



e-Budget for LGUs

Powered by **LGU 360°**

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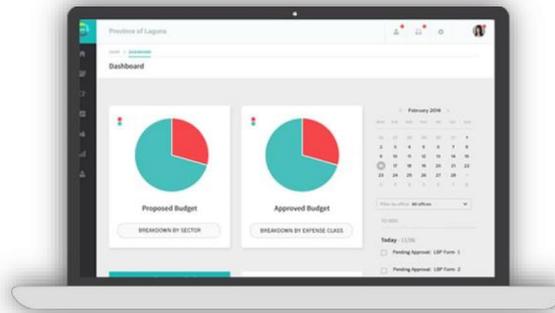
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Introduction

The **eBudget for LGUs**, powered by **LGU 360 Financial Suite**, takes out the complexity in matching plans and budget. As a tool built exactly to deliver results-focused budgeting to Philippine LGUs, **eBudget for LGUs** is a simple yet powerful solution that is ready-to-use and up-to-date with the latest processes and forms mandated by the **Department of Budget and Management**.

This following are the features of the eBudget for LGUs.



- 👁️ **Dashboard**
- 👁️ **Generation of Annual Procurement Plan**
- 👁️ **Preparation of Programs, MFOs, and Performance Indicators**
- 👁️ **Generation of Plantilla of Personnel**
- 👁️ **Preparation of Annual Investment Program**
- 👁️ **Generation of Local Expenditure Program**
- 👁️ **Preparation of Project Procurement Plan**
- 👁️ **Encoding of Budget for eSRE Integration**
- 👁️ **Preparation of LBP Forms 1-9**
- 👁️ **Archiving**

Purpose of this Document

This User Manual provides the necessary information for users to effectively use the **eBudget for LGUs**. The reader is provided with screen shots and procedure steps to be able to use the system efficiently.

Conventions

The term '**User**' is used throughout this document to refer to a person who can access and who is required to have access in the System. The following are other conventions used in this document:

Bold	Field name, buttons, radio button options, checkbox
<i>Italicized</i>	Web page name, window name, application name
<Value>	Dropdown values

Getting Started

Pre-requisites

The **eBudget for LGUs** is a web-based application. To access the system, the user must ensure the following requirements are compiled with:

1. Dedicated Machine (Server or Laptop)

Processor	64 Bit Processors, Dual Core, Four Threads, Intel i7 Processor
HDD	350 GB fast drives
Memory	8 GB of DDR 4 RAM or up to 16GB
OS	Windows
Internet	Required for email notifications to work

2. End User Workstation:

- a. Windows

Processor	CPU-Inter core i3-2120(3.30GHZ)
HDD	500 GB
Memory	4 GB of DDR 3 RAM
OS	Windows 10
Monitor	18.5" LED Monitor (1280x600 Resolution)

- b. MAC

Processor	Core 2 Duo
HDD	250 GB
Memory	4 GB
OS	MAC OS X

2. Access to the LGU's Local Area Network (LAN)
3. Mozilla Firefox (stable version), Google Chrome (stable version), Safari v.7 or higher.
4. A registered user account

Friendly Features

The **eBudget for LGUs** powered by LGU 360 was designed and developed to help you work efficiently and to make your work life easier. Below are some of the features that the LGU 360 Team added so it is easier for you to use the system.



Full screen: Click this icon to have a full view of the forms.



Quick Save: Some of the summary pages of the forms have this icon. This allows you to save the changes made to the amounts on the summary pages after quick editing.



Export to Image: Use this icon to convert graphical report into image.



Replicate: Use this button to replicate your previous year's Annual Investment Program (AIP).

System Roles

Modules	Roles											
	LGU ADMIN	DH	BS	LFC	HRMO	LPDC	LBO	LA	LT	LCE	SCC	PO
Dashboard	View	View	View	View	View	View	View	View	View	View	View	View
Preparation	View	View	View		View	View	View	View	View	View		
AIP	Add, Edit, Delete, View, Download					Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Download			View, Download		
SAIP	Add, Edit, Delete, View, Download					Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Download			View, Download		
PPMP	Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Download					View, Download					
APP	View, Download		View, Download							View, Download		
LBP Forms	View	View	View		View	View	View	View	View	View		
LBP Form No. 1	Add, Edit, Delete, View, Download					Add, Edit, Delete, View, Download	View, Download					
LBP Form No. 2	Add, Edit, Delete,	Add, Edit, Delete, View,				View, Download	View, Download		View, Download	View, Download		

	View, Download	Downloa d										
LBP Form No. 2a	Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Downlo ad				View, Download	View, Downloa d		View, Downloa d			
LBP Form No. 3	Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Downloa d			Add, Edit, Delete, View, Download							
LBP Form No. 3a		Add, Edit, Delete, View, Downloa d			View, Download					View, Download		
LBP Form No. 4	Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Downlo ad				View, Download	View, Downloa d		View, Downloa d			
LBP Form No. 5	Add, Edit, Delete, View, Download							Add, Edit, Delete, View, Downlo ad		View, Download		
LBP Form No. 6	View, Download					View, Download	View, Downloa d		View, Downloa d	View, Download		
LBP Form No. 7	View, Download						View, Downloa d	View ,		View, Download		

								Downlo ad				
LBP Form No. 8	Save, View, Download							Save, View, Downlo ad	Save, View, Downloa d			
LBP Form No. 9	Add, Edit, Delete, View, Download						Add, Edit, Delete, View, Downloa d			View, Download		
AOB		Add, Edit, View, Delete, Save, Downloa d										
LEP Form Authorization												
LEP (Executive Budget)										View, Download	Add, Edit, View, Delete, Save, Downlo ad	View, Downlo ad
OAAA										View, Download	Save, View, Downlo ad	View, Downlo ad
OASA										View, Download	Save, View, Downlo ad	View, Downlo ad
Execution		View					View			View		

ARO							Add, Edit, Delete, View, Download			View, Download		
FPPT		Add, Edit, Delete, View, Download								View, Download		
ORS							Add, Edit, Delete, View, Download					
Accountability		View		View		View	View	View	View			
QROI								View, Download	Add, Edit, Delete, View, Download			
QFRO							Add, Edit, Delete, View, Download					
QPRO		Add, Edit, Delete, View, Download				View, Download						
SRE								View, Download	Add, Edit,			

									Delete, View, Download			
PFPEF				Add, Edit, Delete, View, Download								
eSRE							View					
Budget Appropriation Expenditures							Add, Edit, Delete, View					
Budget Appropriation Debt Services							Add, Edit, Delete, View					
Supplemental Budget							Add, Edit, Delete, View					
Expenditures Tagging							Add, Edit, Delete, View					
User Management	View											
Users	Add, Edit, Delete, View											
Roles	Add, Edit, Delete, View											
Permissions	Add, Edit, Delete, View											
Maintenance	View											
Offices	Add, Edit, Delete, View											

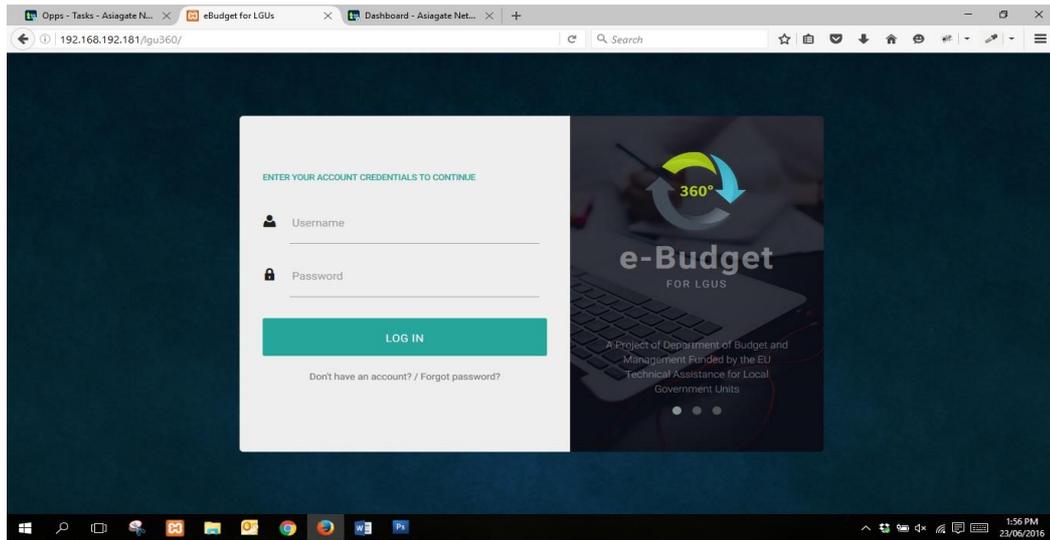
Programs	Add, Edit, Delete, View	Add, Edit, Delete, View										
Procurement Activities	Add, Edit, Delete, View											
Salary Schedule	Add, Edit, Delete, View											
Chart of Accounts	Add, Edit, Delete, View											
Sectors/Sub Sectors	Add, Edit, Delete, View											
System Parameters	Add, Edit, Delete, View											

Accessing the System

Launch your web browser.

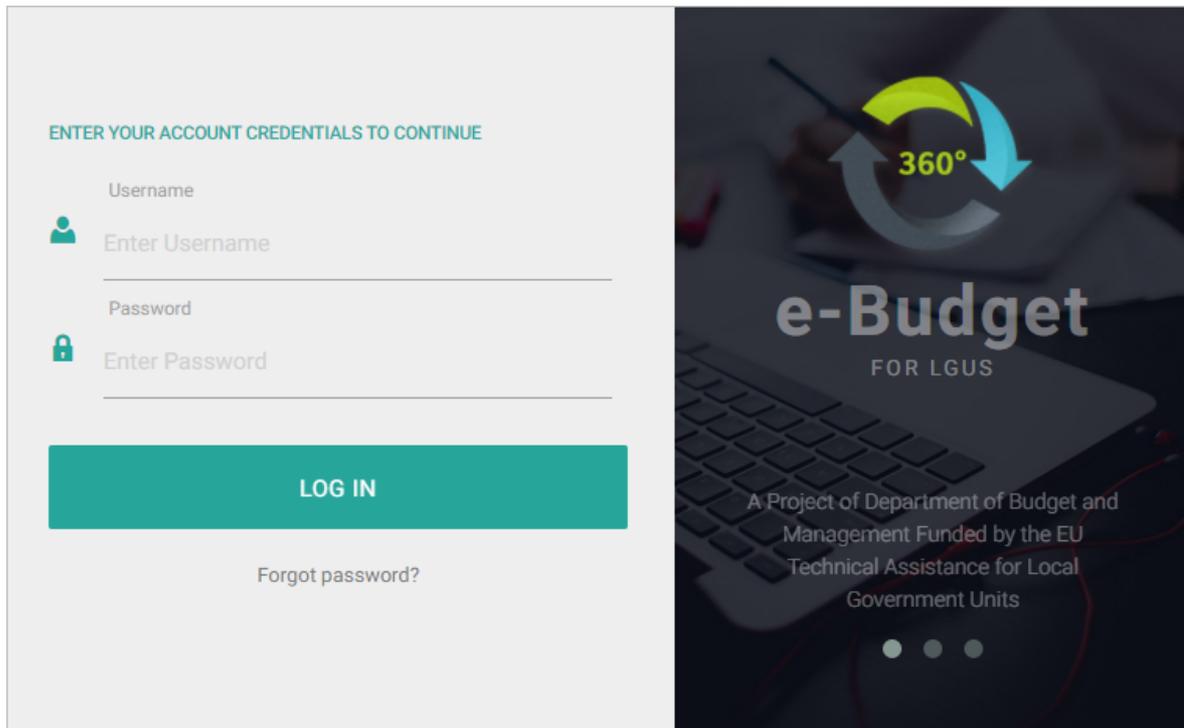
Enter the **eBudget for LGUs URL** in the web browser. **Note:** *Contact your System Administrator for the exact URL.*

You will be directed to the *Log In* page.



Logging In

Enter the username and password provided to you.

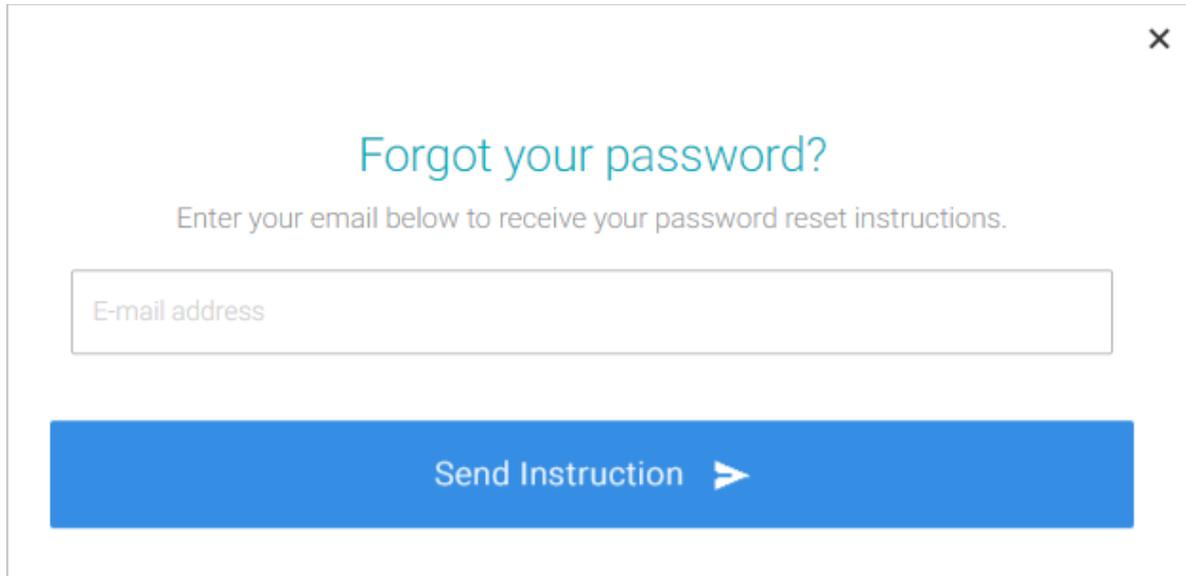


Click **LOG IN**.

The user must be registered in the system by the System Administrator.
Contact the System Administrator to request for creation of user account.

Forgot Password?

In case that you forgot your password, click **Forgot Password?** on the *Log In* page.

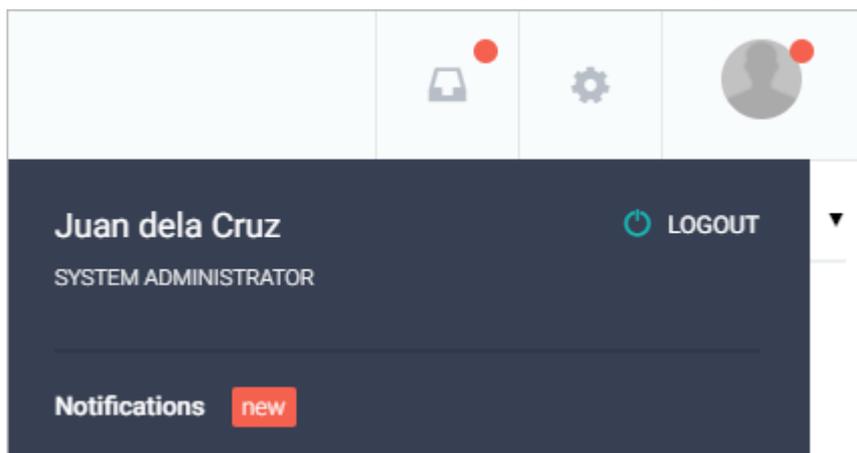


Enter the email registered with your account.

Click **Send Instructions**. A link where you can change your password will be sent to the email address registered with your account. **Note:** *If you can't find the email in your inbox, please check in spam or junk folder.*

Logging Out

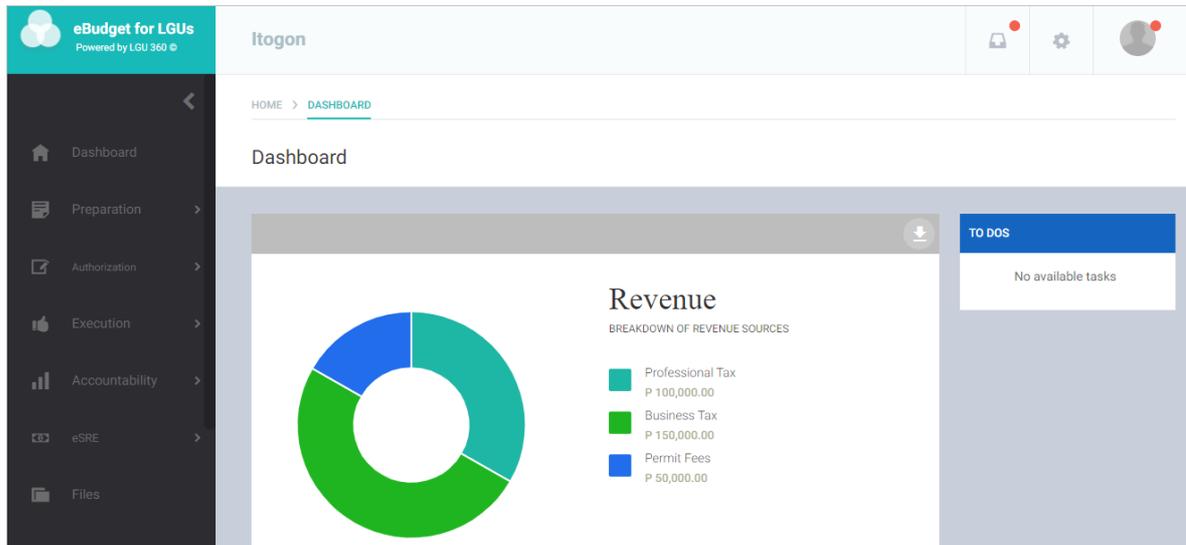
Click your profile photo displayed on the upper right area of the page and click **LOG OUT**.



You will be logged out and redirected to the *Log In* page.

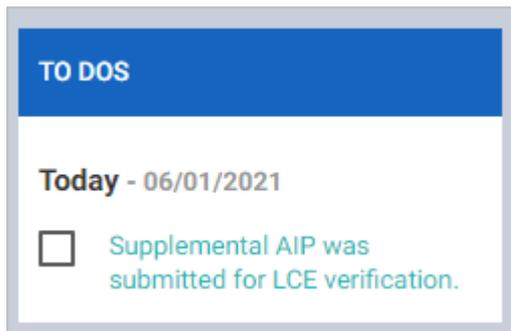
Dashboard

The Dashboard is the landing page presented once logged in.

