

1 PROCESSING OF ASSESSMENT TRANSACTION: TRANSFER OF OWNERSHIP

Description of the Service Any means by which ownership changes hands thru different conveyances such as; purchase, donation, heirship, assumption of mortgage debt.

OFFICE OR DIVISION	ASSESSMENT STANDARD EXAMINATION DIVISION			
Classification	G2C - GOVERNMENT TO CITIZEN, G2B - GOVERNMENT TO BUSINESS ENTITY, G2G - GOVERNMENT TO GOVERNMENT			
Type of Transaction	SIMPLE			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Title (1 copy)		Register of Deeds		
Deed of Conveyance (1 copy)		client		
Certificate Authorizing Registration (1 copy)		Bureau of Internal Revenue		
Transfer Tax Receipt (1 copy)		Provincial Treasurer's Office		
Tax Clearance or Real Property Tax Receipt (current year) (1 copy)		Provincial Treasurer's Office/Municipal Treasurer's Office		
Sworn Statement (1 original)		client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Service Counter, fill out request slip and present the required documents (present Original Title for verification purposes)	1. Check completeness of the documents: 1.1 If incomplete, return to client for completion 1.2 If complete, issue Order of Payment (OP)		10 mins.	Local Assessment Operations Officer III (ASSESSMENT STANDARD EVALUATION DIVISION)
2. Proceed to the Provincial		PHP 100.00 - Processing		

Treasurer's Office (PTO), present OP and pay amount due		Fee PHP 100.00 - Certification Fee (Tax Declaration) PHP 500.00 - Penalty for Late Declaration, if applicable PHP 300.00 - Penalty for late filing of Sworn Statement, if applicable		Cashier (PROVINCIAL TREASURER'S OFFICE)
---	--	---	--	---

3. Present Official Receipt at the Service Counter	2. Process transfer transaction: 2.1 Record transaction (TRS) 2.2 Evaluate documents and authorize encoding of transaction 2.3 Encode details of transaction 2.4 Check details of encoding and proper assessment of transaction 2.5 Review and recommend approval of transaction		4 mins. 2 mins. 4 mins. 4 mins. 2 mins.	LAOO I to III (ARMD) Division Head (AOED) LAOO I to III (AOED) LAOO I to III (ASED) Division Head (ASED)
	3. Approve transaction		1 day	Provincial Assessor
4. Claim Slip at the Service Counter	4. Print out Tax Declaration, assign control number, and release Tax Declaration and Notice of Assessment of Real Property (NARP)		10 mins.	LAOO I to III (ARMD)

TOTAL:	*varies on the case of the transaction	1 day, 36 mins.	
---------------	--	-----------------	--

2 ISSUANCE OF CERTIFIED COPY OF TAX DECLARATION (1994-CURRENT YEAR)

Description of the Service

OFFICE OR DIVISION	ASSESSMENT RECORDS MANAGEMENT DIVISION			
Classification	G2C - GOVERNMENT TO CITIZEN, G2B - GOVERNMENT TO BUSINESS ENTITY, G2G - GOVERNMENT TO GOVERNMENT			
Type of Transaction	SIMPLE			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Tax Clearance or Real Property Tax Receipt (current year)		Provincial Treasurer's Office/Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Service Counter, fill out request slip and present the required document	1. Issue Order of Payment and return the document to client		3 mins.	LAOO I to III (ARMD)
2. Proceed to PTO, present OP and pay amount due		PHP 100.00 - Certification Fee (Tax Declaration)		Cashier (PROVINCIAL TREASURER'S OFFICE)
3. Present Official Receipt at the Service Counter	2. Print out Tax Declaration 2.1 Certify correctness of the Tax Declaration		5 mins. 2 mins.	LAOO I to III (ARMD) Division Head (ARMD)
	3. Assign control number and release Tax Declaration		5 mins.	LAOO I to III (ARMD)
TOTAL:		PHP 100.00	15 mins.	

