



Republic of the Philippines
PROVINCE OF QUIRINO
MUNICIPALITY OF CABARROGUIS

OFFICE OF THE MAYOR

MUNICIPAL BUDGET MEMORANDUM No. 01-2022

July 1, 2022

To: All Heads of Offices, Department Heads, Chairman-Committee on Appropriations, Members of the Sangguniang Bayan, CSOs/NGOs and all others Concerned

Subject: Budget Call / Preparation and Submission of Annual Budget Proposals of Offices/Departments for Fiscal Year 2023

- I. **Purpose:** This Budget Call is issued primarily to prescribe guidelines to be observed by offices/departments in the preparation of budget proposals consistent with development plans for 2023, the Local Government Code and the Budget Operations Manual for LGUs.
- II. **Objectives and Policy Guidelines**
Proposals shall be focused on the attainment of the LGU vision/mission, based on the investment/development plans and shall be geared on the policies and objectives provided therein:
- III. **Estimates of Income** shall be submitted consistent with Sec 315(a) of the Local Government Code, to wit: On or before the fifteenth (15th) day of July of each year, **local treasurers** shall submit to their respective local chief executives a certified statement covering the income and expenditures of the preceding fiscal year, the actual income and expenditures of the first two (2) quarters of the current year, the estimated income and expenditures of the last two (2) quarters of the current year.
- IV. **Budget Proposals** shall be submitted to the local chief executive through the Municipal Budget Office not later than July 15, 2022 as mandated by the Local Government Code, Sec. 317 (a), to wit: Each head of department or office shall submit a budget proposal for his department or office to the local chief executive on or before the fifteenth (15th) of July of each year.
- V. **Budget Calendar and Budget Preparation**
 1. All concerned are enjoined to follow the schedule as directed in the memorandum, particularly on the submission of budget proposals at designated inclusive dates and on the prescribed forms:

1. Schedule of Activities

	<u>Activity</u>	<u>Inclusive Date</u>
1.1	Issuance of Budget Call	July 4, 2022
1.2	Budget Forum	July 14, 2022
1.3	Preparation/Submission of Budget Proposals/Income Estimates	July 15, 2022
1.4	Budget Hearings	July 16-31, 2022
1.5	Consolidation of Budget Proposals	August 1-15, 2022
1.6	Preparation of Budget Message and Local Expenditure Program (LEP)	Aug. 16 - Oct. 15, 2022
1.7	Submission of LEP	October 16, 2022


2. The following local budget preparation (LBP) forms shall be submitted:

LBP Form		Responsible Officer
2.1	LBP Form No. 1 -Budget of Expenditures and Sources of Financing	Prepared by the Municipal Treasurer and LFC
2.2	LBP Form No. 2 - Programmed Appropriation and Obligation By Object of Expenditures	Prepared by the Dept. Head and reviewed by the MBO
2.3	LBP Form No. 2A - Programmed Appropriation and Obligations for Special Purpose Appropriations	Prepared by the Dept. Head and reviewed by the MBO
2.4	LBP Form No. 3 - Plantilla of LGU Personnel	Prepared by the HRMO and reviewed by the MBO
2.5	LBP Form No. 3-A - Personnel Schedule	Prepared by Dept. Head & reviewed by HRMO
2.5	LBP Form No. 4 - Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets by Department/Office	Prepared by the Dept. Head and reviewed by the LFC
2.6	LBP Form No. 5 - Statement of Indebtedness	Certified Correct by the Municipal Accountant
2.7	LBP Form No. 6 - Statement of Statutory and Contractual Obligations & Budgetary Requirements	Certified Correct by the LFC
2.8	LBP Form No. 7 - Statement of Fund Allocation by Sector	Certified Correct by MBO
2.9	Project Procurement Management Plan (PPMP)	Prepared by the Dept. Head and reviewed by the MBO and BAC

Local Budget Preparation (LBP) forms shall be submitted to the LCE, thru the Municipal Budget Officer, on or before July 15, 2022 for consolidation and review. LBP form No. 3-A shall be submitted to the HRMO & copy furnished the MBO. Indicative PPMP shall be submitted to the BAC Secretariat, copy furnished the MBO. Budget proposals with incomplete forms shall not be accepted.

Any queries, clarifications, issues and observations relative to these guidelines shall be referred at once to the LFC for resolution during the budget workshop. Technical and other assistance in the preparation of the 2023 Annual Budget may be requested from the Municipal Budget Officer.

Please be guided accordingly.


AVELINO N. AGUSTIN, JR.
 Municipal Mayor

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 MHO
 Nutrition Office
 Population PDO

MSWDO
 PDAO
 OSCA
 LDRRMO
 OMAgri
 ABE Office
 OME
 MENRO
 MPESO
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