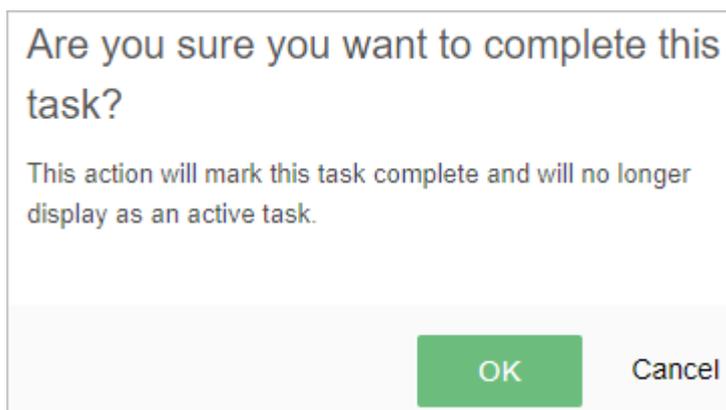


Complete the task using To Dos

On the left-side of the dashboard page, click **Check** the specific task to be completed.



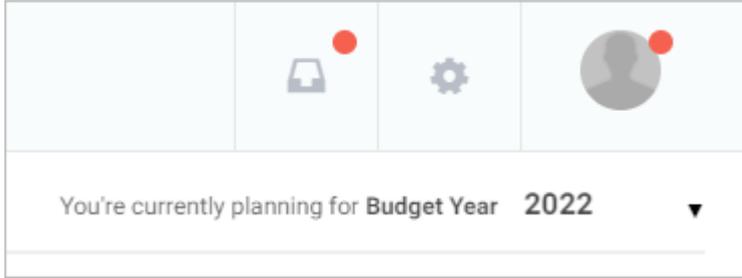
Click **OK** button on the confirmation page to complete the specific task.



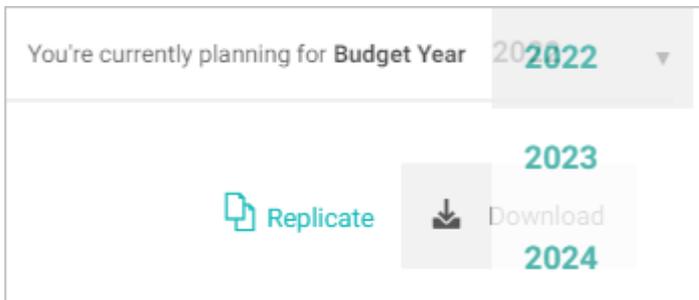
Budget Year

Check Active Budget Year

When preparing forms, you must always check the active budget year to prevent data integrity issues.



You can change the active year by selecting from the dropdown list.



Annual Investment Program

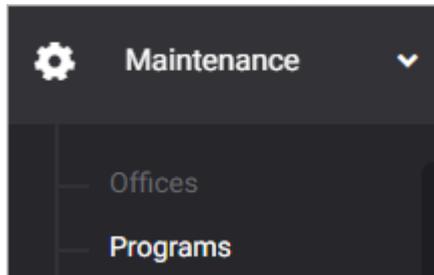
Preparing the Annual Investment Program (AIP)

When preparing the AIP, the system requires that all of departments' programs and major final output must be set-up first in the **Maintenance > Programs** module.

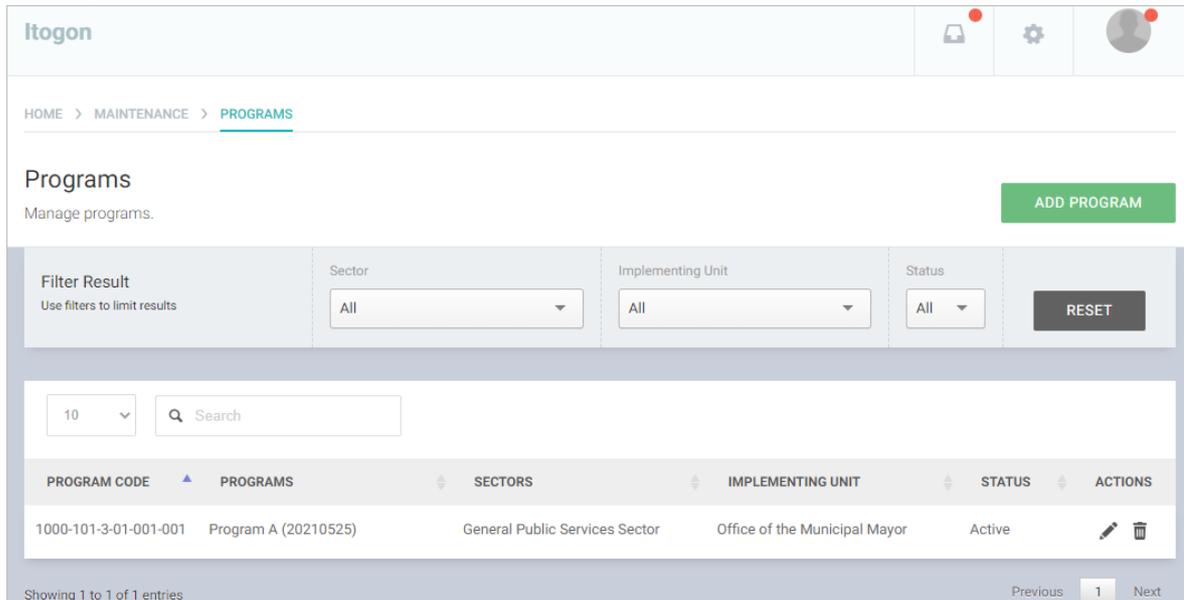
- Prepare Programs and MFO
- Create Program's Projects and Activities
- Submit Annual Investment Program
- Return or Approve the Annual Investment Program

Preparing the Programs and MFO

On the left-sidebar of the page, click **Maintenance** and select **Programs**.



The *Programs* summary page is presented.

A screenshot of the 'Programs' summary page in the Itogon system. The page has a light blue header with the 'Itogon' logo and navigation icons. Below the header is a breadcrumb trail: 'HOME > MAINTENANCE > PROGRAMS'. The main content area is titled 'Programs' with the subtitle 'Manage programs.' and a green 'ADD PROGRAM' button. Below this is a filter section with 'Filter Result' (Use filters to limit results), 'Sector' (All), 'Implementing Unit' (All), and 'Status' (All) dropdown menus, along with a 'RESET' button. A table below the filters shows one program entry. The table has columns for 'PROGRAM CODE', 'PROGRAMS', 'SECTORS', 'IMPLEMENTING UNIT', 'STATUS', and 'ACTIONS'. The entry is: '1000-101-3-01-001-001', 'Program A (20210525)', 'General Public Services Sector', 'Office of the Municipal Mayor', 'Active'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation links.

Click **ADD PROGRAM** button.

The *Program* data entry form is displayed.

Note: You cannot enter values in the dropdown fields. If you cannot find what you're looking for, please re-visit your data set-up. Sectors and Sub-sectors can be added/edited/deleted under **Maintenance > Sectors/Sub-sectors module**, while Implementing Unit can be added/edited/deleted under **Maintenance > Offices**.

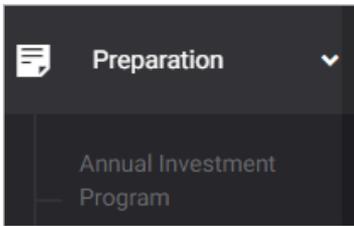
Program ✕		
Sector *	Sub Sector	
Select sector ▼	Select sub sector ▼	
Implementing Unit *		
Select implementing unit ▼		
Program Code *	Program *	<input checked="" type="checkbox"/> Active
00	Enter Program	
Major Final Output		
Enter Major Final Output		
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE		

Select and Enter details. All fields marked with asterisk * are required.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another program, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Create Project or Activity under each Program

On the left-sidebar of the page, click **Preparation** and select **Annual Investment Program**.



The *Annual Investment Program* summary page is presented.

BUDGET PREPARATION > ANNUAL INVESTMENT PROGRAM

Annual Investment Program Replicate Download ADD PPA

Filter Result: Use filters to limit results

Budget Year: 2017

Sector: All Sectors

RESET

10 Search

SCHEDULE OF IMPLEMENTATION

AIP REFERENCE CODE	PROGRAM / PROJECT / ACTIVITY	IMPLEMENTING OFFICE / DEPARTMENT	STARTING DATE	COMPLETION DATE	EXPECTED OUTPUT	FUN
1000-3-01-001-01	Executive Governance / Services					
1000-3-01-001-01-01	General Management and Supervision	Office of the Municipal Mayor	January	December	100% Supervised and Controlled	Gener Prope

Click **ADD PPA**

The *Program/Project/Activity* data entry form is displayed.

Program/Project/Activity

Sector *	Sub Sector	Program *	AIP Reference Code	
Select sector	Select sub sector	Select program	xxxx-xxxx	0000
Project	Activity	Starting Date	Completion Date	
Enter Project	Enter Activity			
Expected Outputs				
Enter Expected Outputs				
Amount + FUND SOURCE				
Funding Source *	PS	MOOE	CO	FE
Select funding source	0.00	0.00	0.00	0.00
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE				

Select **Sector**, **Sub Sector** and **Program**. **Note:** *The programs that will be displayed in the dropdown list will depend on the office of the logged in account.*

Enter Project/Activity Code in the **AIP Reference Code**. **Note:** *The codes assigned to the sector and program selected will be automatically displayed in the AIP Reference Code. Only the Project/Activity Code shall be inputted.*

Program/Project/Activity			
Sector *	Sub Sector	Program *	AIP Reference Code
Select sector	Select sub sector	Select program	xxxx-xxxx 0000

Enter **Project** or **Activity**, **Starting** and **Completion Dates**, and **Expected Outputs**. **Note:** *The system will not allow you to enter both Project and Activity. You can only enter value on either one of those two fields.*

Project	Activity	Starting Date	Completion Date
Enter Project	Enter Activity		
Expected Outputs			
Enter Expected Outputs			

Select and Enter other details. **Note:** *All fields are required except for the Climate Change.*

For multiple **Fund Sources**, click **+FUND SOURCE** button to add row.

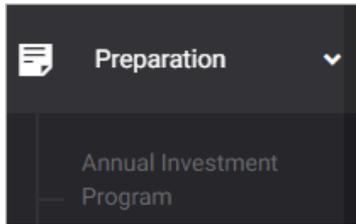
Amount							+ FUND SOURCE
Funding Source *	PS	MOOE	CO	FE			
Select funding source	0.00	0.00	0.00	0.00	0.00		
Items By Attribution							
Select Items By Attribution							
Amount of Climate Change PPAs							
Climate Change Adaptation	Climate Change Mitigation	CC Typology Code					
0.00	0.00	Select climate change typology code					

CANCEL
SAVE AND ADD ANOTHER
SAVE AND CLOSE

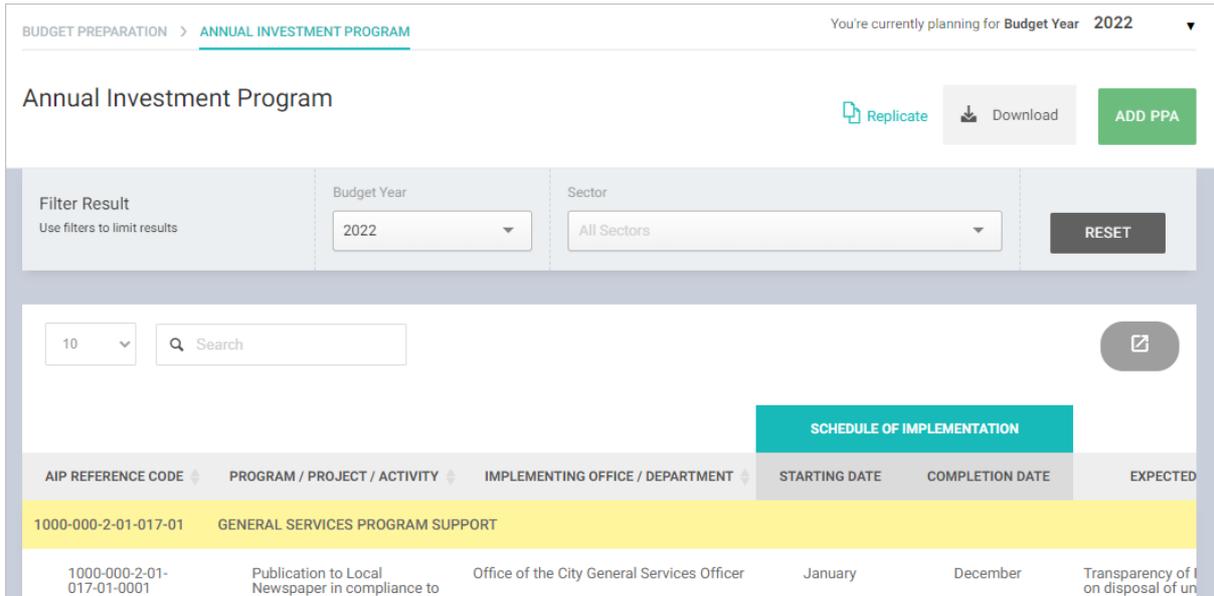
Click **SAVE AND ADD ANOTHER** if you want to save details and encode another project or activity, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit Annual Investment Program (AIP)

On the left-sidebar of the page, click **Preparation** and select **Annual Investment Program**.

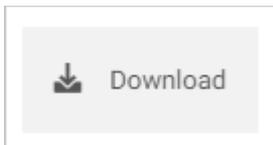


The *Annual Investment Program* summary page is presented.



AIP REFERENCE CODE	PROGRAM / PROJECT / ACTIVITY	IMPLEMENTING OFFICE / DEPARTMENT	STARTING DATE	COMPLETION DATE	EXPECTED
1000-000-2-01-017-01	GENERAL SERVICES PROGRAM SUPPORT				
1000-000-2-01-017-01-0001	Publication to Local Newspaper in compliance to	Office of the City General Services Officer	January	December	Transparency of Information on disposal of un

Click the **Download** button and select specific format to download AIP/Budgetary Items By Attribution.



- Annual Investment Program PDF
- Annual Investment Program Excel
- Budgetary Items By Attribution PDF
- Budgetary Items By Attributions Excel

Scroll down the summary page and you will see the approval trail.

The approval trail consists of three boxes. The first box shows a yellow circle with a minus sign, 'PREPARED BY LPD Coordinator User Local Planning and Develop...'. The second box shows a grey circle with a minus sign, 'PREPARED BY Local Budget Officer'. The third box shows a grey circle with a minus sign, 'ATTESTED BY Local Chief Executive'.

Mouse over and click the check icon to submit the AIP for verification.

The approval trail is the same as above, but the first box now has a yellow circle with a checkmark and a black button that says 'Submit AIP for verification' overlaid on it.

Confirmation message displays. Click **OK** button.

The dialog box has a title 'Submit AIP for verification' and a message: 'This action will submit the form and proceed to the specified stage of process. Are you sure?'. At the bottom, there are two buttons: a green 'OK' button and a grey 'Cancel' button.

[Return or Approve the Annual Investment Program \(AIP\)](#)

On the left-sidebar of the page, click **Preparation** and select **Annual Investment Program**.

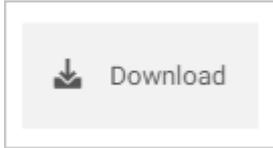
The sidebar shows a dark grey background with a white document icon and the text 'Preparation' with a dropdown arrow. Below it, 'Annual Investment Program' is listed in a lighter grey box.

The *Annual Investment Program* summary page is presented.

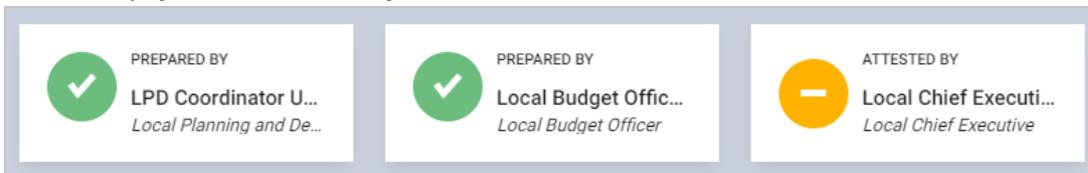
The page header shows 'BUDGET PREPARATION > ANNUAL INVESTMENT PROGRAM' and 'You're currently planning for Budget Year 2022'. The main title is 'Annual Investment Program' with buttons for 'Replicate', 'Download', and 'ADD PPA'. Below is a filter section with 'Budget Year' set to 2022 and 'Sector' set to 'All Sectors', with a 'RESET' button. A search bar is present with '10' items and a search icon. A table titled 'SCHEDULE OF IMPLEMENTATION' has columns: AIP REFERENCE CODE, PROGRAM / PROJECT / ACTIVITY, IMPLEMENTING OFFICE / DEPARTMENT, STARTING DATE, COMPLETION DATE, and EXPECTED. The first row is highlighted in yellow.

AIP REFERENCE CODE	PROGRAM / PROJECT / ACTIVITY	IMPLEMENTING OFFICE / DEPARTMENT	STARTING DATE	COMPLETION DATE	EXPECTED
1000-000-2-01-017-01	GENERAL SERVICES PROGRAM SUPPORT				
1000-000-2-01-017-01-0001	Publication to Local Newspaper in compliance to	Office of the City General Services Officer	January	December	Transparency of f on disposal of un

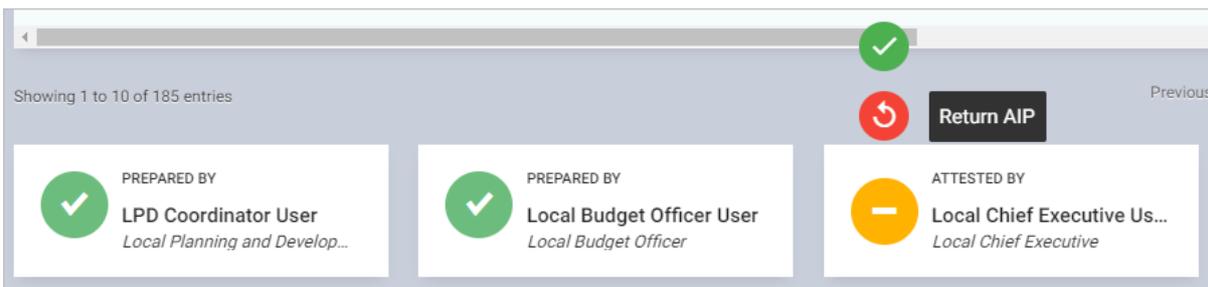
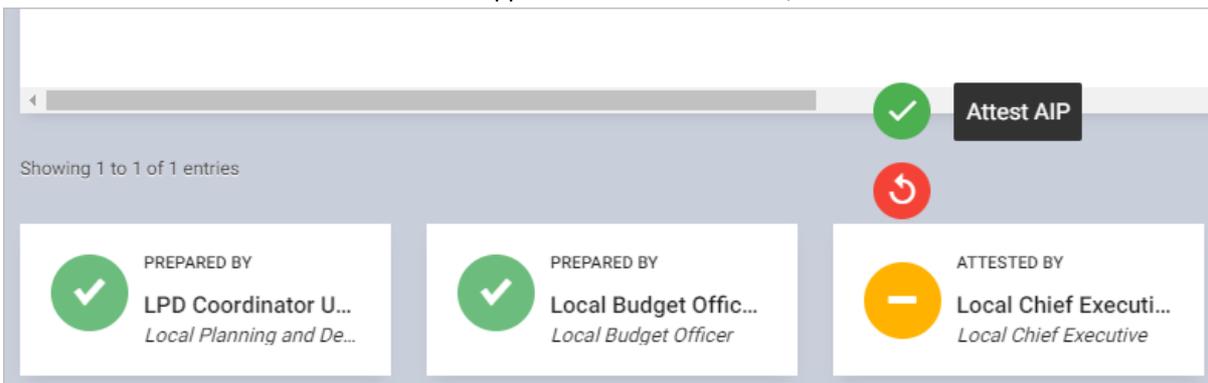
Click the **Download** button and select specific format to download AIP/Budgetary Items By Attribution.