3 ISSUANCE OF CERTIFIED COPY OF TAX DECLARATION (Pre-War - 1993)

Description of the Service

OFFICE OR DIVISION	ASSESSMENT RECORDS MANAGEMENT DIVISION			
Classification	G2C - GOVERNMENT TO CITIZEN, G2B - GOVERNMENT TO BUSINESS ENTITY, G2G - GOVERNMENT TO GOVERNMENT			
Type of Transaction	SIMPLE			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Service Counter and fill out request slip	1. Issue Order of Payment (OP), Claim Slip, and advise client to claim the Tax Declaration on the next day		3 mins.	Assessment Clerk (ARMD)
2. Proceed to PTO, present OP and pay amount due		PHP 100.00 - Certification Fee (Tax Declaration)		Cashier (PROVINCIAL TREASURER'S OFFICE)
3. Present Official Receipt at the Service Counter	2. Search for and prepare machine copy of Tax Declaration		7 hours	Utility Worker (Admin. Division)
	2.1 Certify correctness of Tax Declaration		2 mins.	Division Head (ARMD)
4. Present Claim Slip to Service Counter	3. Assign control number and release certified copy of Tax Declaration		5 mins.	Assessment Clerk (ARMD)
TOTAL:		PHP 100.00	7 hrs. and 10 mins.	

4 ISSUANCE OF CERTIFICATION OF: PROPERTY HOLDINGS; NO PROPERTY HOLDINGS; NO IMPROVEMENT

- Description of the Service
1. Property Holdings is a certification stating an individual's real property/properties within the province.
 2. Certification of No Property Holdings states that an individual has no real property registered
 3. Certification of No Improvement is issued to individuals stating that no improvement visible in certain

OFFICE OR DIVISION	ASSESSMENT RECORDS MANAGEMENT DIVISION			
Classification	G2C - GOVERNMENT TO CITIZEN, G2B - GOVERNMENT TO BUSINESS ENTITY, G2G - GOVERNMENT TO GOVERNMENT			
Type of Transaction	SIMPLE			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Service Counter and fill out Request Slip	1. Issue Order of Payment (OP)		3 mins.	LAOO I to III (ARMD)
2. Proceed to PTO, present OP and pay amount due		PHP 100.00 - Certificate of Property Holding/s PHP 100.00 - Certificate of No Property Holding PHP 100.00 - Certificate of No Improvement		Cashier (PROVINCIAL TREASURER'S OFFICE)
	2. Print out Certification		5 mins.	Assessment Clerk, LAOO I to III (ARMD)
	2.1 Certify correctness of Certification		2 mins.	Division Head (ARMD)
3. Present Official Receipt at the Service Counter	3. Assign control number and release Tax Declaration		5 mins.	Assessment Clerk (ARMD)
TOTAL:		Payment varies depending on request	15 mins.	

5 ACCEPTANCE OF SWORN STATEMENT OF REAL PROPERTY

Description of the Service Sworn Statement is a declaration of the owner of the true value of their real property/ies.

OFFICE OR DIVISION	ASSESSMENT STANDARDS EVALUATION DIVISION			
Classification	G2C - GOVERNMENT TO CITIZEN, G2B - GOVERNMENT TO BUSINESS ENTITY, G2G - GOVERNMENT TO GOVERNMENT			
Type of Transaction	SIMPLE			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any valid government-issued ID		Government agencies		
Tax Declaration		Provincial Assessor's Office		
		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Service Counter, fill out Request Slip and submit accomplished Sworn Statement Form	1. Check completeness of entries and assign Sworn Statement Number. If late filing, issue Order of Payment.		15 mins.	DEMO II (ASED)
2. Proceed to PTO, present OP and pay amount due		PHP 100.00 - Processing Fee PHP 300.00 - Penalty for Late Filing, if applicable		Cashier (PROVINCIAL TREASURER'S OFFICE)
	2. Process transaction: 2.1 Log transaction and forward to Local Assessment Operations Officer		5 mins.	DEMO II (ASED)
	2.2 Affix signature as subscribing officer		5 mins.	LAOO I to IV (ASED)
3. Present Official Receipt at the Service Counter	3. Release Original copy of Sworn Statement		5 mins.	DEMO II (ASED)

