



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

NAME OF DEPARTMENT/AGENCY/LGU: CITY BUDGET OFFICE / LGU – ORMOC CITY

SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No

LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS:

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Review and consolidate budget proposals of different LGU departments/ offices	RA No. 7160 & its Implementing Rules & Regulations	Section 475	Budget Operations Manual for LGUs (2016 Edition)	2016	Annual Budget Call issued by Local Chief Executive
After consolidation of the budget proposal and approval thereof by the LCE, the proposed Executive budget will be submitted to Sanguniang Panlungsod not later than October 16 of the current fiscal year and for Department of Budget and Management	RA No. 7160 & its Implementing Rules & Regulations	Section 318	Budget Operations Manual for LGUs (2016 Edition) Local Budget Memorandum (issued by DBM Annually)	2016	



Region 8 for the budget review					
Prepares the budget releasing documents such as Allotment Release Orders (AROs), certification of availability of appropriations thru CAFOA.	RA No. 7160 & its Implementing Rules and Regulations	Section 475	Budget Operations Manual for LGUs (2016) edition		Budgetary Issuances for DBM/DILG
Institutionalizing Scholarship Program and its implementing structures, providing funds therefor and for other purposes	Ordinance No.028 s. 2017	All sections of ordinance	May 11, 2017	May 18, 2017	
Initial review of Barangay Annual/ Supplemental Budgets	RA 7160		Budget Operations Manual for Barangay	2016	
Budget Review of SK Annual/ Supplemental Budgets	RA 10742 (SK Reform Act)		COA Handbook for SK Transactions DBM-DILG-NYC Joint Memorandum Circular	2017 2019 2019-1	



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: ASSESSMENT/ACCEPTANCE OF SCHOLARSHIP APPLICANTS					
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		
2x2 ID Picture Certificate of Good Moral Character from School Certification of grade from the Registrar Latest Income Tax Return from BIR Case Assessment from CSWD Barangay Clearance attesting to residency Electric bill/ Water bill	RA No. 7160	Client: Qualified Applicants shall submit their corresponding requirements on/before the stated time frame. Office In-charge: 1. Review & file the documents 2. Return incomplete documents for compliance Client: Qualified Applicants shall take the LGU Scholarship ranking examination Office In-charge: 1. Inform applicants to claim the exam slip 2. Assess them during the examination day	Ordinance No.028 s. 2017 Ordinance No.028 s. 2017 section 7 (c)	1 month 1 week 2 days 1 day	None
TOTAL				1 month, 1 week & 3 days	