Scroll down the summary page and you will see the approval trail. **Note:** *The approval of the LCE will be enabled only after the submission of both LPDC and LBO.*



Mouse over and click the **Attest AIP** icon to approve the AIP. Otherwise, click the **Return AIP** icon.

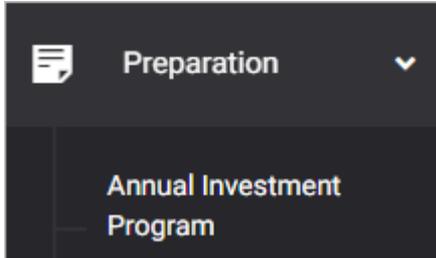


Replicate and Editing Previous Year's Annual Investment Program (AIP)

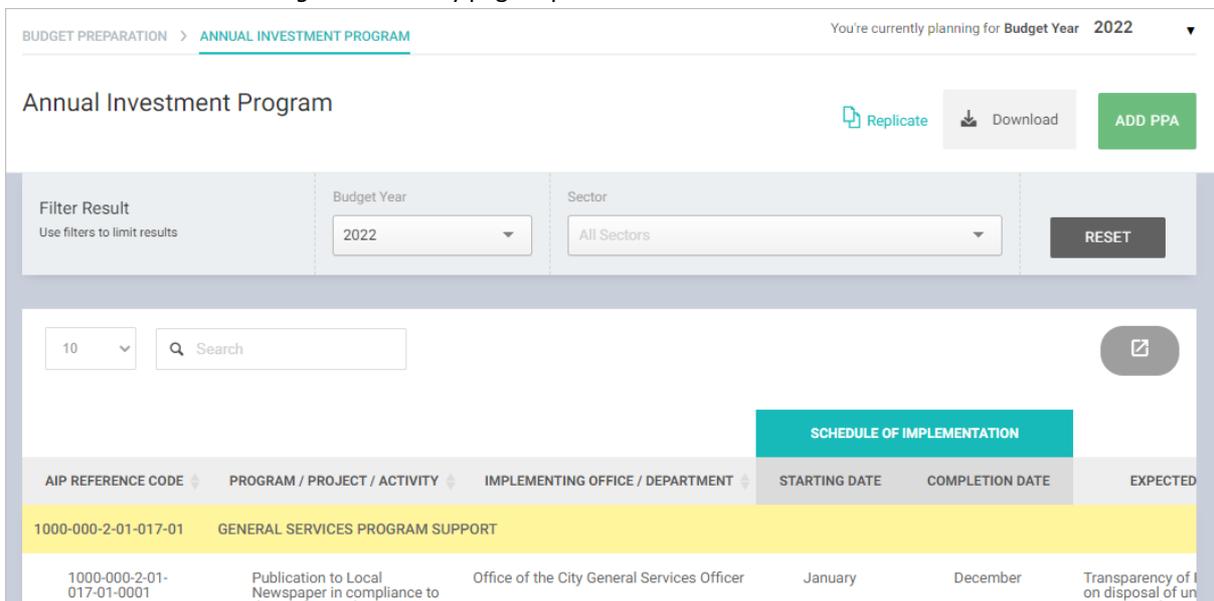
The replicate facility allows user to copy the previous year's approved AIP instead of re-encoding all the Programs, Projects, Activities, and their respective amounts.

Replicate Annual Investment Program (AIP)

On the left-sidebar of the page, click **Preparation** and select **Annual Investment Program**.

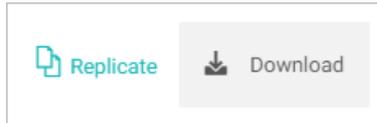


The *Annual Investment Program* summary page is presented.

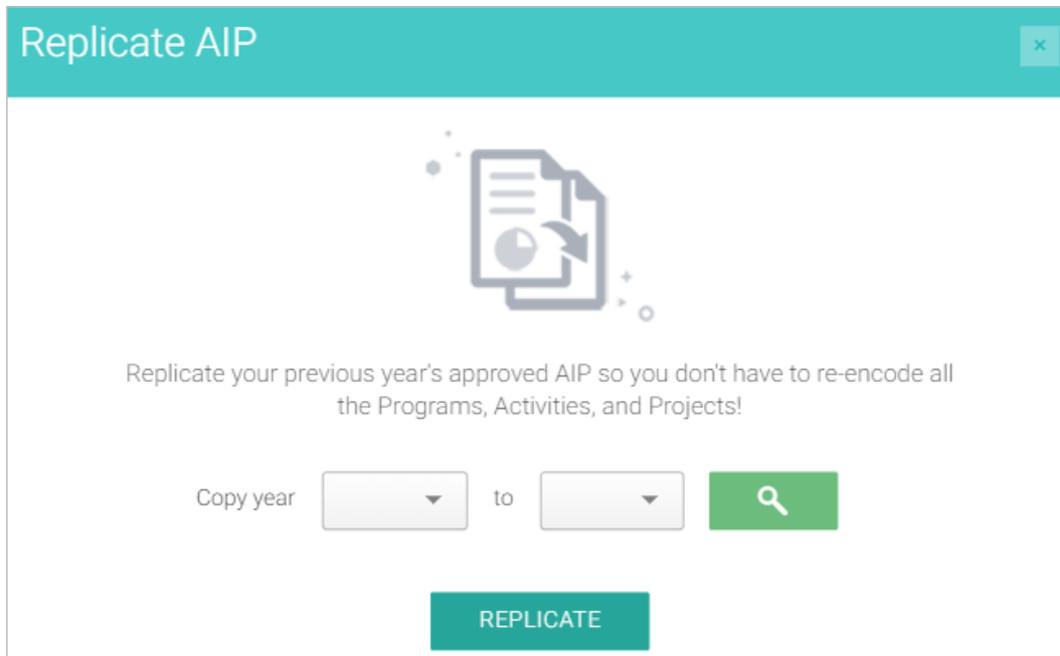
The screenshot shows the 'Annual Investment Program' summary page. At the top, there are navigation links for 'BUDGET PREPARATION' and 'ANNUAL INVESTMENT PROGRAM', and a status indicator 'You're currently planning for Budget Year 2022'. Below the title, there are three buttons: 'Replicate' (with a document icon), 'Download' (with a download icon), and 'ADD PPA' (in green). A filter section includes 'Filter Result' with a subtext 'Use filters to limit results', a 'Budget Year' dropdown set to '2022', a 'Sector' dropdown set to 'All Sectors', and a 'RESET' button. Below the filters is a search bar with a magnifying glass icon and a dropdown menu set to '10'. A table with a teal header 'SCHEDULE OF IMPLEMENTATION' is displayed. The table has columns for 'AIP REFERENCE CODE', 'PROGRAM / PROJECT / ACTIVITY', 'IMPLEMENTING OFFICE / DEPARTMENT', 'STARTING DATE', 'COMPLETION DATE', and 'EXPECTED'. A yellow row highlights the 'GENERAL SERVICES PROGRAM SUPPORT' entry. Below it, a specific entry is shown: '1000-000-2-01-017-01-0001' for 'Publication to Local Newspaper in compliance to' by the 'Office of the City General Services Officer', starting in 'January' and completing in 'December', with an 'EXPECTED' status of 'Transparency of Information on disposal of un...'.

AIP REFERENCE CODE	PROGRAM / PROJECT / ACTIVITY	IMPLEMENTING OFFICE / DEPARTMENT	STARTING DATE	COMPLETION DATE	EXPECTED
1000-000-2-01-017-01	GENERAL SERVICES PROGRAM SUPPORT				
1000-000-2-01-017-01-0001	Publication to Local Newspaper in compliance to	Office of the City General Services Officer	January	December	Transparency of Information on disposal of un...

Click the **Replicate** button.



The *Replicate AIP* window is presented.



Select year that you wish to copy and then select year to which you want the selected AIP be replicated. Click the view icon to preview the selected AIP to be replicated.

On the *Replicate AIP window*, click **REPLICATE** button. Success message displays.

**FY 2022 ANNUAL INVESTMENT PROGRAM (AIP)
BY PROGRAM/PROJECT/ACTIVITY BY SECTOR
AS OF MAY, 2021**
Itogon

With Climate Change Expenditure

AIP REFERENCE CODE	PROGRAM/PROJECT/ACTIVITY DESCRIPTION	IMPLEMENTING OFFICE/DEPARTMENT	SCHEDULE OF IMPLEMENTATION		EXPECTED OUTPUTS	FUNDING SOURCE	AMOUNT (IN THOUSAND PESOS)				AMOUNT OF CLIMATE CHANGE EXPENDITURE (IN THOUSAND PESOS)		CC TYPOLOGY CODE
			Start Date	Completion Date			Personal Services (PS)	Maintenance and Other Operating Expenses (MOOE)	Capital Outlay (CO)	Total	Climate Change Adaptation	Climate Change Mitigation	
1	2	3	4	5	6	7	8	9	10	11 (8-9+10)	12	13	14
General Public Services Sector (1000)													
1000-101-3-01-001-001	Program A (20210525)	Office of the Municipal Mayor											
1000-101-3-01-001-001-00001	Sample Project ABC		January	December	For testing used only.	General Fund (GF) Proper	5000	5000	5000	15000	1000	1000	A111-01
Social Services Sector (3000)													
Economic Services Sector (8000)													
Other Services (9000)													

Prepared By
LPD Coordinator User
LOCAL PLANNING DEVELOPMENT OFFICER

Attested By
Local Budget Officer User
LOCAL BUDGET OFFICER

Attested By
Local Chief Executive User
LOCAL CHIEF EXECUTIVE

Editing Replicated Annual Investment Program (AIP)

After the replication, select the **Budget Year** to which you have replicated the previous year's AIP in the *Filter Result* area.

BUDGET PREPARATION > ANNUAL INVESTMENT PROGRAM You're currently planning for Budget Year 2022

Annual Investment Program

[Replicate](#) [Download](#)

Filter Result
Use filters to limit results

Budget Year: 2022 (dropdown menu: 2019, 2020, 2021, 2022, 2023, 2024)

Sector: All Sectors (dropdown menu)

[RESET](#)

10 (dropdown) Search

[SCHEDULE OF IMPLEMENTATION](#)

Click **Full screen** icon for easier viewing.



The *Full screen* view is presented.

AIP REFERENCE CODE	PROGRAM / PROJECT / ACTIVITY	IMPLEMENTING OFFICE / DEPT.	SCHEDULE OF IMPLEMENTATION		EXPECTED OUTPUT	FUNDING SOURCE	AMOUNT (IN THOUSAND PESOS)			AMOUNT OF CLIMATE CHANGE PAPS (IN PESOS)			ACTION
			STARTING DATE	COMPLETION DATE			PS	MOOE	CO	CC ADAPTATION	CC MITIGATION	CC TYPOLOGY CODE	
1000-101-3-01-001-001	Program A (20210525)												
1000-101-3-01-001-001-00001	Sample Project ABC	Office of the Municipal Mayor	January	December	For testing used only.	General Fund (GF) Proper	5,000,000.00	5,000,000.00	5,000,000.00	1,000,000.00	1,000,000.00	A111-01	

Showing 1 to 1 of 1 entries Previous **1** Next

Locate the **Project** or **Activity** that you wish to edit.

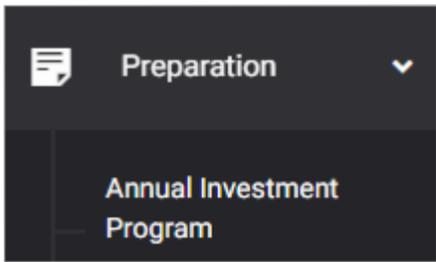
You may use the quick editing of amounts by clicking the amount/s that you wish to edit.

5,000,000.00 5,000,000.00 5,000,000.00 1,000,000.00 1,000,000.00 A111-01

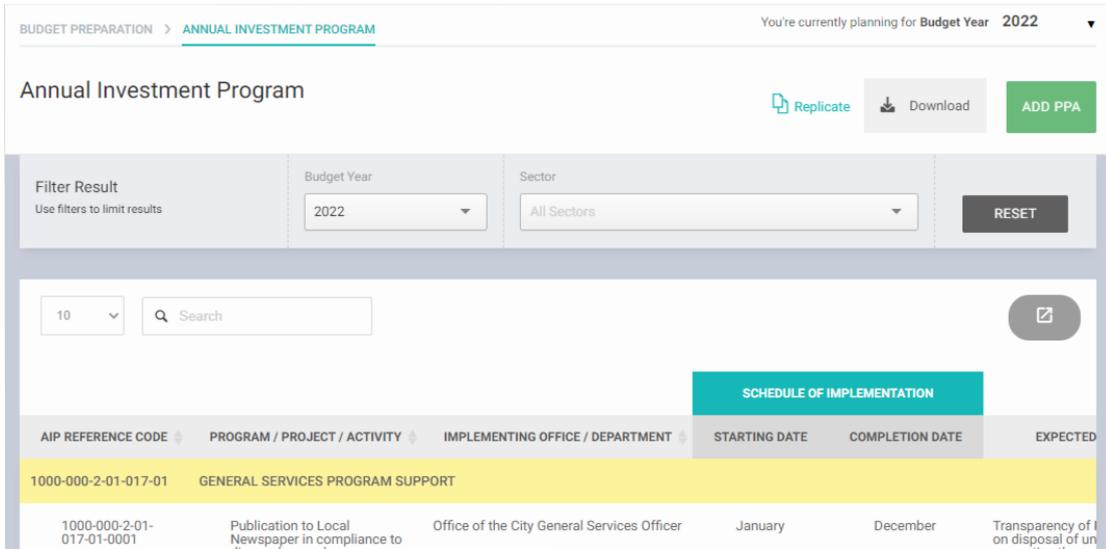
Click the quick save icon when done.

Submit Annual Investment Program

On the left-sidebar of the page, click **Preparation** and select **Annual Investment Program**

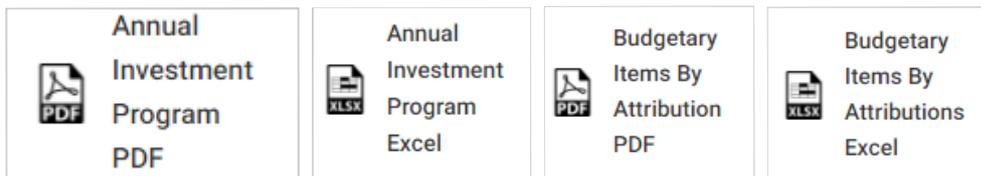
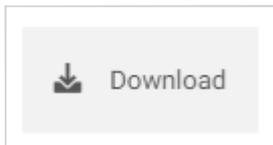


The *Annual Investment Program* summary page is presented.

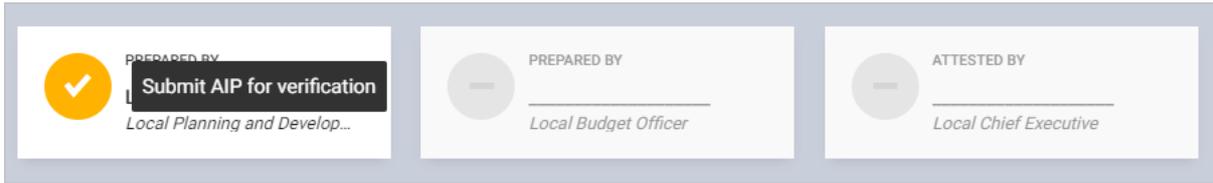
A screenshot of a web application interface. At the top, it says 'BUDGET PREPARATION > ANNUAL INVESTMENT PROGRAM' and 'You're currently planning for Budget Year 2022'. Below this is the title 'Annual Investment Program' with buttons for 'Replicate', 'Download', and 'ADD PPA'. A filter section includes 'Filter Result' (with a note 'Use filters to limit results'), 'Budget Year' (set to 2022), 'Sector' (set to All Sectors), and a 'RESET' button. Below the filters is a table with a search bar and a '10' dropdown. The table has a teal header 'SCHEDULE OF IMPLEMENTATION' and columns: 'AIP REFERENCE CODE', 'PROGRAM / PROJECT / ACTIVITY', 'IMPLEMENTING OFFICE / DEPARTMENT', 'STARTING DATE', 'COMPLETION DATE', and 'EXPECTED'. A row is highlighted in yellow with the following data: '1000-000-2-01-017-01', 'GENERAL SERVICES PROGRAM SUPPORT', 'Office of the City General Services Officer', 'January', 'December', and 'Transparency of Information on disposal of un...'.

AIP REFERENCE CODE	PROGRAM / PROJECT / ACTIVITY	IMPLEMENTING OFFICE / DEPARTMENT	STARTING DATE	COMPLETION DATE	EXPECTED
1000-000-2-01-017-01	GENERAL SERVICES PROGRAM SUPPORT	Office of the City General Services Officer	January	December	Transparency of Information on disposal of un...

Click the **Download** button and select specific format to download AIP/Budgetary Items By Attribution.

Four rectangular buttons arranged horizontally, each with a file icon and text. From left to right: 1. PDF icon, 'Annual Investment Program PDF'. 2. XLSX icon, 'Annual Investment Program Excel'. 3. PDF icon, 'Budgetary Items By Attribution PDF'. 4. XLSX icon, 'Budgetary Items By Attributions Excel'.

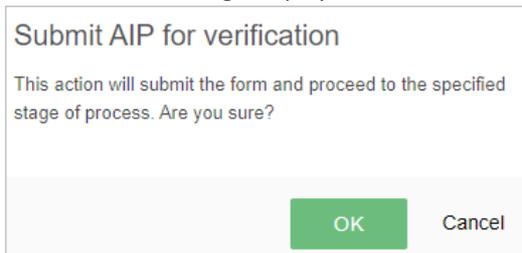
Scroll down the summary page and you will see the approval trail.



