

## **Office of the Municipal Budget Officer**



### **VISION**

The needs and aspirations of the people of Cavinti shall be considered so that they will be responsive to the development for the improvement of the standard of living.

### **MISSION**

To help the Local Chief Executive and the Local Lawmakers achieve its goals, as practicable; be harmonious with national development plan and strategies in order to optimize the utilization of fiscal and physical resources.

## **Municipal Budget Officer**

Written by Sixta Quanico -

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### **DUTIES AND FUNCTIONS**

- Prepare forms, orders and circulars embodying instructions on budgetary and appropriation matter for the signature of the Mayor;
- Review and consolidate the budget proposals of different departments and offices of the municipality;
- Assist the mayor on the preparation of the budget hearing; study and evaluate budgetary implication of proposed legislation and submit comments and recommendation thereon;
- Submit periodic budgetary reports to the Department of Budget and Management;
- coordinate with the treasurer, accountant, and the planning and development coordinator for the purpose of budgeting;
- Assist the Sanggunian in reviewing the approved budget of the municipality;
- Coordinate with the planning and development coordinator in the formulation of municipal development plan; and
- Exercise such other functions as may be prescribed by law or ordinance.

**Contact Number/s:**