TOTAL:	Payment varies depending on case of request	30 mins.	
---------------	---	----------	--

6 PROVISION OF TECHNICAL ASSISTANCE (TAX MAPPING, REAL PROPERTY TAX COMPUTERIZATION PROJECT, APPRAISAL OF REAL PROPERTIES)

- Description of the Service
1. Tax Mapping is a highly accurate method of field operations for identifying real property units, defining property boundaries determining actual use, and discovering undeclared real proeptries for taxation for purposes.
 2. Rendering technical assistance to LGUs in the computerization of their real property assessment system.
 3. Appraisal is the act or proecess determining the value of a property as of specific date for a specific purpose.

OFFICE OR DIVISION	ALL DIVISIONS			
Classification	G2G - GOVERNMENT TO GOVERNMENT			
Type of Transaction	HIGHLY TECHNICAL			
Who may avail	GOVERNMENT AGENCIES			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request addressed to the Provincial Assessor		Client/Requester		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Service Counter, submit letter-request and wait for action/advice.	1. Receive, log in the Incoming Logbook, and forward letter-request to the Provincial Assessor	NONE	5 mins.	Admin. Staff (Admin. Division)
	2. Act on the letter-request		1 day	Provincial Assessor
	3. Inform client of action/advice.		2 mins.	Admin. Staff (Admin. Division)
	4. Conduct/render technical assistance		Multi-stage process	all Divisions
TOTAL:		NONE	* Depends on the scope of work or request of LGUs	

7 PROCESSING OF ASSESSMENT TRANSACTION: SUBDIVISION/CONSOLIDATION

- Description of the Service
1. Subdivision of property is taking one legal unit of a real estate and converting it into mul
 2. Consolidation is the combining a number of lots into a coherent whole.

OFFICE OR DIVISION	ALL DIVISIONS			
Classification	G2C - GOVERNMENT TO CITIZEN, G2B - GOVERNMENT TO BUSINESS ENTITY, G2G - GOVERNMENT TO GOVERNMENT			
Type of Transaction	COMPLEX			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved subdivision plan (copy)		client		
Certified copy of Title		Registry of Deeds		
Agreement of Partition/Subdivision		client		
Tax Clearance or Real Property Tax Receipt (current year) (copy)		Provincial Treasurer's Office/Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Service Counter, fill out request slip and present the required documents	1. Check completeness of the documents: 1.1 If incomplete, return to client for completion 1.2 If complete, issue Order of Payment (OP) and Claim Slip, and advise the client to claim Tax Declaration after 4 days		10 mins.	Local Assessment Operations Officer III (ASSESSMENT STANDARD EVALUATION DIVISION)
2. Proceed to the Provincial		PHP 200.00 - Processing		

Treasurer's Office (PTO), present OP and pay amount due		Fee (for first 5 lots and PHP 5.00 in excess thereof) PHP 100.00 - Certification Fee (Tax Declaration) PHP 300.00 - Inspection fee for Residential Property PHP 400.00 - Inspection fee for Agricultural Property PHP 650.00 - Inspection fee for Commercial Property PHP 1,200.00 - Inspection fee for Industrial Property		Cashier (PROVINCIAL TREASURER'S OFFICE)
---	--	--	--	---

	2. Process subdivisconsolidation/: 2.1 Conduct ocular inspection and prepare 2.2 Record transaction (TRS) 2.3 Assign Property Index Number and update Tax Map and TMCR 2.4 Evaluate documents and authorize encoding of transaction		2 days 1 hour 1 day 1 hour	LAOO I-IV (all Divisions) LAOO I to III (ARMD) Tax Mapping Operations Division Division Head (AOED)
--	---	--	---	---

	2.5 Encode details of transaction		2 hours	LAOO I to III (AOED)
	2.6 Check details of encoding and proper assessment of transaction		2 hours	LAOO I to III (ASED)
	2.6 Review and recommend approval of transaction		1 hour	Division Head (ASED)
	3. Approve transaction		1 day	Provincial Assessor
3. Present Official Receipt and Claim Slip at the Service Counter	Print out Tax Declaration, assign control number, and release Tax Declaration and Notice of Assessment of Real Property (NARP)		10 mins.	LAOO I to III (ARMD)
TOTAL:		Payment varies depending on request	3 days, 10 mins.	