The approval trail consists of three sequential steps in a light blue container. The first step on the left features a yellow circle with a white checkmark, a dark grey button labeled 'Submit AIP for verification', and the text 'PREPARED BY' above 'Local Planning and Develop...'. The second step in the middle shows a grey circle with a horizontal line, the text 'PREPARED BY', a horizontal line, and 'Local Budget Officer'. The third step on the right shows a grey circle with a horizontal line, the text 'ATTESTED BY', a horizontal line, and 'Local Chief Executive'.

Mouse over and click the check icon to submit the AIP for verification.

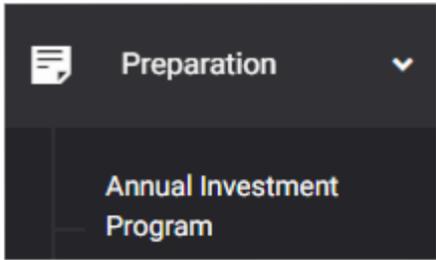
Confirmation message displays. Click **OK** button.



A white confirmation dialog box with a thin border. The title is 'Submit AIP for verification'. The main text reads: 'This action will submit the form and proceed to the specified stage of process. Are you sure?'. At the bottom, there are two buttons: a green 'OK' button and a grey 'Cancel' button.

[Return or Approve the Annual Investment Program](#)

On the left-sidebar of the page, click **Preparation** and select **Annual Investment Program**



The *Annual Investment Program* summary page is presented.

The screenshot shows the 'Annual Investment Program' summary page. At the top, there's a header with 'itogon' and navigation icons. Below that, a breadcrumb trail shows 'BUDGET PREPARATION > ANNUAL INVESTMENT PROGRAM'. A status bar indicates 'You're currently planning for Budget Year 2022'. The main title 'Annual Investment Program' is followed by 'Replicate', 'Download', and 'ADD PPA' buttons. A filter section includes 'Filter Result' (with a subtext 'Use filters to limit results'), 'Budget Year' (set to 2022), and 'Sector' (set to All Sectors), with a 'RESET' button. Below the filters is a search bar with '10' items and a search icon. A table with columns 'AIP REFERENCE CODE', 'PROGRAM / PROJECT / ACTIVITY', 'IMPLEMENTING OFFICE / DEPARTMENT', 'STARTING DATE', 'COMPLETION DATE', and 'EXPECTED' is shown. A row is highlighted in yellow with the following data: '1000-101-3-01-001-001', 'Program A (20210525)', 'Office of the Municipal Mayor', 'January', 'December', and 'For testing used'. A 'SCHEDULE OF IMPLEMENTATION' button is also visible.

Click the **Download** button and select specific format to download AIP/Budgetary Items By Attribution.

A 'Download' button with a downward arrow icon. Below it, four options are presented in separate boxes: 'Annual Investment Program PDF' (with a PDF icon), 'Annual Investment Program Excel' (with an XLSX icon), 'Budgetary Items By Attribution PDF' (with a PDF icon), and 'Budgetary Items By Attributions Excel' (with an XLSX icon).

Scroll down the summary page and you will see the approval trail. **Note:** The approval of the LCE will be enabled only after the submission of both LPDC and LBO.

 PREPARED BY LPD Coordinator U... <i>Local Planning and De...</i>	 PREPARED BY Local Budget Offic... <i>Local Budget Officer</i>	 ATTESTED BY Local Chief Executi... <i>Local Chief Executive</i>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------

Mouse over and click the **Attest AIP** icon to approve the AIP. Otherwise, click the **Return AIP** icon.

Showing 1 to 10 of 185 entries

 PREPARED BY LPD Coordinator User <i>Local Planning and Develop...</i>	 PREPARED BY Local Budget Officer User <i>Local Budget Officer</i>	 ATTESTED BY Local Chief Executive Us... <i>Local Chief Executive</i>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------

* Approval process not yet done
** Records cannot be edited once approved.

Showing 1 to 10 of 185 entries

 PREPARED BY LPD Coordinator User <i>Local Planning and Develop...</i>	 PREPARED BY Local Budget Officer User <i>Local Budget Officer</i>	 ATTESTED BY Local Chief Executive Us... <i>Local Chief Executive</i>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

* Approval process not yet done
** Records cannot be edited once approved.

Supplemental Annual Investment Program

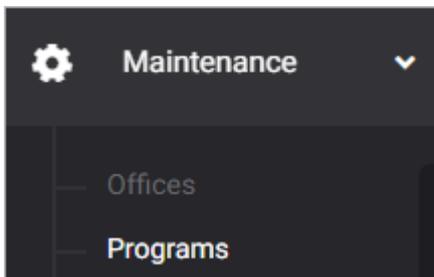
Creating Supplemental Annual Investment Program (AIP)

A supplemental AIP can only be created if the Annual Investment Program (AIP) of the activated budget year has already been approved by the Local Chief Executive. **Note:** *The Supplemental AIP form can only be used to create new PPA and not intended to add additional amount to the existing PPAs.*

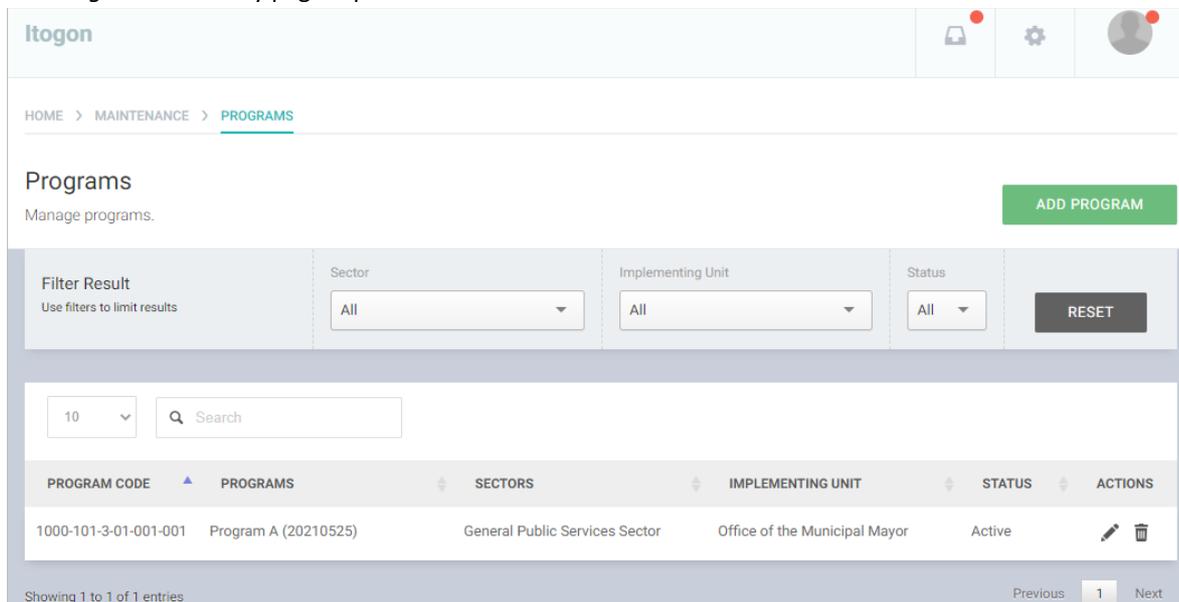
- Prepare Programs and MFO
- Create Program's Projects and Activities
- Submit Supplemental Annual Investment Program
- Return or Approve the Supplemental Annual Investment Program

Preparing the Programs, MFOs, and Performance Indicators

On the left-sidebar of the page, click **Maintenance** and select **Programs**.



The *Programs* summary page is presented.

A screenshot of the 'Programs' summary page in the Itogon system. The page has a light blue header with the 'Itogon' logo and navigation icons. Below the header, there is a breadcrumb trail: 'HOME > MAINTENANCE > PROGRAMS'. The main content area is titled 'Programs' with the subtitle 'Manage programs.' and a green 'ADD PROGRAM' button. Below this, there are filter controls for 'Sector', 'Implementing Unit', and 'Status', each with a dropdown menu set to 'All' and a 'RESET' button. A search bar and a dropdown for the number of items per page (set to 10) are also present. The main table has columns for 'PROGRAM CODE', 'PROGRAMS', 'SECTORS', 'IMPLEMENTING UNIT', 'STATUS', and 'ACTIONS'. One row is visible with the following data: '1000-101-3-01-001-001', 'Program A (20210525)', 'General Public Services Sector', 'Office of the Municipal Mayor', 'Active', and edit/delete icons. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation links.

Click **ADD PROGRAM** button.

The *Program* data entry form is displayed.

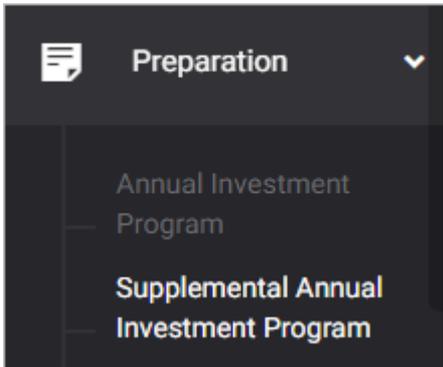
Program ✕		
Sector *	Sub Sector	
Select sector ▼	Select sub sector ▼	
Implementing Unit *		
Select implementing unit ▼		
Program Code *	Program *	<input checked="" type="checkbox"/> Active
00	Enter Program	
Major Final Output		
Enter Major Final Output		
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE		

Select and Enter details. All fields are required.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another program, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

[Create Project or Activity under each Program](#)

On the left-sidebar of the page, click **Preparation** and select **Supplemental**



The *Supplemental Annual Investment Program* summary page is presented.

The screenshot shows a web interface for 'Supplemental Annual Investment Program'. At the top, there's a header with 'Itogon' and user profile icons. Below the header, a breadcrumb trail reads 'BUDGET PREPARATION > SUPPLEMENTAL ANNUAL INVESTMENT PROGRAM'. A notification states 'You're currently planning for Budget Year 2022'. The main title 'Supplemental Annual Investment Program' is centered, with 'Download' and 'ADD PPA' buttons to its right. A filter section includes 'Filter Result' (with a note 'Use filters to limit results'), 'Budget Year' (set to 2022), and 'Sector' (set to All Sectors), with a 'RESET' button. Below the filters is a table with a search bar and a '10' items per page selector. A teal button labeled 'SCHEDULE OF IMPLEMENTATION' is positioned above the table. The table has columns: 'AIP REFERENCE CODE', 'PROGRAM / PROJECT / ACTIVITY', 'IMPLEMENTING OFFICE / DEPARTMENT', 'STARTING DATE', 'COMPLETION DATE', and 'EXPECTED'. A highlighted row shows: '1000-101-3-01-001-001', 'Program A (20210525)', 'Office of the Municipal Mayor', 'January', 'December', and '1000-101-3-01-001-001-00001'.

Click **ADD PPA**

The *Program/Project/Activity* data entry form is displayed.

The screenshot shows a data entry form titled 'Program/Project/Activity'. It contains several sections:

- Sector *:** Includes dropdowns for 'Sector', 'Sub Sector', and 'Program *', and a text field for 'AIP Reference Code' with the value '0000'.
- Project:** A text field for 'Enter Project'.
- Activity:** A text field for 'Enter Activity'.
- Starting Date:** A dropdown menu.
- Completion Date:** A dropdown menu.
- Expected Outputs:** A text field for 'Enter Expected Outputs'.
- Amount:** A section with a '+ FUND SOURCE' button and a table for funding amounts:

Funding Source	PS	MOOE	CO	FE
Select funding source	0.00	0.00	0.00	0.00

 At the bottom, there are three buttons: 'CANCEL', 'SAVE AND ADD ANOTHER', and 'SAVE AND CLOSE'.

Select **Sector** and **Program**. **Note:** The programs that will be displayed in the dropdown list will depend on the office of the logged in account.

Enter Project/Activity Code in the **AIP Reference Code**. **Note:** The codes assigned to the sector and program selected will be automatically displayed in the AIP Reference Code. Only the Project/Activity Code shall be inputted.

Sector * Select sector	Sub Sector Select sub sector	Program * Select program	AIP Reference Code xxxx-xxxx 0000	
---------------------------	---------------------------------	-----------------------------	--------------------------------------	--

Enter **Project** or **Activity**, **Starting** and **Completion** Dates, and **Expected Outputs**. **Note:** The system will not allow you to enter both Project and Activity. You can only enter value on either one of those two fields.

Project Enter Project	Activity Enter Activity	Starting Date	Completion Date
Expected Outputs Enter Expected Outputs			

Select and Enter other details. **Note:** All fields are required except for the Climate Change.

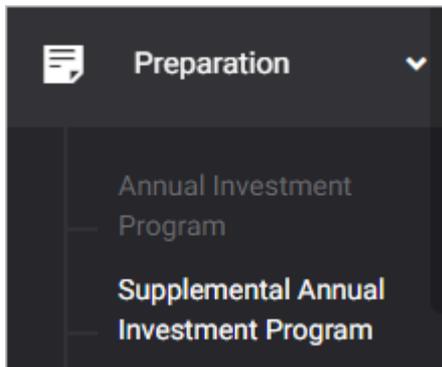
For multiple **Fund Sources**, click **+FUND SOURCE** button to add row.

Amount						+ FUND SOURCE		
Funding Source Select funding source	PS 0.00	MOOE 0.00	CO 0.00	FE 0.00				
Amount of Climate Change PPAs								
Climate Change Adaptation 0.00	Climate Change Mitigation 0.00	CC Typology Code Select climate change typology code						
						CANCEL	SAVE AND ADD ANOTHER	SAVE AND CLOSE

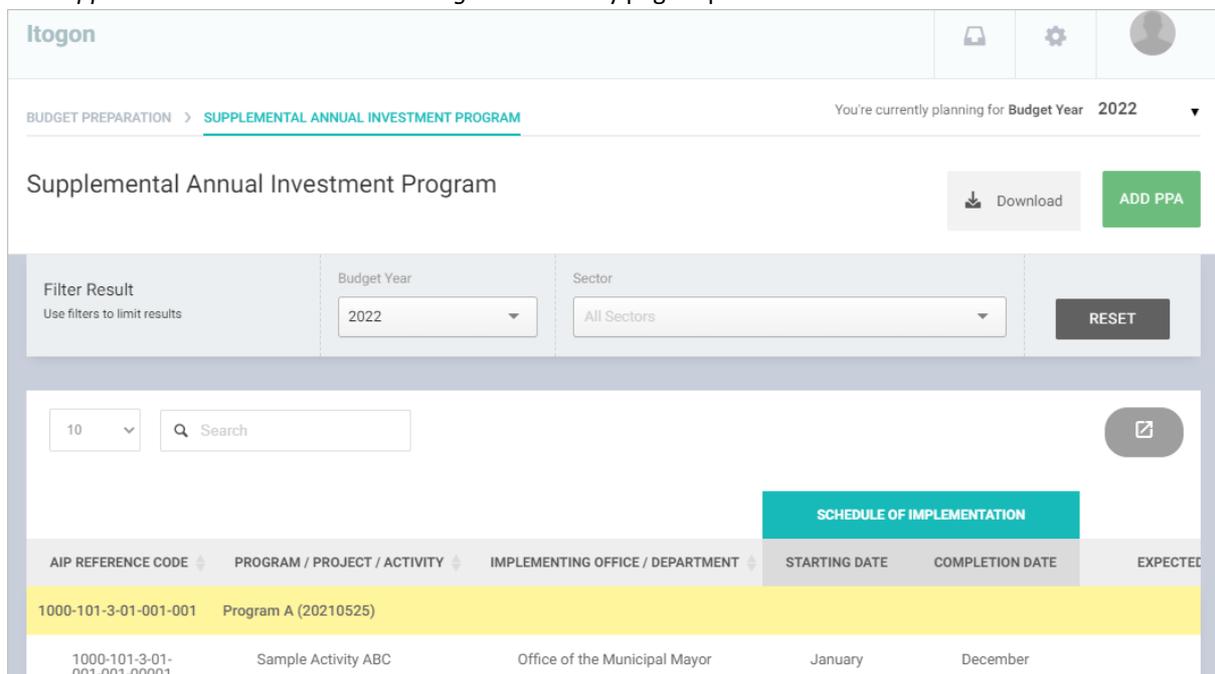
Click **SAVE AND ADD ANOTHER** if you want to save details and encode another project or activity, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

[Submit Supplemental Annual Investment Program](#)

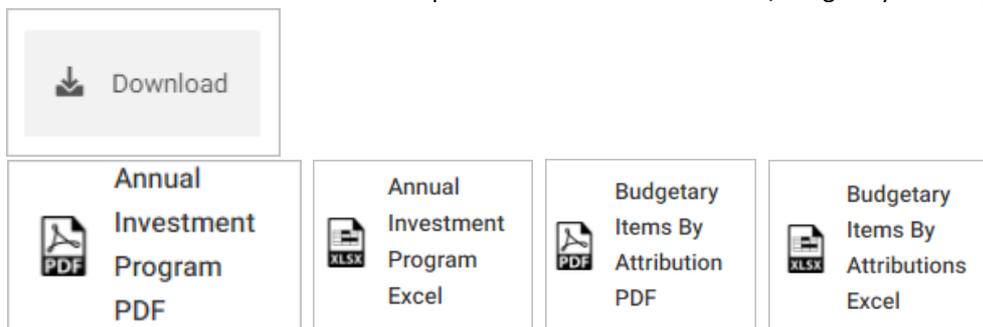
On the left-sidebar of the page, click **Preparation** and select **Supplemental Annual Investment Program**.



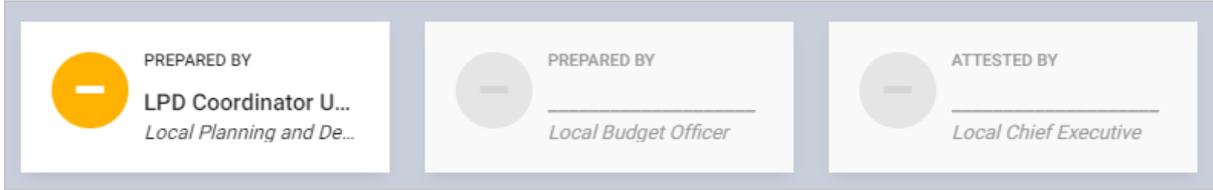
The *Supplemental Annual Investment Program* summary page is presented.

