

Provision of Technical Assistance to Department Heads

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Municipal Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbally request the assistance of the Municipal Budget Officer regarding budget issues	1. Provide data needed and explain budget issues that need clarification	none	30 min	Mun. Budget Officer Budget Office
	TOTAL		30 min	