB).		20 minutes	None
4. OBRs		Assigning of OBR control number.		30 minutes	None
5. OBRs and Supporting Documents		Encoding of OBR data in the Budget Management System.		20 minutes	None
6. Job Order and OBR		Correcting and adjusting of OBRs.		30 minutes	None
7. OBRs and Supporting Documents		Approving of OBRs as to the existence of available appropriation		1 day	None
TOTAL				1 day 2 hours and 20 minutes	None



GOVERNMENT SERVICE: Administrative /Accountability					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Documents related to Administrative		Incoming and outgoing letters, Memorandum, Resolutions & etc.		3 days	None
2. Request Letters from different departments/agencies		Prepare reports for submission to COA/DBM/DILG/DOH and other agencies of the Province.		COA- monthly report DBM- Annual Report DILG-as the need arises 5-10 days	None
3. Request letters, reports, transactions and etc.		Approves all transactions, reports and other documents related to Administrative and Budget.		3 days	None