The screenshot shows a web interface for 'Supplemental Annual Investment Program'. At the top, there's a header with 'Itogon' and user profile icons. Below is a breadcrumb trail: 'BUDGET PREPARATION > SUPPLEMENTAL ANNUAL INVESTMENT PROGRAM'. A dropdown indicates 'You're currently planning for Budget Year 2022'. The main title 'Supplemental Annual Investment Program' is followed by 'Download' and 'ADD PPA' buttons. A filter section includes 'Filter Result' (with subtext 'Use filters to limit results'), 'Budget Year' (set to 2022), 'Sector' (set to All Sectors), and a 'RESET' button. Below the filters is a table with a search bar and a '10' items per page selector. The table has a teal header 'SCHEDULE OF IMPLEMENTATION' and columns: 'AIP REFERENCE CODE', 'PROGRAM / PROJECT / ACTIVITY', 'IMPLEMENTING OFFICE / DEPARTMENT', 'STARTING DATE', 'COMPLETION DATE', and 'EXPECTED'. A row is highlighted in yellow with the following data: '1000-101-3-01-001-001', 'Program A (20210525)', '1000-101-3-01-001-001-00001', 'Sample Activity ABC', 'Office of the Municipal Mayor', 'January', and 'December'.

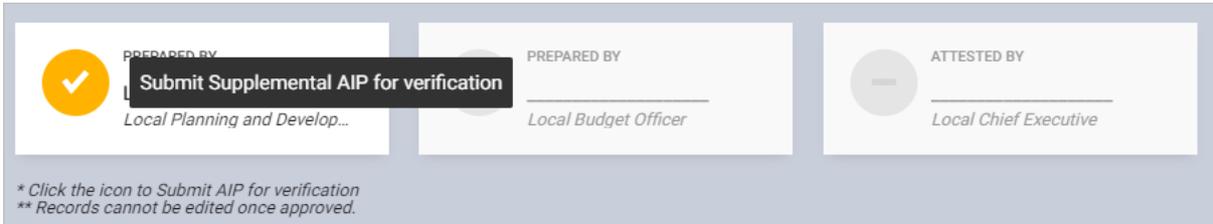
Click the **Download** button and select specific format to download AIP/Budgetary Items By Attribution.

A 'Download' button is shown at the top. Below it are four options, each with an icon and text: 1. 'Annual Investment Program PDF' with a PDF icon. 2. 'Annual Investment Program Excel' with an XLSX icon. 3. 'Budgetary Items By Attribution PDF' with a PDF icon. 4. 'Budgetary Items By Attributions Excel' with an XLSX icon.

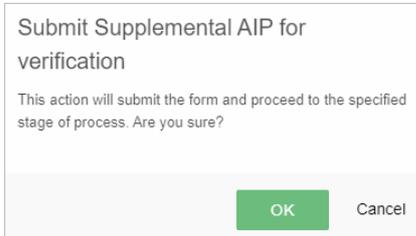
Scroll down the summary page and you will see the approval trail.



Mouse over and click the check icon to submit supplemental AIP for verification.

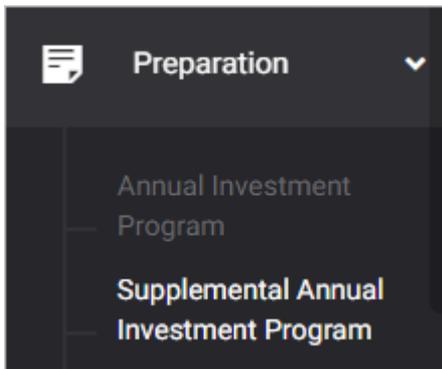


Confirmation message displays. Click **OK** button.

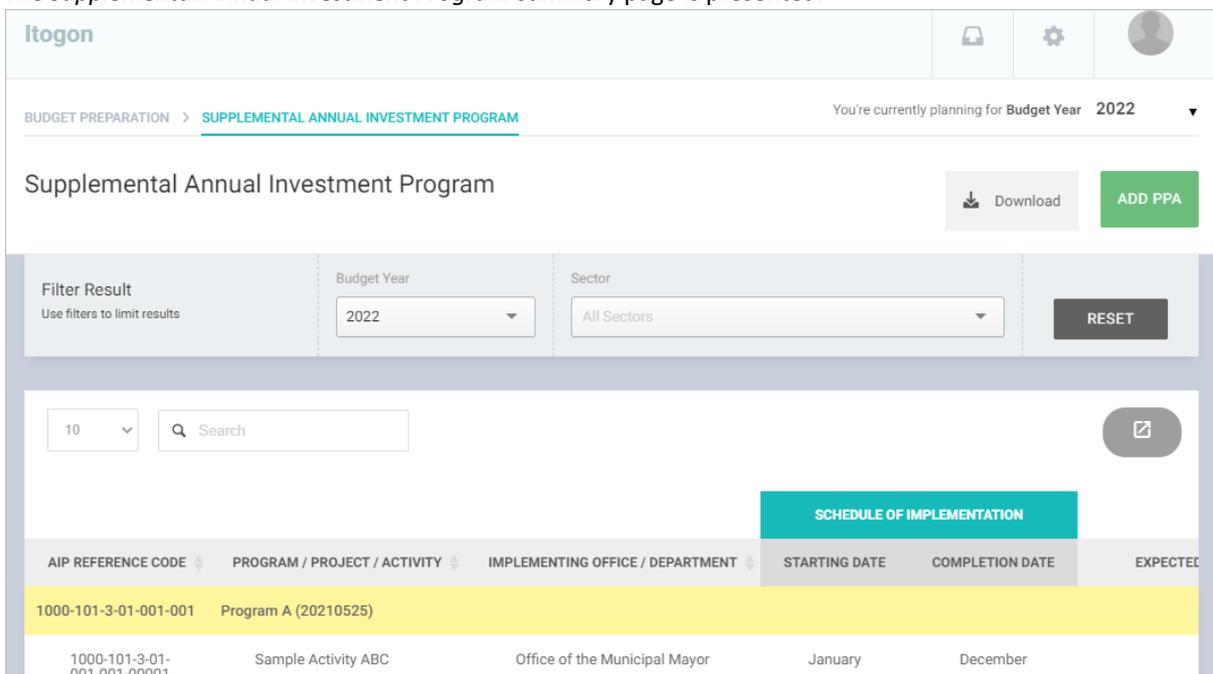


[Return or Approve the Supplemental Annual Investment Program](#)

On the left-sidebar of the page, click **Preparation** and select **Supplemental Annual Investment Program**

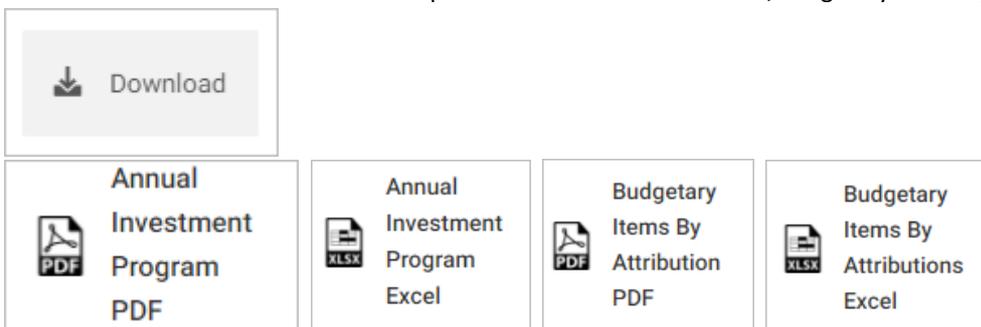


The *Supplemental Annual Investment Program* summary page is presented.



The screenshot shows the 'Supplemental Annual Investment Program' summary page. At the top, there is a header with 'Itogon' on the left and user profile, settings, and print icons on the right. Below the header, there is a breadcrumb trail: 'BUDGET PREPARATION > SUPPLEMENTAL ANNUAL INVESTMENT PROGRAM'. A status indicator says 'You're currently planning for Budget Year 2022'. The main title 'Supplemental Annual Investment Program' is followed by 'Download' and 'ADD PPA' buttons. A filter section includes 'Filter Result' (with a note 'Use filters to limit results'), 'Budget Year' (set to 2022), and 'Sector' (set to All Sectors), with a 'RESET' button. Below the filters is a table with a search bar and a '10' items per page selector. A teal button labeled 'SCHEDULE OF IMPLEMENTATION' is positioned above the table. The table has columns: 'AIP REFERENCE CODE', 'PROGRAM / PROJECT / ACTIVITY', 'IMPLEMENTING OFFICE / DEPARTMENT', 'STARTING DATE', 'COMPLETION DATE', and 'EXPECTED'. A row is highlighted in yellow with the following data: '1000-101-3-01-001-001', 'Program A (20210525)', '1000-101-3-01-001-001-00001', 'Sample Activity ABC', 'Office of the Municipal Mayor', 'January', and 'December'.

Click the **Download** button and select specific format to download AIP/Budgetary Items By Attribution.



The image shows a 'Download' button at the top. Below it, four options are presented in separate boxes, each with a file icon and text: 'Annual Investment Program PDF' (PDF icon), 'Annual Investment Program Excel' (XLSX icon), 'Budgetary Items By Attribution PDF' (PDF icon), and 'Budgetary Items By Attributions Excel' (XLSX icon).

Scroll down the summary page and you will see the approval trail. **Note:** The approval of the LCE will be enabled only after the submission of both LPDC and LBO.

 PREPARED BY LPD Coordinator U... <i>Local Planning and De...</i>	 PREPARED BY Local Budget Offic... <i>Local Budget Officer</i>	 ATTESTED BY Local Chief Executi... <i>Local Chief Executive</i>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------

Mouse over and click the **Attest Supplemental AIP** icon to approve the AIP. Otherwise, click the **Return Supplemental AIP** icon.

 Attest Supplemental AIP		
Showing 1 to 1 of 1 entries		
 PREPARED BY LPD Coordinator U... <i>Local Planning and De...</i>	 PREPARED BY Local Budget Offic... <i>Local Budget Officer</i>	 ATTESTED BY Local Chief Executi... <i>Local Chief Executive</i>

 Return Supplemental AIP		
Showing 1 to 1 of 1 entries		
 PREPARED BY LPD Coordinator U... <i>Local Planning and De...</i>	 PREPARED BY Local Budget Offic... <i>Local Budget Officer</i>	 ATTESTED BY Local Chief Executi... <i>Local Chief Executive</i>

Project Procurement Management Plan

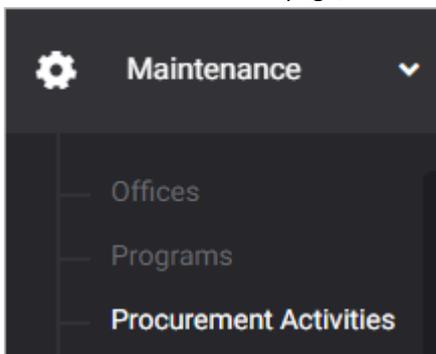
Preparing the Project Procurement Management Plan (PPMP)

When preparing the PPMP, the system requires that procurement milestones/activities duration are already set-up in the **Maintenance > Procurement Activities** module.

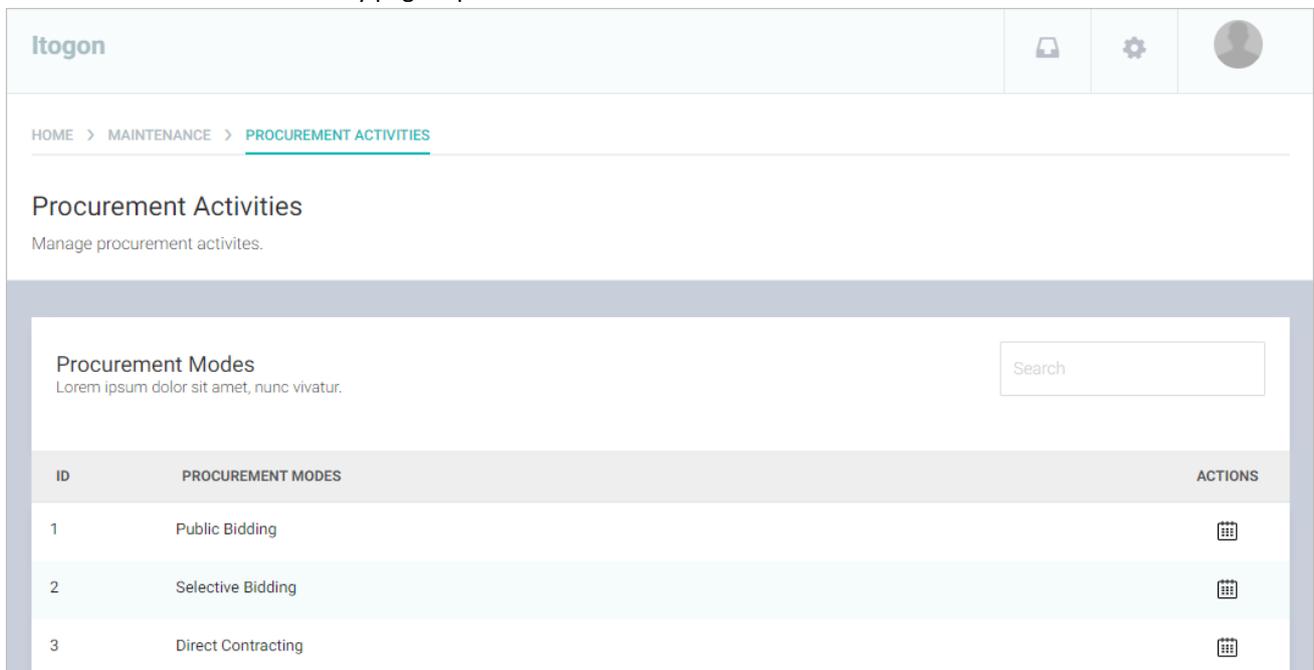
- Set-up Procurement Mode Activity Duration (one-time only)
- Prepare Project Procurement Management Plan
- Submit Project Procurement Management Plan
- Return or Approve the Project Procurement Management Plan

Set-up Procurement Mode Activity Duration

On the left-sidebar of the page, click **Maintenance** and select **Procurement Activities**.



The *Procurement Mode* summary page is presented.

A screenshot of a web application interface. At the top left, the logo 'Itogon' is displayed. To the right are icons for a printer, settings, and a user profile. Below the header is a breadcrumb trail: 'HOME > MAINTENANCE > PROCUREMENT ACTIVITIES'. The main heading is 'Procurement Activities' with a sub-heading 'Manage procurement activities.'. Below this is a section titled 'Procurement Modes' with a search box on the right. Underneath is a table with three columns: 'ID', 'PROCUREMENT MODES', and 'ACTIONS'. The table contains three rows of data.

ID	PROCUREMENT MODES	ACTIONS
1	Public Bidding	
2	Selective Bidding	
3	Direct Contracting	

Click **ACTIVITIES**  icon.

The *Activities* data entry form is displayed.

SEQUENCE	DURATION (DAYS)	ACTIVITY	ACTIONS
1	7	Advertisement / Posting	
2	5	Distribution / Sale of Bidding Documents	
3	1	Pre-Bid Conference	
4	7	Issuance of Supplemental Bid Bulletin	

Procurement Type: Public Bidding
Procurement Category: Goods and Services
Activity:
Sequence:
Duration (Days):

CANCEL SAVE

Select **Procurement Type**.

Select **Procurement Category**.

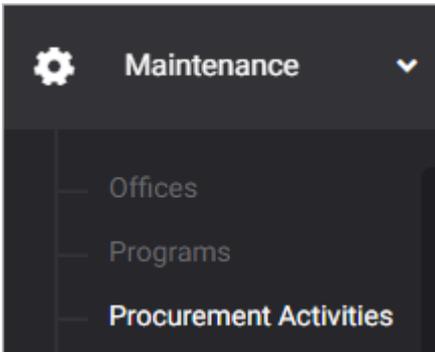
Select **Activity**.

Enter **Duration (Days)** and **Sequence**.

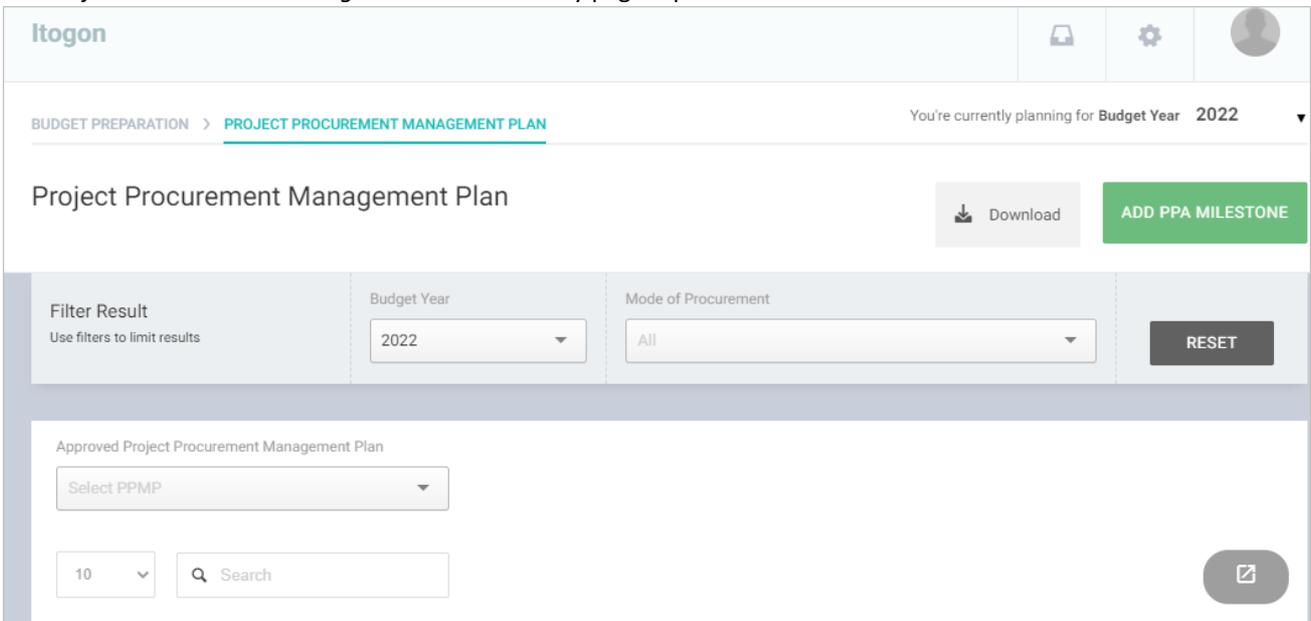
Click **SAVE** button to save details. Otherwise, click **CANCEL** to discard entry.

[Prepare Project Procurement Management Plan](#)

On the left-sidebar of the page, click **Preparation** and select **Project Procurement Management Plan**.



The *Project Procurement Management Plan* summary page is presented.



Click **ADD PPA MILESTONE**.