8 PROCESSING OF ASSESSMENT TRANSACTION: RECLASSIFICATION/PHYSICAL CHANGE

Description of the Service Reclassification is the act of specifying how agricultural lands shall be utilized such as residential, industrial or commercial, as embodied in the land use plan.

OFFICE OR DIVISION	ALL DIVISIONS			
Classification	G2C - GOVERNMENT TO CITIZEN, G2B - GOVERNMENT TO BUSINESS ENTITY, G2G - GOVERNMENT TO GOVERNMENT			
Type of Transaction	COMPLEX			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request addressed to the Provincial Assessor		client		
Tax Clearance or Real Property Tax Receipt (current year) (copy)		Provincial Treasurer's Office/Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Service	1. Check completeness of the			

Counter, fill out request slip and present the required documents	documents: 1.1 If incomplete, return to client for completion 1.2 If complete, issue Order of Payment (OP) and Claim Slip, and advise the client to claim Tax Declaration after 3 days		10 mins.	Local Assessment Operations Officer III (ASSESSMENT STANDARD EVALUATION DIVISION)
2. Proceed to the Provincial Treasurer's Office (PTO), present OP and pay amount due		PHP 200.00 - Processing Fee (for first 5 lots and PHP 5.00 in excess thereof) PHP 100.00 - Certification Fee (Tax Declaration) PHP 300.00 - Inspection fee for Residential Property PHP 400.00 - Inspection fee for Agricultural Property PHP 650.00 - Inspection fee for Commercial Property PHP 1,200.00 - Inspection fee for Industrial Property		Cashier (PROVINCIAL TREASURER'S OFFICE)

	2. Process reclassification/physical change transaction:			
--	--	--	--	--

	2.1 Conduct ocular inspection and prepare		2 days	LAOO I-IV (all Divisions) LAOO I to III (ARMD) Tax Mapping Operations Division Division Head (AOED) LAOO I to III (AOED) LAOO I to III (ASED) Division Head (ASED)
	2.2 Record transaction (TRS)		1 hour	
	2.3 Assign Property Index Number		1 hour	
	2.4 Evaluate documents and authorize encoding of transaction		1 hour	
	2.5 Encode details of transaction		2 hours	
	2.6 Check details of encoding and proper assessment of transaction		2 hours	
	2.6 Review and recommend approval of transaction		1 hour	
	3. Approve transaction		1 day	Provincial Assessor
3. Present Official Receipt and Claim Slip at the Service Counter	Print out Tax Declaration, assign control number, and release Tax Declaration and Notice of Assessment of Real Property (NARP)		10 mins.	Assessment Clerk (ARMD)
	TOTAL:	Payment varies depending on request	4 days, 10 mins.	

9 PROCESSING OF ASSESSMENT TRANSACTION: NEWLY-DECLARED PROPERTY

Description of the Service It is the duty of all persons owning or administering real property, including improvements therein, to prepare an d file with the Assessor's

OFFICE OR DIVISION	ALL DIVISIONS
Classification	G2C - GOVERNMENT TO CITIZEN, G2B - GOVERNMENT TO BUSINESS ENTITY, G2G - GOVERNMENT TO GOVERNMENT
Type of Transaction	COMPLEX

Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request addressed to the Provincial Assessor		client		
Building Plan (Building)		Office of the Building Official (City of Municipality where the property is located)		
Approved Plan (Land)		Land Management Bureau (DENR)		
Sworn Statement (original)		client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Service Counter, fill out request slip and present the required documents	1. Check completeness of the documents: 1.1 If incomplete, return to client for completion 1.2 If complete, issue Order of Payment (OP) and Claim Slip, and advise the client to claim Tax Declaration and Notice of Assessment of Real Property after 3 days		10 mins.	Local Assessment Operations Officer III (ASSESSMENT STANDARD EVALUATION DIVISION)
2. Proceed to the Provincial Treasurer's Office (PTO), present OP and pay amount due		PHP 100.00 - Certification Fee (Tax Declaration) PHP 300.00 - PHP 300.00 - Penalty for Late declaration (if applicable) *PLEASE SEE TABLE BELOW:		Cashier (PROVINCIAL TREASURER'S OFFICE)

		<p>INSPECTION FEE:</p> <p>Building: Residential - PHP 200.00/building Commercial - PHP 300.00/building Agricultural - PHP 100.00/building Industrial - PHP 1,000.00/building</p> <p>Land: Residential - PHP 200.00 /lot Commercial - PHP 600.00/lot Agricultural - PHP 100.00/lot Industrial - PHP 1,000.00/lot</p>		
	<p>2. Process newly declared real property transaction:</p> <p>2.1 Conduct ocular inspection and prepare</p> <p>2.2 Record transaction (TRS)</p> <p>2.3 Assign Property Index Number and update Tax Map and TMCR</p> <p>2.4 Evaluate documents and authorize encoding of transaction</p> <p>2.5 Encode details of transaction</p>		<p>2 days</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>2 hours</p>	<p>LAOO I-IV (all Divisions) LAOO I to III (ARMD) Tax Mapping Operations Division</p> <p>Division Head (AOED) LAOO I to III (AOED)</p>

	2.6 Check details of encoding and proper assessment of transaction		2 hours	LAOO I to III (ASED)
	2.6 Review and recommend approval of transaction		1 hour	Division Head (ASED)
	3. Approve transaction		1 day	Provincial Assessor

3. Present Official Receipt and Claim Slip at the Service Counter	Print out Tax Declaration, assign control number, and release Tax Declaration and Notice of Assessment of Real Property (NARP)		10 mins.	LAOO I to III (ARMD)
TOTAL:		Note: Payment varies depending on request	3 days, 10 mins.	

10 ISSUANCE OF CERTIFIED COPY OF TAX MAP

Description of the Service It is a document showing the location, dimension, and other information pertaining to a parcel of land subject to property taxes.

OFFICE OR DIVISION	TAX MAPPING DIVISION			
Classification	G2C - GOVERNMENT TO CITIZEN, G2B - GOVERNMENT TO BUSINESS ENTITY, G2G - GOVERNMENT TO GOVERNMENT			
Type of Transaction	SIMPLE			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Tax Mapping Operations Division	1. Issue Request Slip		5 mins.	TMOD
2. Proceed to PTO, present OP		PHP 250.00/Tax Map		Cashier

and pay amount due				(PROVINCIAL TREASURER'S OFFICE)
3. Present Official Receipt at the Service Counter	2. Prepare certified copy of tax map		20 mins.	Tax Mapping Operations Division
	2.1 Certify correctness of the tax map		2 mins.	Division Head (TMOD)
	3. Release Certified copy of Tax Map requested		5 mins.	Tax Mapping Operations Division
	TOTAL:	PHP 250.00/Tax Map	30 mins.	

