



Municipal Budget Office

Accomplishment Report FY 2024



Republic of the Philippines
Province of Romblon
Municipality of Santa Fe
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MUNICIPAL BUDGET OFFICE
ANNUAL ACCOMPLISHMENT REPORT
Fiscal Year 2024

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 210,000.00** for the necessary expenditures of BNS Training on Maternal Nutrition and Infant and Young Child Feeding (MNIYCF) includes the procurement of materials for operation timbang plus.
- Prepared the Supplemental Budget No. 2 involving an amount of **Php 13,914,039.65** for the reprogramming of the unexpended balances of 20% Development Fund FY 2020-2023, continuing Appropriations of Various Offices FY 2020-2023, funded PPAs and savings from Personal Services.
- Prepared the Supplemental Budget No. 3 involving an amount of **Php 1,069,297.38** for the implementation of Local Budget Circular no. 160 dated August 12, 2024, the First Tranche Compensation Adjustment of the Modified Salary Schedule for Local Government Personnel pursuant to Executive Order (EO) No. 64, s. 2024 and to provide other budgetary needs of the Municipal Government of Santa Fe.
- Prepared the Annual Budget FY 2025 of LGU-Santa Fe involving an amount of **Php 133, 825,262.28** which is 15.30 % higher than FY 2024 Annual Budget.
- 1,281 of Certification on Appropriations, Funds and Obligation of Allotments numbered and signed.
- Reviewed One (1) Supplemental Budget of Barangay (Brgy. Tabugon).
- Reviewed 11/11 Barangay Annual Budget FY 2025.
- Reviewed 11/11 Sangguniang Kabataan Annual Budget FY 2024.
- Project Procurement Management Plan prepared and submitted.
- Project Procurement Management Plan of various offices reviewed.
- Statement of Receipts and Expenditures prepared and submitted to the Provincial Budget Office.

- Certified the existence of Appropriation/Obligation of the Job Order.
- 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.
- Prepared and submitted National Tax Allotment Utilization from first quarter to fourth quarter.
- Prepared Registry on Appropriation PS, MOOE and Capital Outlay.
- Assisted the Local School Board in the preparation of SEF Budget.
- Participated in the activities of the LGU.
- Prepared and submitted the following documents including Statement of Assets, Liabilities and Net Worth, Personal Data Sheet, Office Performance Commitment and Review & Individual Performance Commitment Review
- Attended and facilitated in the Local and Special bodies meeting
- On time submission of Application for Leave, Daily Time Record and Pass slip
- Prepared the Disbursement voucher and Itinerary as requirement for Travel.
- Attended and participated in different Seminars/Trainings

Prepared by:



CARMEL P. PANAGSAGAN
Municipal Budget Officer

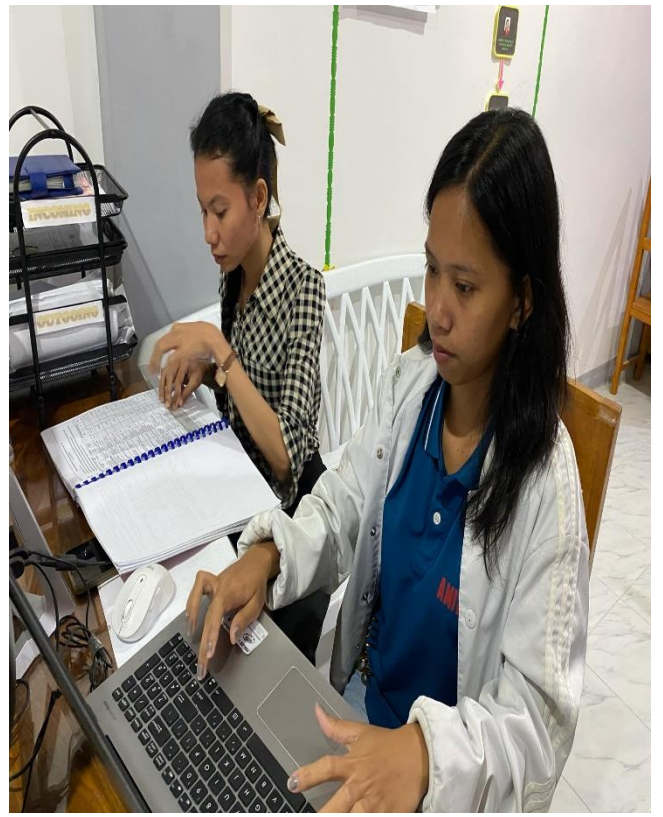
MUNICIPAL BUDGET OFFICER



BUDGETING ASSISTANT



BUDGET CLERICAL STAFF





ATTENDED VARIOUS LGU ACTIVITIES

TECHNICAL BUDGET HEARING



WORKSHOP ON BARANGAY BUDGETING



ATTENDED VARIOUS SEMINARS/TRAINING