The *Program/Project/Activity Milestone* data entry form is displayed.

Program/Project/Activity Milestone
✕

Program/Project/Activity <small>Select program/project/activity</small>		Procurement Category <small>Select procurement category</small>		Mode of Procurement <small>Select mode of procurement</small>	
Procurement Activity	Unit of measure	Quantity/Size	MOOE	CO	

Schedule / Milestone of Activities

	Actual Date		Suggested Date		
	Start Date	End Date	Start Date	End Date	
Milestones / Activities	Start Date	End Date	Start Date	End Date	Skip
List of activities will be shown after selecting Procurement Category and Mode of Procurement.					
<div style="display: flex; justify-content: flex-end; gap: 10px;"> CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE </div>					

Select **Program/Project/Activity**. **Note:** The PPA that will be displayed in the dropdown list will be pulled from the approved AIP and will be filtered by the office of the logged in account.

Select **Procurement Category** and **Mode of Procurement**. **Note:** List of Milestone/Activities will only appear after selecting Procurement Category and Mode of Procurement.

Enter other details.

Procurement Activity	Unit of measure	Quantity/Size	MOOE	CO
----------------------	-----------------	---------------	------	----

Select target **Start Date**. **Note:** Suggested Dates will only appear after target start date of the first milestone/activity has been set.

Enter target **Start Date** and **End Date** of each milestone/activity. **Note:** You may skip a milestone/activity by ticking the skip checkbox.

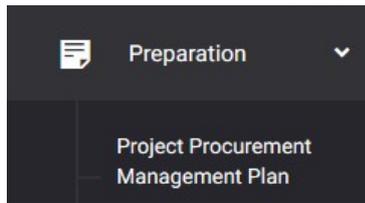
Schedule / Milestone of Activities

	Actual Date		Suggested Date		
	Start Date	End Date	Start Date	End Date	
Milestones / Activities	Start Date	End Date	Start Date	End Date	Skip
Advertisement / Posting	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Distribution / Sale of Bidding Documents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Pre-Bid Conference	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: flex-end; gap: 10px;"> CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE </div>					

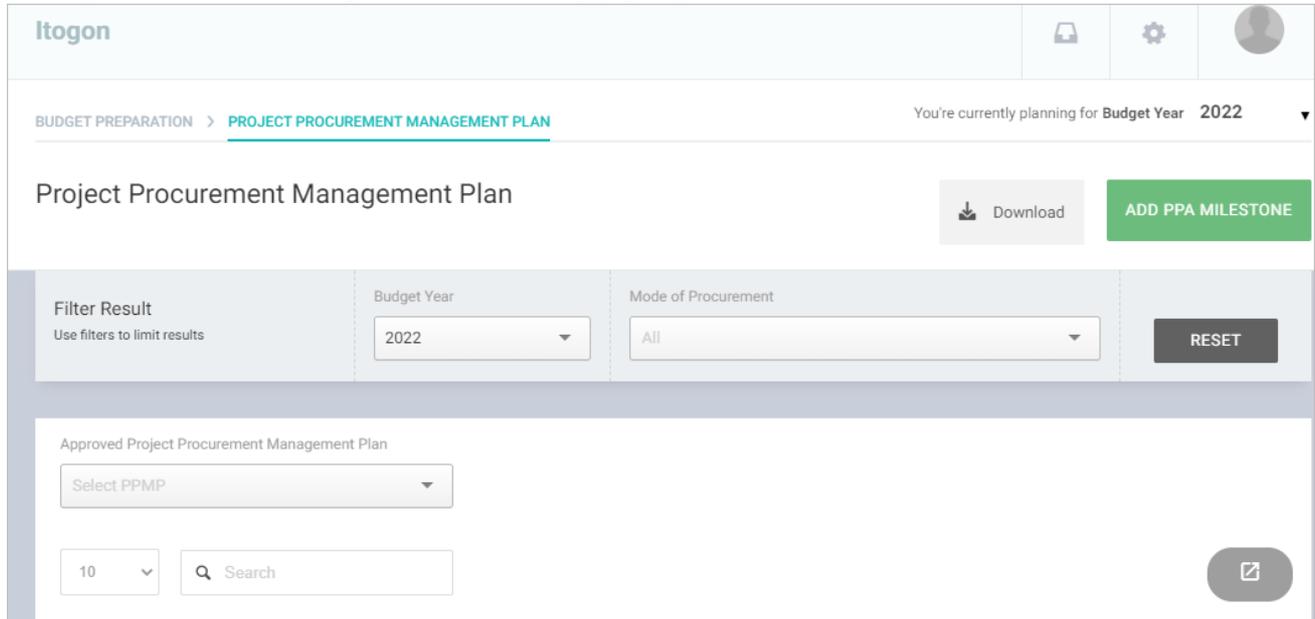
Click **SAVE AND ADD ANOTHER** if you want to save details and encode another procurement activity, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit Project Procurement Management Plan

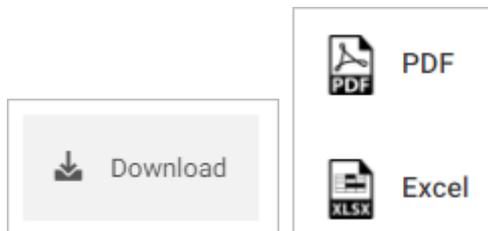
On the left-sidebar of the page, click **Preparation** and select **Project Procurement Management Plan**.



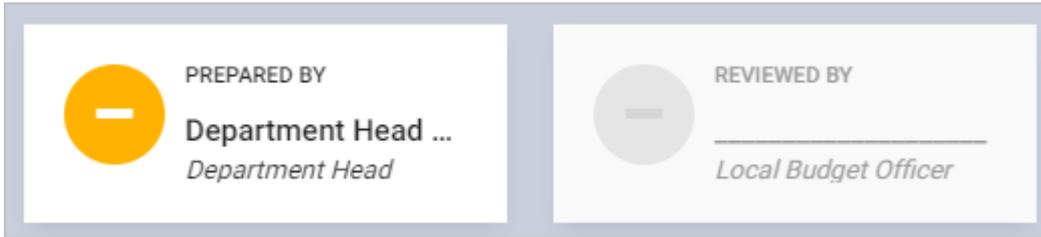
The *Project Procurement Management Plan* summary page is presented.



Click the **Download** button and select *PDF/Excel* to view the PPMP.

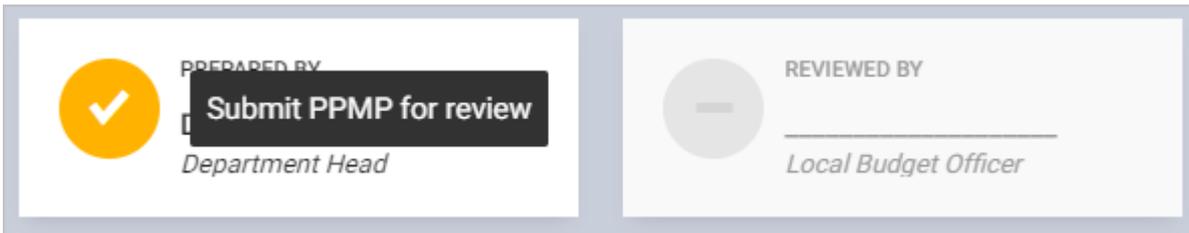


Scroll down the summary page and you will see the approval trail.



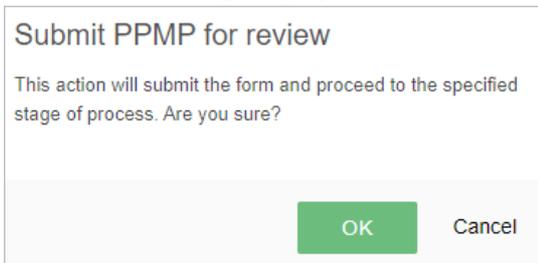
The image shows two side-by-side boxes representing approval steps. The left box is titled 'PREPARED BY' and features a yellow circle with a minus sign. Below the icon, the text reads 'Department Head ...' and 'Department Head'. The right box is titled 'REVIEWED BY' and features a grey circle with a minus sign. Below the icon, there is a horizontal line and the text 'Local Budget Officer'.

Mouse over and click the check icon to submit the PPMP for review.



The image shows the same approval trail as above. A black button with white text that says 'Submit PPMP for review' is overlaid on the 'PREPARED BY' section. The icon in this section is now a yellow circle with a white checkmark. The 'REVIEWED BY' section remains the same.

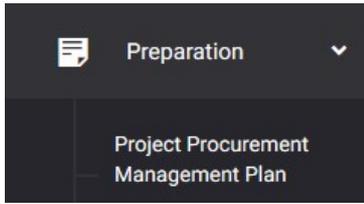
Confirmation message displays. Click **OK** button.



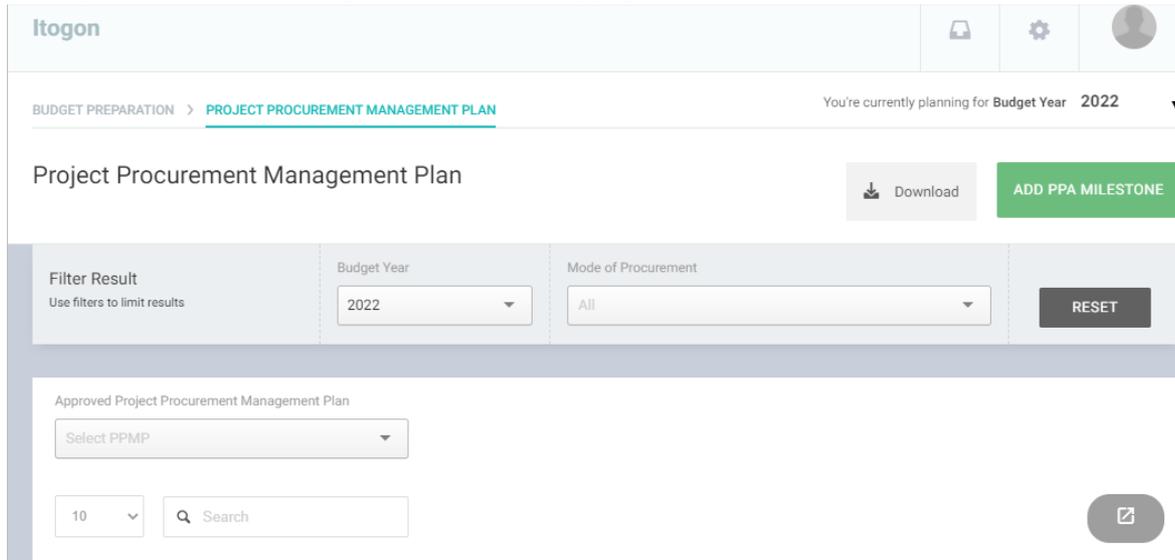
The image shows a confirmation dialog box. At the top, it says 'Submit PPMP for review'. Below that, it reads 'This action will submit the form and proceed to the specified stage of process. Are you sure?'. At the bottom, there are two buttons: a green 'OK' button and a grey 'Cancel' button.

Return or Approve the Project Procurement Management Plan

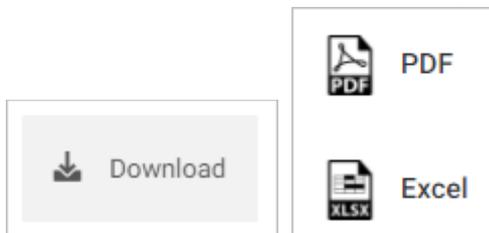
On the left-sidebar of the page, click **Preparation** and select **Project Procurement Management Plan**.



The *Project Procurement Management Plan* summary page is presented.



Click the **Download** button and select *PDF/Excel* to view the PPMP.



Scroll down the summary page and you will see the approval trail.

 <p>PREPARED BY Department Head ... <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Offic... <i>Local Budget Officer</i></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------

Mouse over and click the **Approve PPMP** icon to approve the PPMP. Otherwise, click the **Return PPMP** icon.

Showing 1 to 6 of 6 entries			Verify PPMP
 <p>PREPARED BY Department Head ... <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Offic... <i>Local Budget Officer</i></p>		

Showing 1 to 6 of 6 entries			
 <p>PREPARED BY Department Head ... <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Offic... <i>Local Budget Officer</i></p>		Return PPMP

Annual Procurement Plan (APP)

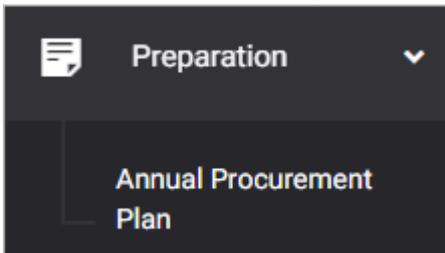
Generate, Submit, and Approve the Annual Procurement Plan (APP)

The APP will be automatically generated based on the PPMP of all offices.

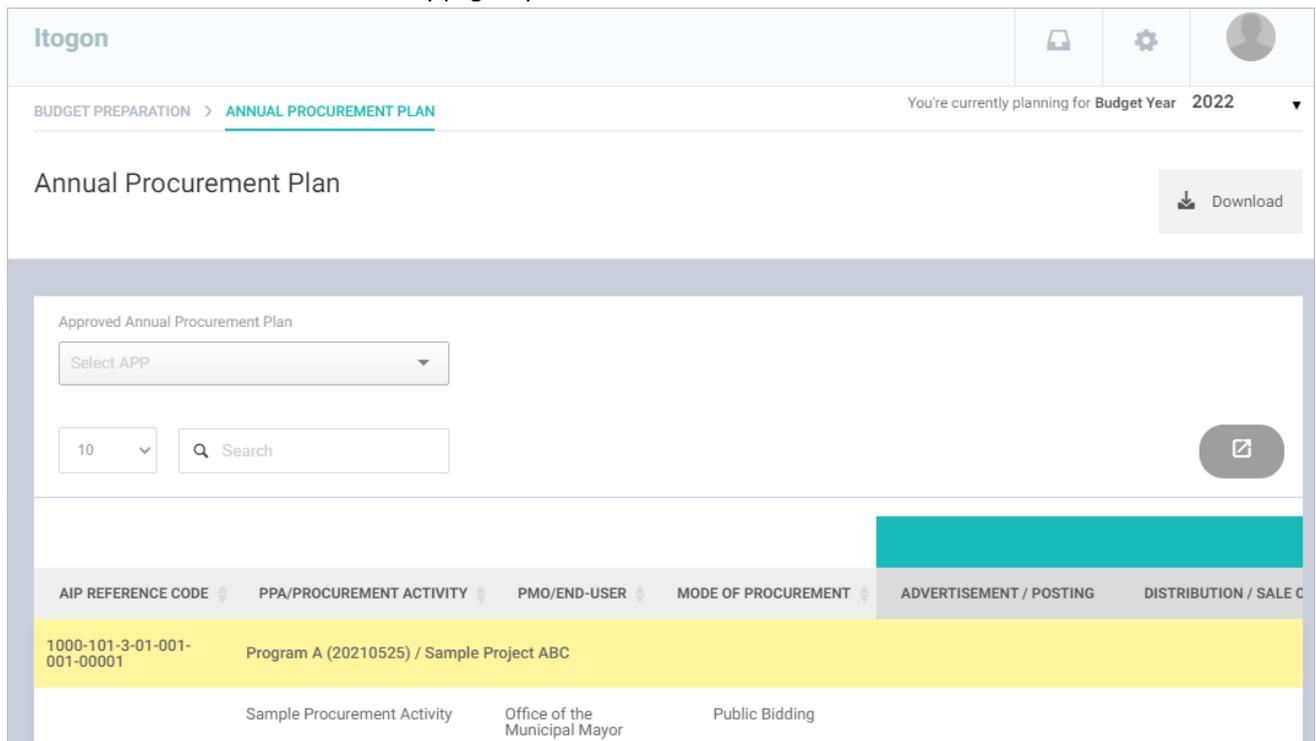
- Generate and Submit the Annual Procurement Plan
- Return or Approve the Annual Procurement Plan

Generate and Submit the Annual Procurement Plan

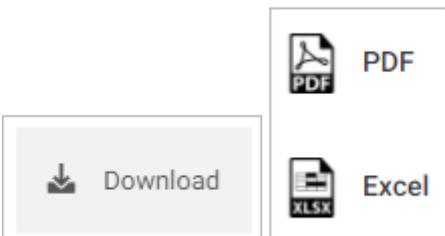
On the left-sidebar of the page, click **Preparation** and select **Annual Procurement Plan**.



The *Annual Procurement Plan* summary page is presented.

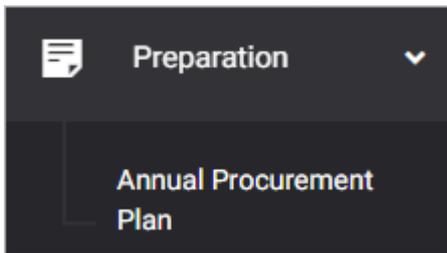
The screenshot shows the 'Annual Procurement Plan' summary page. At the top, there's a header with 'Itogon' on the left and navigation icons on the right. Below the header, a breadcrumb trail shows 'BUDGET PREPARATION > ANNUAL PROCUREMENT PLAN'. To the right, it says 'You're currently planning for Budget Year 2022'. The main title 'Annual Procurement Plan' is centered, with a 'Download' button on the right. Below this, there's a section for 'Approved Annual Procurement Plan' with a dropdown menu labeled 'Select APP'. Underneath are a page size selector set to '10' and a search box. A table below displays procurement data with columns: 'AIP REFERENCE CODE', 'PPA/PROCUREMENT ACTIVITY', 'PMO/END-USER', 'MODE OF PROCUREMENT', 'ADVERTISEMENT / POSTING', and 'DISTRIBUTION / SALE C'. A row is highlighted in yellow with the following data: '1000-101-3-01-001-001-00001', 'Program A (20210525) / Sample Project ABC', 'Sample Procurement Activity', 'Office of the Municipal Mayor', and 'Public Bidding'.

Click the **Download** button and select *PDF/Excel* to view the APP.