1. Payroll Preparation

For salary claims, overtime of Office Employees

OFFICE OR DIVISION	Administrative Division- Provincial Budget Office			
Classification	Simple			
Type of Transaction	G2G			
Who may avail	Budget Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Daily Time Record (DTR)- (Salaries, Overtime) 2. Approved Application for Leave - (salaries) 3. Approved Office Order -(Overtime)			Provincial Human Resource Management Office Provincial Human Resource Management Office Office of the Provincial Administrators Office	
CLIENT STEPS	AGENCY ACTION	ES TO BE PA	PROCESSING	PERSON RESPONSIBLE
1. Employees submit their DTR to	Receive DTR's from employees Checks and verifies manual entries based on Office Logbook Forward DTRs to Immediate Supervisor for initial Submit DTRs to Department Head for Approval and Signature Prepares Payroll Draft for for Salaries/ Overtime	None	1/2 day 1/2 day 1/2 day 1/2 day 5 minutes	Administrative Aide VI Administrative Aide VI Administrative Aide VI Admin Officer II Administrative Aide VI
	Print Final Payroll and attached supporting documents such as DTRs, Application for Leave, collection list, and Office Order (for Overtime only)	None	5 minutes	Administrative Aide VI (Clerk III)/ Admin Officer II
	Prepares Obligation Request (OBR) for Payroll (Salaries/Overtime) Immediate supervisor affix initials to payroll/voucher and OBR for verification For Signature and Approval Released to Provincial Accounting Office. WITH DEFICIENCY	None	3 minutes 1 minute 1 minute 1 minute	Administrative Aide VI (Clerk III) Admin Officer II Provincial Budget Job Order/Contract of

	Receives payroll/voucher for compliance of deficiency		2 minutes	(Clerk III)- (Administrative Division)
	Returns payroll/voucher to Provincial Accounting Office for Deficiency Complied.		5 minutes	Admin Aide III (Clerk I) - (Administrative
TOTAL:			ays & 23 minu	

2. Application for Leave

Printing of Application for Leave for sick, filial, forced/vacation, special and monetize as a supporting document for salaries.

OFFICE OR DIVISION	Administrative Division- Provincial Budget Office			
Classification	Simple			
Type of Transaction	G2G			
Who may avail	Budget Office Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Medical Certificate if it exceeds 5 days or more			Medical Doctor	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employee must log in the Office Application for Leave log book provided by office	1. Receive request from Employee	None	1 minute	(Clerk III)/ Admin Officer II
	1.1 Open access to Personnel Information System and select the name of employee who requested the Application for Leave		1 minute	Administrative Aide VI (Clerk III)/ Admin Officer II
	1.2 Check the leave credits earned		1 minute	Administrative Aide VI (Clerk III)/ Admin Officer II
	1.3 check if there is a pending application for leave that not yet approve by the Human Resource Personnel		1 minute	Administrative Aide VI (Clerk III)/ Admin Officer II
	1.4 If there is no pending application for leave and the leave credits earned is sufficient, start processing the request		5minutes	Administrative Aide VI (Clerk III)/ Admin Officer II

	1.5 if there is a pending leave or the leave credits earned is not sufficient for the request, make a call to the Human resource personnel who's incharge to seek advice/ to update leave credits.		30 minutes	Administrative Aide VI (Clerk III)/ Admin Officer II
	1.6 Release leave to employee/client for signature and verification of their request		3 minutes	Administrative Aide VI (Clerk III)/ Admin Officer II

2. Employee/ client signed the application for leave and submit to the immediate supervisor for approval and releasing.	2. Immediate Supervisor affix initial to the form and return to admin staff for approval of head of office	None	5 minutes	Administrative Officer II
	2.1 Submit to the Head of Office for Signature		2 minutes	Administrative Officer II
	2.2 Sign Leave		3 minutes	Provincial Budget Officer/Acting Head
	2.3. Released to Human Resource Management Office with transmittal attached.		3 minutes	Administrative Aide VI (Clerk III)
TOTAL:			55 minutes	

3. Issuance of Certificate of Appearance

Certificate of Appearance is issued to the general public, official or employee of LGU, or other Government Official or other line agency on the day

OFFICE OR DIVISION	Administrative Division/Review Division - Provincial Budget Office			
Classification	Simple			
Type of Transaction	G2G, G2C, G2B			
Who may avail	All requesting party			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Travel Order 2. ID 3. Personal Appearance			Agency Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the Log book	Give Log book to the Client		1 minute	

2. Present Documents	Check documents presented and release Certificate of Appearance	None	2 minutes	Budget Personnel
TOTAL:			3 minutes	

4. Receiving, Reviewing and Releasing of OBR with vouchers, Payrolls and PRs.

Receiving of Disbursement Voucher with OBR (Obligation Request), Payrolls with OBR and PRs with OBR from End-user (various Departments, Offices and Hospitals)

