



Municipal Budget Office

Accomplishment Report FY 2023



Republic of the Philippines
Province of Romblon
Municipality of Santa Fe
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MUNICIPAL BUDGET OFFICE
ANNUAL ACCOMPLISHMENT REPORT
Fiscal Year 2023

I. Mandate:

- To provide the delivery of basic services relative to local budget administration including budget processes and policies, directions and priorities governing effective fiscal discipline, proper allocation and mobilization of available resources and effective management of public expenditures.

II. Accomplishment:

- Prepared the Supplemental Budget No. 1 involving an amount of **Php 8, 105,649.37** the implementation of Local Budget Circular no. 149 dated January 10, 2023, the Fourth Tranche Compensation Adjustment of the Modified Salary Schedule for Local Government Personnel pursuant to RA 11466 and to provide other budgetary needs of the Municipal Government of Santa Fe.
- Prepared the Supplemental Budget No. 2 involving an amount of **Php 3, 939, 945.20** for the reprogramming of the unexpended balances of 20% Development Fund FY 2023.
- Prepared the Supplemental Budget No. 3 involving an amount of **Php 867, 270.80** for the reprogramming of savings from Capital Outlay of the Implemented project of LDRRMF FY 2015-2021 for use to support disaster risk reduction programs and projects such as but not limited to pre-disaster preparedness programs, disaster response and for relief and recovery programs in this municipality.
- Prepared the Annual Budget FY 2024 of LGU-Santa Fe involving an amount of **Php 113,418,504.82** which is 8% lower than FY 2022 Annual Budget.

- 1,054 of Certification on Appropriations, Funds and Obligation of Allotments numbered and signed.
- Reviewed One (1) Supplemental Budget of Barangay (Brgy. Guintigbasan).
- Assessed the Eleven (11) out of the Eleven (11) Barangays for the Barangay Annual Budget
- Evaluated the allocated fund of the Eleven (11) out of the Eleven (11) Barangays for the Sangguniang Kabataan Annual Budget
- Do Project Procurement Management Plan with consistent data and amount also reviewed the PPMP of different offices/departments.
- Prepared the Statement of Receipts and Expenditures as required to submit to the Provincial Budget Office.
- Encoded the Electronic Statement of Receipts and Expenditures also submitted it to Bureau of Local Government Finance.
- Prepared the Statement of Appropriation, Allotments, Obligations and Balances.
- Prepared and Recorded Monthly Utilization Report for Local Disaster Risk Reduction and Management Fund (LDRRMF) of this Municipality with Eleven (11) Barangays.
- Formulated and submitted National Tax Allotment Utilization from first quarter to fourth quarter.
- Do Registry on Appropriation PS, MOOE and Capital Outlay.
- Assisted Local School Board in the preparation of SEF Budget.
- Participated in the activities of LGU together with the Officials
- Prepared and submitted the following documents such as SALN, PDS, OPCR & IPCR
- Attended and facilitated in the Local and Special bodies meeting
- Provided and submitted the Application for Leave, DTR and Pass slip
- Prepared the Disbursement voucher and Itinerary as requirement for Travel.
- Attended and participated in different Seminars/Trainings

Prepared by:



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Municipal Budget Officer