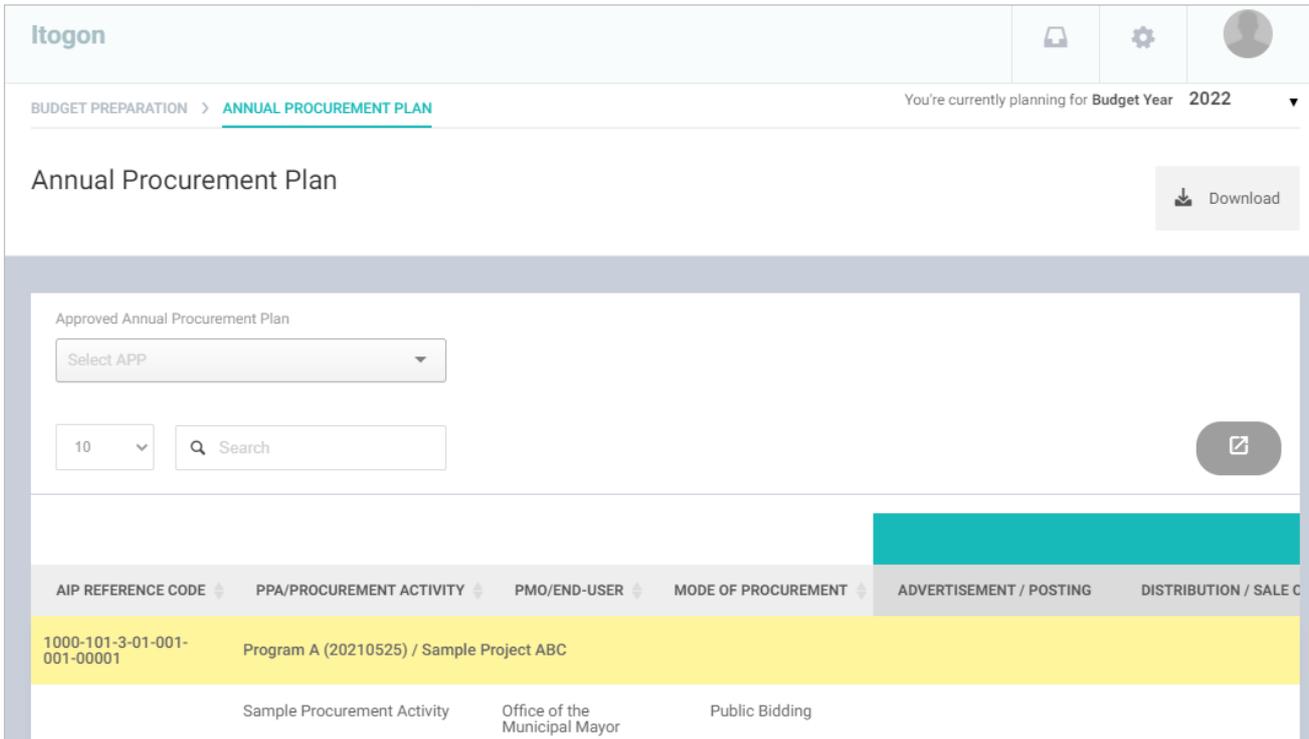


Return or Approve the Annual Procurement Plan

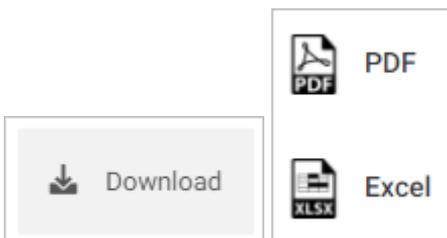
On the left-sidebar of the page, click **Preparation** and select **Annual Procurement Plan**.



The *Annual Procurement Plan* summary page is presented.



Click the **Download** button and select *PDF/Excel* to view the APP.



The APP in *pdf format* will be shown in a new tab.

ANNUAL PROCUREMENT PLAN FOR FY 2021														ESTIMATED BUDGET (PPP)			
Itogon																	
AIP REFERENCE CODE	PP/APPROCUREMENT ACTIVITY	PMO/END-USER	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY										SOURCE OF FUNDS	Total	MOOE	CO
				Advertisement / Posting	Distribution / Sale of Bidding Documents	Pre-Bid Conference	Issuance of Supplemental Bid Bulletin	Bid Submission	Opening of Technical Proposal	Opening of Financial Proposal	Detailed Bid Evaluation	Post-qualification	Issuance of NOA				
1000-101-3-01-001-001-00001	Program A (20210525) / Sample Project ABC													General Fund (GF) Proper	20,000.00	10,000.00	10,000.00

Prepared By	Approved By
_____	_____
BAC SECRETARIAT	LOCAL CHIEF EXECUTIVE

On the *Annual Procurement Plan* summary page, scroll down and you will see the approval trail.



PREPARED BY
BAC Secretariat Us...
BAC Secretariat



APPROVED BY
Local Chief Executi...
Local Chief Executive

Mouse over and click the **Approve APP** icon to approve the APP. Otherwise, click the **Return APP** icon.



Approve APP

Showing 1 to 1 of 1 entries



PREPARED BY
BAC Secretariat Us...
BAC Secretariat



APPROVED BY
Local Chief Executi...
Local Chief Executive



Return APP

Showing 1 to 1 of 1 entries



PREPARED BY
BAC Secretariat Us...
BAC Secretariat



APPROVED BY
Local Chief Executi...
Local Chief Executive

LBP Form No. 1: Budget of Expenditures and Sources of Financing

Prepare, Submit, and Approve the LBP Form No. 1

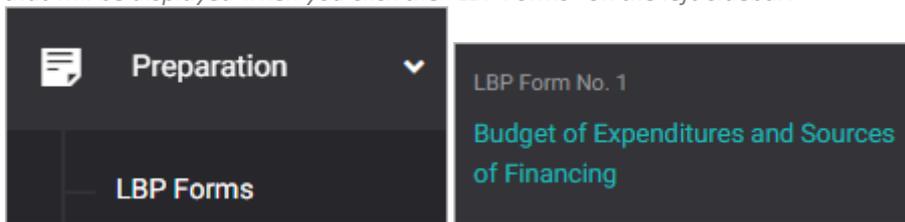
The LBP Form No. 1 automatically generates the expenditure part of the form based on inputs made in LBP Form No.

2. Only the receipts shall be inputted in this form.

- Prepare LBP Form No. 1
- Submit LBP Form No. 1
- Return or Approve the LBP Form No. 1

Prepare LBP Form No. 1

On the left-sidebar of the page, click **Preparation** and select **LBP Forms**. **Note:** *The LBP Form No. 1 is the default page that will be displayed when you click the “LBP Forms” on the left-sidebar.*



The *LBP Form No. 1 summary page* is presented.

BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 1 You're currently planning for Budget Year 2022

LBP Form No. 1 Download ADD RECEIPT

Budget of Expenditures and Sources of Financing

GENERAL FUND						
			CURRENT YEAR APPROPRIATION			
PARTICULARS	ACCOUNT CODE	PAST YEAR (ACTUAL)	FIRST SEMESTER (ACTUAL)	SECOND SEMESTER (ESTIMATE)	BUDGET YEAR (PROPOSED)	ACTION
I. BEGINNING CASH BALANCE		0.00	0.00	0.00	0.00	

Enter the **BEGINNING CASH BALANCE**.

Click the save  icon.

ADD RECEIPT

Click **ADD RECEIPT**.

The *LBP Form No. 1* data entry form is displayed.

LBP Form No. 1	
Receipts by major source Select a receipt	Income Classification <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Non-regular
Amounts	
Past Year (Actual) 0.00	Budget Year (Proposed) 0.00
Current Year Appropriation	
First Semester (Actual) 0.00	Second Semester (Estimate) 0.00
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE	

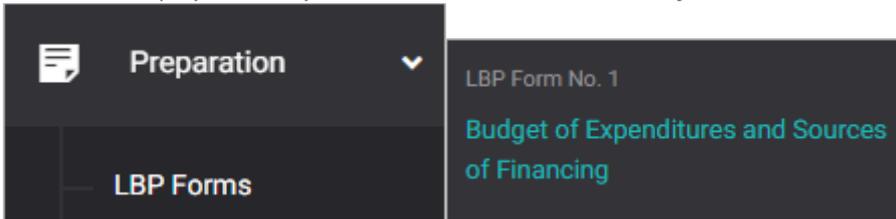
Select **Receipts by Major Source**. **Note:** The values displayed in this dropdown list has been populated based on the new chart of accounts provided by COA.

Select or Enter other details.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit LBP Form No. 1

On the left-sidebar of the page, click **Preparation** and select **LBP Forms**. **Note:** The LBP Form No. 1 is the default page that will be displayed when you click the “LBP Forms” on the left-sidebar.



The LBP Form No. 1 summary page is presented.

BUDGET PREPARATION > LBP FORMS > **LBP FORM NO. 1** You're currently planning for Budget Year 2022

LBP Form No. 1

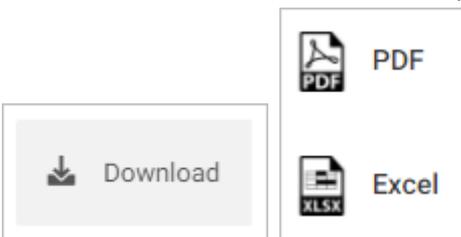
Budget of Expenditures and Sources of Financing

[Download](#) [ADD RECEIPT](#)

GENERAL FUND

PARTICULARS	ACCOUNT CODE	PAST YEAR (ACTUAL)	CURRENT YEAR APPROPRIATION		BUDGET YEAR (PROPOSED)	ACTION
			FIRST SEMESTER (ACTUAL)	SECOND SEMESTER (ESTIMATE)		
I. BEGINNING CASH BALANCE		0.00	0.00	0.00	0.00	

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 1.



Scroll down the summary page and you will see the approval trail.

PREPARED BY

Local Treasurer User
Local Treasurer

PREPARED BY

Local Budget Officer

PREPARED BY

Local Planning and Dev...

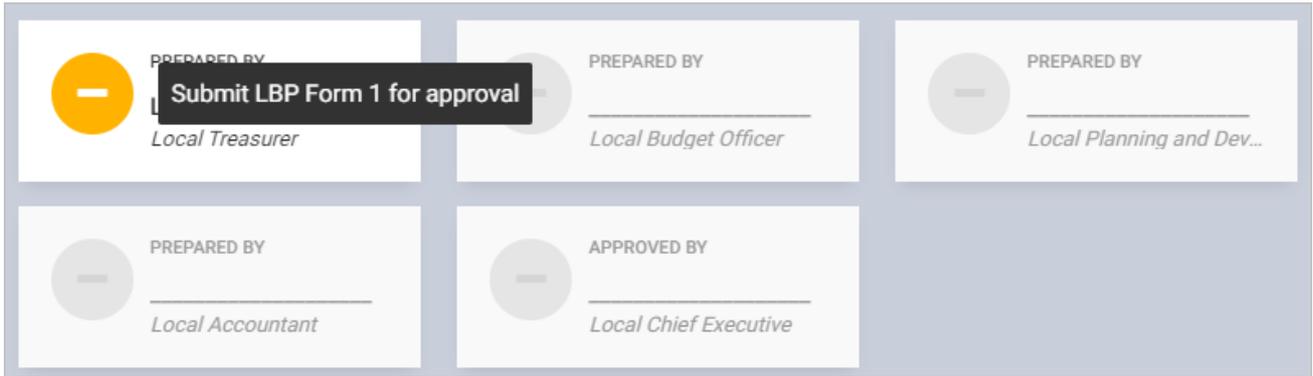
PREPARED BY

Local Accountant

APPROVED BY

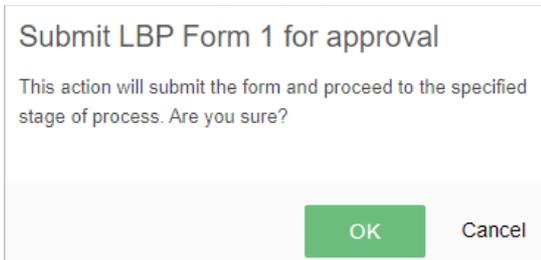
Local Chief Executive

Mouse over and click the check icon to submit the LBP Form No. 1 for review.



The screenshot shows a form with five approval fields arranged in a grid. The top-left field is highlighted with a yellow circle containing a minus sign. A tooltip box is overlaid on this field, containing the text "Submit LBP Form 1 for approval". The other fields are labeled "PREPARED BY" and "APPROVED BY" with corresponding roles: "Local Treasurer", "Local Budget Officer", "Local Planning and Dev...", "Local Accountant", and "Local Chief Executive". Each field has a grey circle with a minus sign next to it.

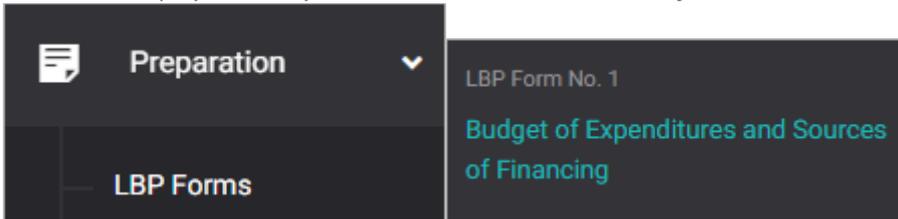
Confirmation message displays. Click **OK** button.



The confirmation dialog box has a title "Submit LBP Form 1 for approval" and a message: "This action will submit the form and proceed to the specified stage of process. Are you sure?". At the bottom, there are two buttons: a green "OK" button and a "Cancel" button.

[Return or Approve the LBP Form No. 1](#)

On the left-sidebar of the page, click **Preparation** and select **LBP Forms**. **Note:** The LBP Form No. 1 is the default page that will be displayed when you click the “LBP Forms” on the left-sidebar.



The LBP Form No. 1 summary page is presented.

BUDGET PREPARATION > LBP FORMS > **LBP FORM NO. 1** You're currently planning for Budget Year **2022**

LBP Form No. 1

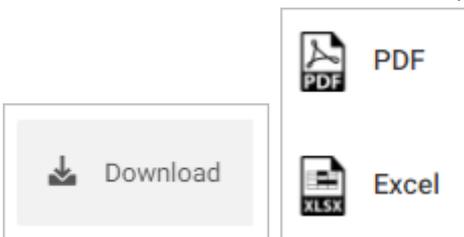
Budget of Expenditures and Sources of Financing

[Download](#) [ADD RECEIPT](#)

GENERAL FUND

PARTICULARS	ACCOUNT CODE	PAST YEAR (ACTUAL)	CURRENT YEAR APPROPRIATION		BUDGET YEAR (PROPOSED)	ACTION
			FIRST SEMESTER (ACTUAL)	SECOND SEMESTER (ESTIMATE)		
I. BEGINNING CASH BALANCE		0.00	0.00	0.00	0.00	

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 1.



Scroll down the summary page and you will see the approval trail. **Note:** The approval of the LCE will be enabled only after the submission of Local Treasurer, LBO, LPDC and Local Accountant.

 <p>PREPARED BY Local Treasurer User <i>Local Treasurer</i></p>	 <p>PREPARED BY Local Budget Office... <i>Local Budget Officer</i></p>	 <p>PREPARED BY LPD Coordinator Us... <i>Local Planning and Dev...</i></p>
 <p>PREPARED BY Local Accountant U... <i>Local Accountant</i></p>	 <p>APPROVED BY Local Chief Executi... <i>Local Chief Executive</i></p>	

* Approval process not yet done

Mouse over and click the **Approve LBP Form 1** icon to approve the LBP Form No. 1. Otherwise, click the **Return LBP Form 1** icon.

 <p>PREPARED BY Local Treasurer User <i>Local Treasurer</i></p>	 <p>Approve LBP Form 1 <i>Local Budget Officer</i></p> 	 <p>PREPARED BY LPD Coordinator Us... <i>Local Planning and Dev...</i></p>
 <p>PREPARED BY Local Accountant U... <i>Local Accountant</i></p>	 <p>APPROVED BY Local Chief Executi... <i>Local Chief Executive</i></p>	

 <p>PREPARED BY Local Treasurer User <i>Local Treasurer</i></p>	 <p>PREPARED BY Local Budget Office... <i>Local Budget Officer</i></p>  <p>Return LBP Form 1</p>	 <p>PREPARED BY LPD Coordinator Us... <i>Local Planning and Dev...</i></p>
 <p>PREPARED BY Local Accountant U... <i>Local Accountant</i></p>	 <p>APPROVED BY Local Chief Executi... <i>Local Chief Executive</i></p>	

LBP Form No. 2: Programmed Appropriation and Obligation by Object of Expenditure

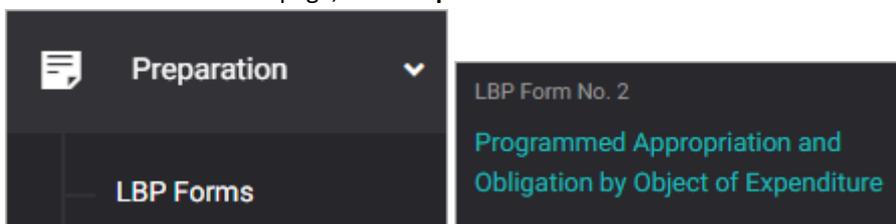
Prepare, Submit, and Approve the LBP Form No. 2

The LBP Form No. 2 is the data entry form for the expenditures. The data that will be inputted in this form will also be displayed in the LBP Form No. 1.

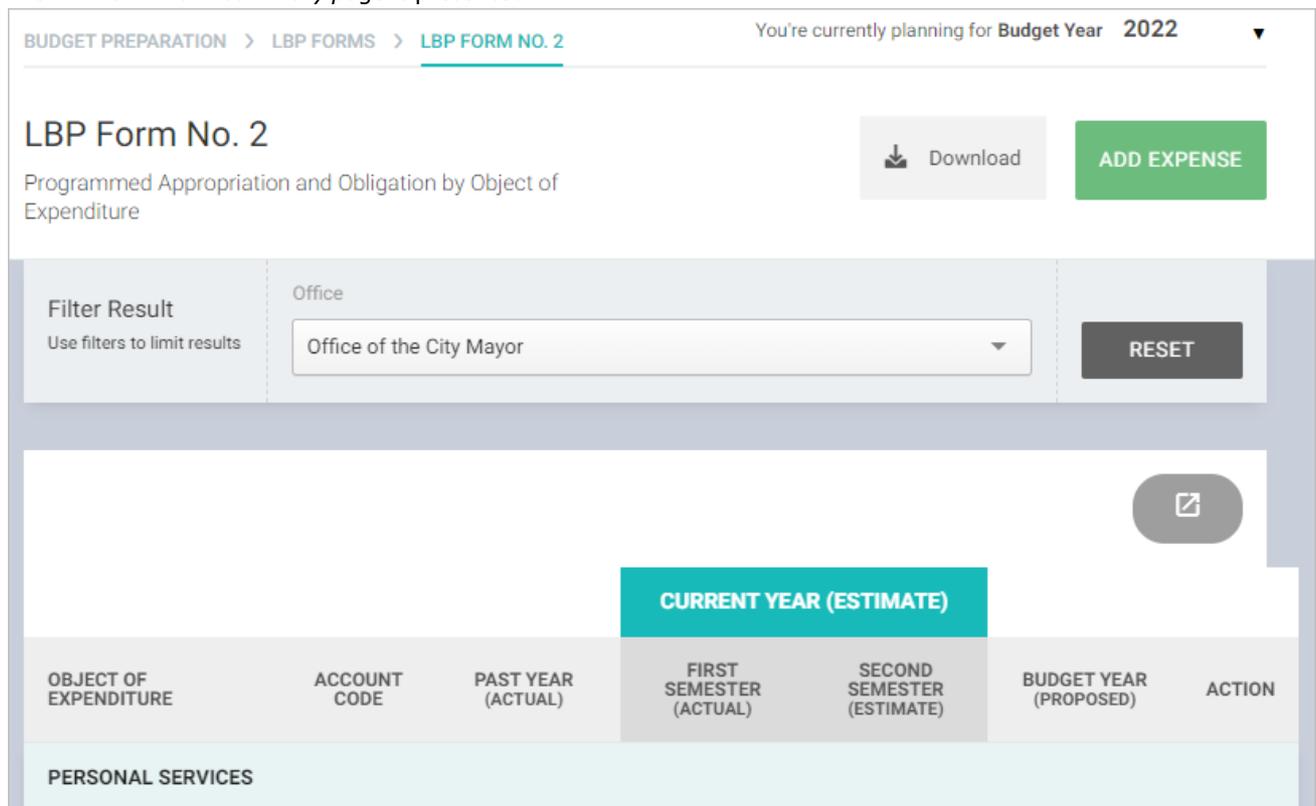
- Prepare LBP Form No. 2
- Submit LBP Form No. 2
- Return or Approve the LBP Form No. 2

Prepare LBP Form No. 2

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 2**.