OFFICE OR DIVISION	Operations Division -Provincial Budget Office			
Classification	Simple			
Type of Transaction	G2G			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. OBR (Obligation Request)- 3 original signed copies 2. Disbursement Vouchers / Payrolls/PRs		From End User From End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user (various Departments, Offices and Hospitals)Release OBR with voucher/ payroll/PR .	1. Check completeness and signatures of documents. Receive OBR with voucher/ payroll/PR.		1 minute	Job Order/Contract of Service
	2. Stamp fund control code and date, encode and assign OBR Number (General Fund, Economic Enterprise and Special Education Fund)		2 minutes	Job Order/Contract of Service
	3. Distribute OBR with vouchers/Payroll/PR to Budget Personnel with assigned offices.		1 minute	Job Order/Contract of Service
4. Check OBR with voucher/ payroll /PR and verify as to existence of appropriation.	If yes: Record the transaction If not: Inform the office concern (Consider as deficiency)	none	2 minutes	Assigned Budget Personnel

	6. Record the transaction and initial OBR.	2 minutes	Assigned Budget Personnel
	7. Sign OBR	2 minutes	Provincial Budget
	8. Issue release paper and forward OBR with voucher/payroll/PR to Provincial Accounting Office	3 minutes	Job Order/Contract of Service
TOTAL:		13 minutes	

5. Budget Review

Review ordinances authorizing the annual or supplemental appropriations of component cities and municipalities within the Province of Negros Occidental

OFFICE OR DIVISION	Budget Review Division - Provincial Budget Office
Classification	Highly Technical
Type of Transaction	G2G
Who may avail	Services available to all the component Local Government Units (LGUs) of the Province

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For Annual Budgets:</p> <ol style="list-style-type: none"> 1. Appropriation Ordinance with the following documents that form an integral part thereof: <ol style="list-style-type: none"> a. Budget Message b. Budget of Expenditures and Sources of Financing (LBPF No. 1) c. Programmed Appropriation and Obligation by Object of Expenditure (LBP Form No. 2) d. Programmed Appropriation and Obligation for Special Purpose Appropriations (LBPF No. 2a) e. Plantilla of LGU Personnel (LBPF No. 3) f. Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets (LBPF No. 4) g. Statement of Indebtedness (LBPF No. 5), if any h. Statement of Statutory and Contractual Obligations and Budgetary Requirements (LBPF No. 6) i. Statement of Fund Allocation by Sector (LBPF No. 7) j. Annual Operating Budget for Local Economic Enterprise and approved Business Plan, for LGUs with LEE. 	<p>Local Budget Officer</p>

k. Approved Annual Investment Plan (AIP), with copy of Sanggunian and LDC Resolution, and must be supported by the following:

1. DILG endorsed GAD Plan and Budget
2. LDRMP as reviewed by appropriate reviewing authority
3. Local Climate Change Action Plan
4. Peace and Order Plan
5. Local Nutrition Action Plan
6. Annual Cultural Development Plan approved by the Local Culture and Arts Council
7. Indicative Annual Procurement Plan
8. List of PPAs for the Local Council for the Protection of Children
9. List of PPAs for Senior Citizens and Persons with Disabilities
10. List of PPAs to Combat Acquired Immune Deficiency Syndrome (AIDS).
11. List of PPAs to address the problem of Illegal Drugs

For Supplemental Budgets:

1. Appropriation Of Ordinance with the following documents that form an integral part thereof:
 - a. Statement of Funding Sources (LBPF No. 9)
 - b. Statement of Supplemental Appropriations (LBPF No. 9)
 - c. Approved Supplemental AIP (with copy of Sanggunian and LDC Resolutions), if needed.

Local Budget Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
Submit Appropriation Ordinance for Annual and Supplemental Budgets to the Sangguniang Panlalawigan for Review.	Review Annual and Supplemental Budgets endorsed by the Sangguniang Panlalawigan.	None		90 calendar days	designated Reviewing Officer
		None		90 calendar days	designated Reviewing Officer
TOTAL:				90 calendar days	