



PROVINCIAL BUDGET OFFICE (PBO)



CITIZEN'S CHARTER

VISION

To be a proactive development partner/ advocate of the economic and financial management team of the Provincial Government in the effective allocation and management of public resources and expenditures towards achieving its pursuit for fiscal strength and good governance.

MISSION

We, at the Provincial Budget Office, are committed to:

1. Promote, implement and strengthen public expenditure management policies and directions that are sustainable and supportive to the vision, program thrusts and development goals of the Provincial Government;
2. Adhere and uphold to the principles of professionalism, competence, integrity, creativity, impartiality, leadership, excellence, dedication, client-responsiveness, result-orientation and pro-activeness among our personnel;
3. Advocate policies and directives that ensure efficiency, effectiveness, transparency and accountability in public spending.

PERFORMANCE PLEDGE

We, the employees and staff of the Provincial Budget Office pledge to deliver prompt, efficient and equitable public service to all clientele and to work according to the Code of Conduct and Ethical Standards for employees in the public service and adherence to all other civil service laws, rules and regulations.

FRONTLINE SERVICE :

THE PROVINCIAL BUDGET OFFICE AS PROVIDED IN SECTION 475 OF THE LOCAL GOVERNMENT CODE OF 1991, IS MANDATED TO PROVIDE THE DELIVERY OF BASIC SERVICES RELATIVE TO LOCAL BUDGET ADMINISTRATION WHICH INCLUDES BUDGET PROCESSES, POLICIES AND DIRECTIVES GOVERNING EFFECTIVE FISCAL DISCIPLINE, PROPER ALLOCATION AND MOBILIZATION OF AVAILABLE RESOURCES AND EFFECTIVE MANAGEMENT OF PUBLIC EXPENDITURES.

BUDGET PREPARATION

STEP	CLIENT	PROVIDER	DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION/ CONTACT NO.
1	Departments/ Units of the Provincial Government of Cavite	Issuance of Budget Call	Not later than June 16 of the current year	Budget Call	none	Local Chief Executive/Provincial Governor	Provincial Budget Office 2F Finance Building Capitol Compound Trece Martires City (046) 419-3241 (PLDT)
2		Preparation and submission of budget proposal	Not later than July 15 of the current year	Budget Proposals	none	Department/Unit Heads	
3		Review/Consolidation of Budget Proposals	July 16 to August 14 of the current year	Budget Proposals	none	Provincial Budget Officer (2) Administrative Officers V	
4		Conduct of Budget Hearing and Evaluation of Budget Proposals	August 15 to 25 of the current year	Budget Proposals	none	Local Finance Committee	



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BUDGET PREPARATION

STEP	CLIENT	PROVIDER	DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION/ CONTACT NO.
5		Preparation of Local Expenditure Program (LEP)	August 26 to October 9 of the current year	Local Expenditure Program (LEP)	none	Provincial Budget Officer (2) Administrative Officers V	Provincial Budget Office 2F Finance Building Capitol Compound Trece Martires City (046) 419-3241 (PLDT)
6		Preparation of Budget Message	October 10 to 15 of the current year	Budget Message	none	Local Chief Executive/Provincial Governor	
7		Submission of Local Expenditure Program (LEP)	Not later than October 16 of the current year	Local Expenditure Program (LEP)	none	Local Chief Executive/Provincial Governor	

End of Transaction



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BUDGET REVIEW

STEP	CLIENT	PROVIDER	DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION/ CONTACT NO.
1	Cities/Municipalities in the Province of Cavite	Receiving of Appropriation Ordinance	Upon endorsement of Appropriation Ordinance	Appropriation Ordinance	none	Sangguniang Sanlalawigan/ Committee on Finance, Budget and Appropriation	Provincial Budget Office 2F Finance Building Capitol Compound Trece Martires City (046) 419-3241 (PLDT)
2		Review the Appropriation Ordinance	Within 90 days upon receipt of Appropriation Ordinance	Appropriation Ordinance	none	Provincial Budget Officer Administrative Officer V	
3		Preparation of Review Action	Within 10 working days upon receipt	Review Letter	none	Provincial Budget Officer Administrative Officer V	
4		Endorsement of Review Action and Appropriation Ordinance to Sangguniang Panlalawigan	Within a day upon approval of the Provincial Budget Officer	Review Letter/ Appropriation Ordinance	none	Provincial Budget Officer Administrative Officer V	

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BUDGET EXECUTION AND ACCOUNTABILITY

STEP	CLIENT	PROVIDER	DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION/ CONTACT NO.
1	Departments/Units of the Provincial Government of Cavite	Receive OBRs and Assign Numbers	3 mins./ OBR	Obligation Request	none	Administrative Aide III	Provincial Budget Office 2F Finance Building Capitol Compound Trece Martires City (046) 419-3241 (PLDT)
2		Record in the Book of Obligation	5 mins. for MOOE and 15 mins. for ps/ per OBR	Obligation Request / Book of Obligation	none	Administrative Officer IV Administrative Assistant II Administrative Aide VI	
3		Review and Validation of Obligation Request	5 mins./ OBR	Obligation Request	none	Administrative Officer V	
4		Certification of Obligation Request	2 mins./ OBR	Obligation Request	none	Provincial Budget Officer	
5		Transmittal of Obligation Request	5 mins./OBR	Obligation Request	none	Administrative Aide IV	
6		Reports Generation	Not later than every 15 th of the following month	Utilization Reports	none	Administrative Officer V	

End of Transaction