

Issuance of Copies of Budget Documents

Other Agencies, researchers, and students may request copies of financial data of the LGU for legal purposes.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Other Agencies, students, researchers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Request letter from other agencies, or school 2. Personal request letter of client 			<ol style="list-style-type: none"> 1. Should come from the requesting agency 2. Provided by client 	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to the Mun. Budget Officer	1. Accepts letter and interview client	none	10 min	Mun. Budget Officer Budget Office
2. Receive order of payment	2. Prepare required/requested data 2.1 Give order of payment if photocopy of document is requested	none	10 min	Mun. Budget Officer Budget Office
3. Proceed to Treasury Office for payment of fees	3. Receive payment and issue official receipt	P30.00/per copy	5 min	Rev. Collection Clerk II/Mun. Treasurer Treasury Office

4. Present official receipt to MBO to receive requested documents	4. Issue requested copy of documents	none	3 min	Mun. Budget Officer Budget Office
	TOTAL	P30.00/per copy	28 min	