The *LBP Form No. 2 summary page* is presented.



The screenshot shows the LBP Form No. 2 summary page. At the top, there is a breadcrumb trail: BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 2. To the right, it says "You're currently planning for Budget Year 2022". Below the breadcrumb, the title "LBP Form No. 2" is displayed, followed by the subtitle "Programmed Appropriation and Obligation by Object of Expenditure". There are two buttons: "Download" and "ADD EXPENSE". Below this is a filter section with the label "Filter Result" and the instruction "Use filters to limit results". There is a dropdown menu for "Office" with "Office of the City Mayor" selected, and a "RESET" button. Below the filter section is a table with the following columns: OBJECT OF EXPENDITURE, ACCOUNT CODE, PAST YEAR (ACTUAL), CURRENT YEAR (ESTIMATE) (highlighted in teal), FIRST SEMESTER (ACTUAL), SECOND SEMESTER (ESTIMATE), BUDGET YEAR (PROPOSED), and ACTION. The first row of the table contains the text "PERSONAL SERVICES".

Click **ADD EXPENSE**.

The LBP Form No. 2 data entry form is displayed.

LBP Form No. 2 ✕

Programs *
Select a program ▼

Expenditures *
Select an expenditure ▼

Amounts

Past Year (Actual) ? *	0.00	Budget Year (Proposed) ? *	0.00
------------------------	------	----------------------------	------

Current Year Appropriation

First Semester (Actual) ? *	0.00	Second Semester (Estimate) ? *	0.00
-----------------------------	------	--------------------------------	------

CANCEL **SAVE AND ADD ANOTHER** **SAVE AND CLOSE**

Select **Programs**. **Note:** The Programs that will be displayed in the dropdown list will be pulled from the approved AIP and will be filtered by the office of the logged in account.

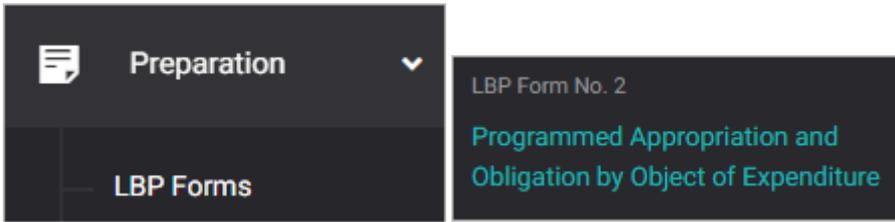
Select **Expenditures**. **Note:** The values displayed in this dropdown list has been populated based on the new chart of accounts provided by COA.

Select or Enter other details.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another expense, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit LBP Form No. 2

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 2**.



The *LBP Form No. 2 summary page* is presented.

BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 2 You're currently planning for Budget Year 2022 ▼

LBP Form No. 2

Programmed Appropriation and Obligation by Object of Expenditure

[Download](#) [ADD EXPENSE](#)

Filter Result
Use filters to limit results

Office: [RESET](#)

OBJECT OF EXPENDITURE	ACCOUNT CODE	PAST YEAR (ACTUAL)	CURRENT YEAR (ESTIMATE)		BUDGET YEAR (PROPOSED)	ACTION
			FIRST SEMESTER (ACTUAL)	SECOND SEMESTER (ESTIMATE)		
PERSONAL SERVICES						

Click the **Download** button and select specific format to download LBP Form No. 2 and LBP Form No. 2 Summary.

[Download](#)

- LBP Form No. 2 PDF
- LBP Form No. 2 Excel
- LBP Form No. 2 Summary PDF
- LBP Form No. 2 Summary Excel

Scroll down the summary page and you will see the approval trail.

The approval trail consists of three columns. The first column is labeled 'PREPARED BY' and shows a yellow circle with a minus sign, 'Department Head User', and 'Department Head'. The second column is labeled 'REVIEWED BY' and shows a grey circle with a minus sign, a horizontal line, and 'Local Budget Officer'. The third column is labeled 'APPROVED BY' and shows a grey circle with a minus sign, a horizontal line, and 'Local Chief Executive'. Below the columns is a grey bar with the text '* Click the icon to Submit LBP Form 2 for review'.

Mouse over and click the check icon to submit the LBP Form No. 2 for review.

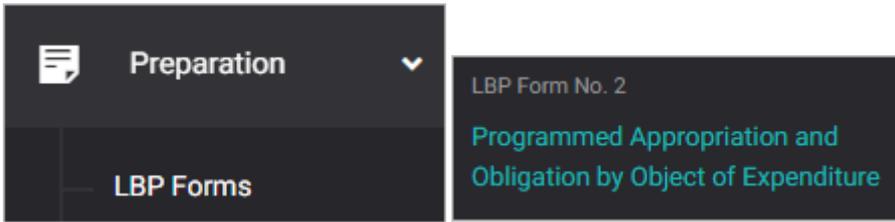
This screenshot is identical to the previous one, but a black tooltip with white text 'Submit LBP Form 2 for review' is overlaid on the yellow minus icon in the 'PREPARED BY' column. The tooltip also has a white checkmark icon. Below the columns is a grey bar with the text '* Click the icon to Submit LBP Form 2 for review'.

Confirmation message displays. Click **OK** button.

The dialog box has a title 'Submit LBP Form 2 for review'. Below the title is the text 'This action will submit the form and proceed to the specified stage of process. Are you sure?'. At the bottom right, there are two buttons: a green 'OK' button and a grey 'Cancel' button.

[Return or Verify the LBP Form No. 2](#)

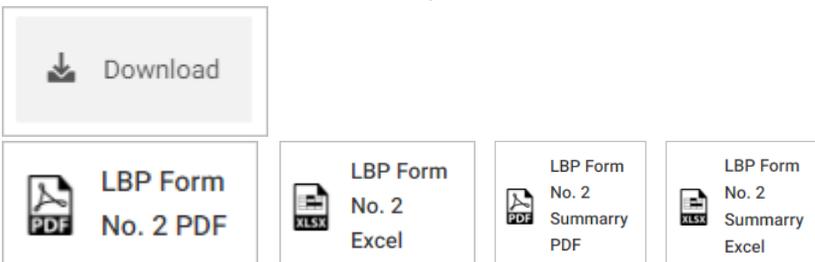
On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 2**.



The *LBP Form No. 2 summary page* is presented.

The screenshot shows the 'LBP Form No. 2' summary page. At the top, there is a breadcrumb trail: 'BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 2'. To the right, it says 'You're currently planning for Budget Year 2022'. Below the breadcrumb, the title 'LBP Form No. 2' is displayed, followed by the subtitle 'Programmed Appropriation and Obligation by Object of Expenditure'. There are 'Download' and 'ADD EXPENSE' buttons. A filter section is present with 'Filter Result' and 'Use filters to limit results'. The 'Office' filter is set to 'Office of the City Mayor' with a 'RESET' button. Below the filter is a table with columns: 'OBJECT OF EXPENDITURE', 'ACCOUNT CODE', 'PAST YEAR (ACTUAL)', 'CURRENT YEAR (ESTIMATE)', 'FIRST SEMESTER (ACTUAL)', 'SECOND SEMESTER (ESTIMATE)', 'BUDGET YEAR (PROPOSED)', and 'ACTION'. The first row of data is 'PERSONAL SERVICES'. There is a share icon in the top right corner.

Click the **Download** button and select specific format to download LBP Form No. 2 and LBP Form No. 2 Summary.



Scroll down the summary page and you will see the approval trail.

 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY _____ <i>Local Chief Executive</i></p>
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* Approval process not yet done

Mouse over and click the **Verify LBP Form 2** icon to approve the LBP Form No. 2. Otherwise, click the **Return LBP Form 2** icon.

Total Capital Outlay		0.00	0.00	0.00	98,669,836.28
TOTAL APPROPRIATIONS		134,813,139.71	50,188,673.75	64,794,117.93	251,098,355.04

 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY _____ <i>Local Chief Executive</i></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------

* Approval process not yet done

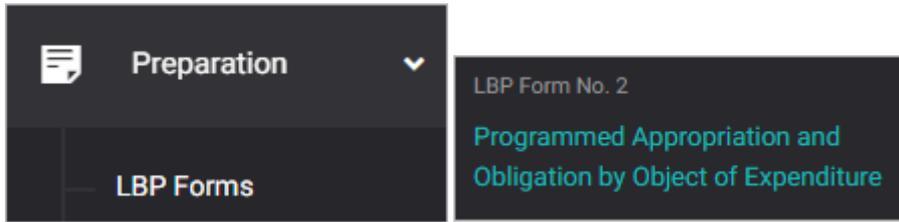
Total Capital Outlay		0.00	0.00	0.00	98,669,836.28
TOTAL APPROPRIATIONS		134,813,139.71	50,188,673.75	64,794,117.93	251,098,355.04

 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY _____ <i>Local Chief Executive</i></p>
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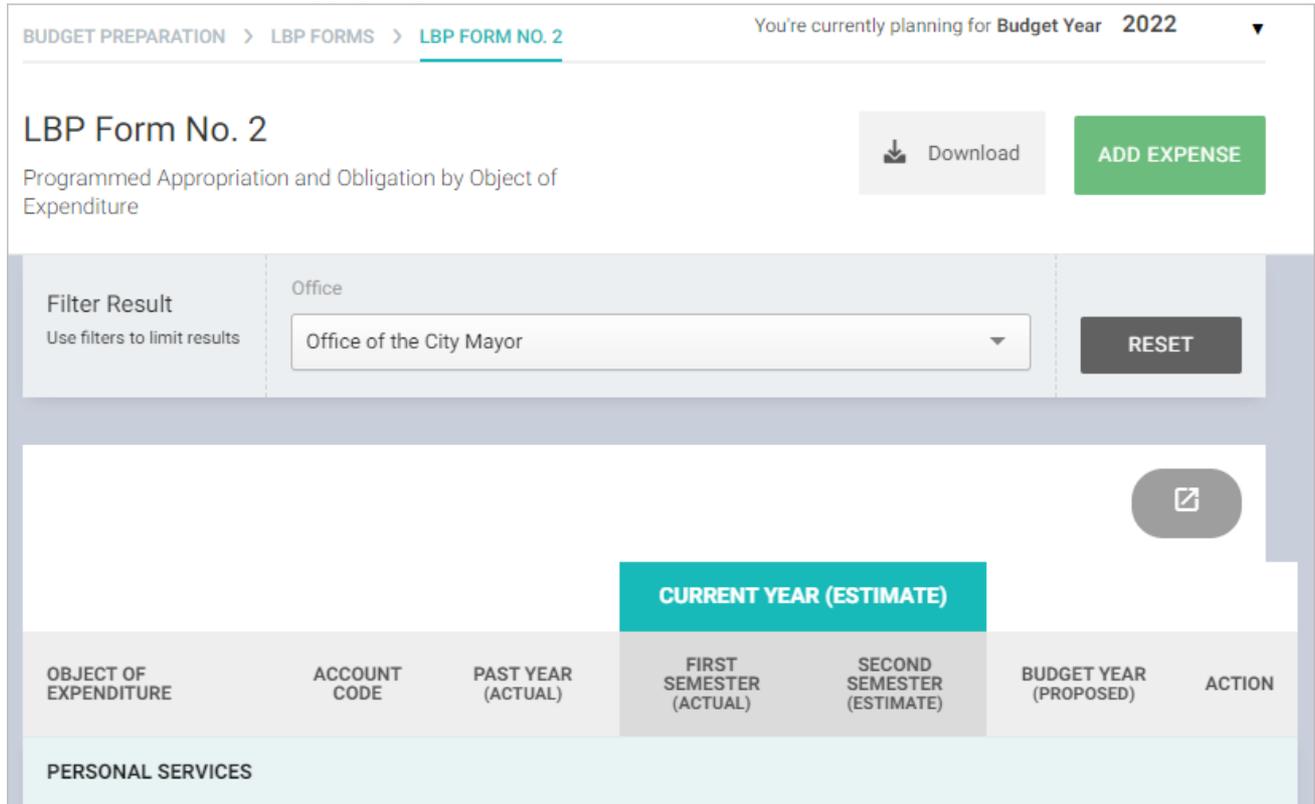
* Approval process not yet done

[Return or Approve the LBP Form No. 2](#)

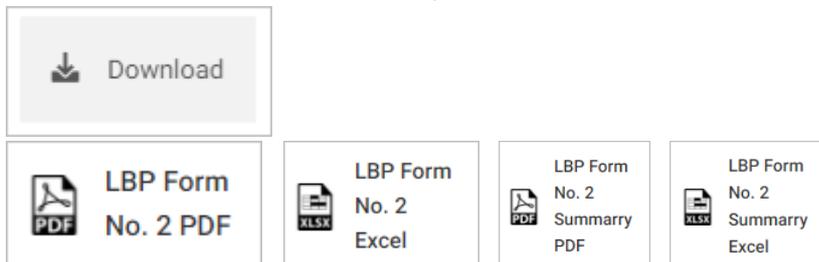
On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 2**.



The *LBP Form No. 2 summary page* is presented.

The screenshot shows the 'LBP Form No. 2' summary page. At the top, there are navigation breadcrumbs: 'BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 2'. To the right, it says 'You're currently planning for Budget Year 2022'. Below the title, there is a 'Download' button and a green 'ADD EXPENSE' button. A filter section is visible with 'Filter Result' and 'Use filters to limit results'. The 'Office' dropdown is set to 'Office of the City Mayor', with a 'RESET' button. A table header is shown with columns: 'OBJECT OF EXPENDITURE', 'ACCOUNT CODE', 'PAST YEAR (ACTUAL)', 'CURRENT YEAR (ESTIMATE)', 'FIRST SEMESTER (ACTUAL)', 'SECOND SEMESTER (ESTIMATE)', 'BUDGET YEAR (PROPOSED)', and 'ACTION'. The first row of data is 'PERSONAL SERVICES'. There is a share icon in the top right corner of the table area.

Click the **Download** button and select specific format to download LBP Form No. 2 and LBP Form No. 2 Summary.



Scroll down the summary page and you will see the approval trail.

 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY Local Chief Executive User <i>Local Chief Executive</i></p>
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* Approval process not yet done

Mouse over and click the **Approve LBP Form 2** icon to approve the LBP Form No. 2. Otherwise, click the **Return LBP Form 2** icon.

Total Capital Outlay	0.00	0.00	0.00	98,669,836.28
TOTAL APPROPRIATIONS	134,813,139.71	50,188,673.75	64,794,117.93	251,098,355.04

 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY Local Chief Executive User <i>Local Chief Executive</i></p>
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* Approval process not yet done

Total Capital Outlay	0.00	0.00	0.00	98,669,836.28
TOTAL APPROPRIATIONS	134,813,139.71	50,188,673.75	64,794,117.93	251,098,355.04

 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY Local Chief Executive User <i>Local Chief Executive</i></p>
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* Approval process not yet done

LBP Form No. 2a: Programmed Appropriation and Obligation for Special Purpose Appropriation

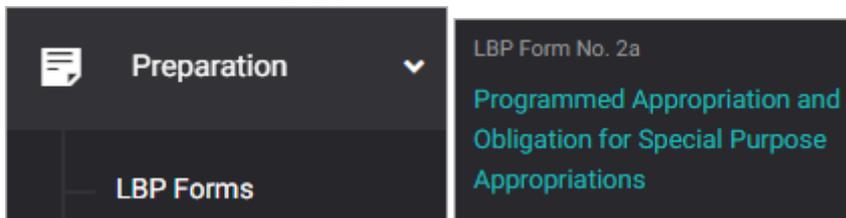
Prepare, Submit, and Approve the LBP Form No. 2a

The LBP Form No. 2a is the data entry form for the special purpose appropriation. The data that will be inputted in this form will also be displayed in the LBP Form No. 1.

- Prepare LBP Form No. 2a
- Submit LBP Form No. 2a
- Return or Approve the LBP Form No. 2a

Prepare LBP Form No. 2a

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 2a**.



The *LBP Form No. 2a summary page* is presented.

LBP Form No. 2a

Programmed Appropriation and Obligation for Special Purpose Appropriations

Download
ADD SPA

Filter Result

Use filters to limit results

Office

Office of the City Mayor

RESET

+

AIP REFERENCE CODE	SECTOR	PROGRAM/PROJECT/ACTIVITY	PAST YEAR (ACTUAL)	CURRENT YEAR		BUDGET YEAR (PROPOSED)	ACTION
				ACTUAL	ESTIMATE		
1000-101-3-01-001-01-0002	General Public Services Sector	EXECUTIVE GOVERNANCE PROGRAM/Aid to Recovery	6,400,000.00	0.00	7,000,00	7,000,00	✎ 🗑️

Click **ADD SPA**.

The *LBP Form No. 2a* data entry form is displayed.

LBP Form No. 2a x	
Fund Source * Select fund source	Special purpose appropriation * Select special purpose appropriation
Program/project/activity * Select program/activity/project	
Object of Expenditure * Select object of expenditure	
Amounts	
Past Year (Actual) ⓘ * 0.00	Budget Year (Proposed) ⓘ * 0.00
Current Year	
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE	

Select **Fund Source**.

Select **Special Purpose Appropriation**. **Note:** The values displayed in this dropdown list will be filtered based on the selected fund source.

Select **Program/Project/Activity**. **Note:** The PPA that will be displayed in the dropdown list will be pulled from the approved AIP and will be filtered by the selected fund source and office of the logged in account.

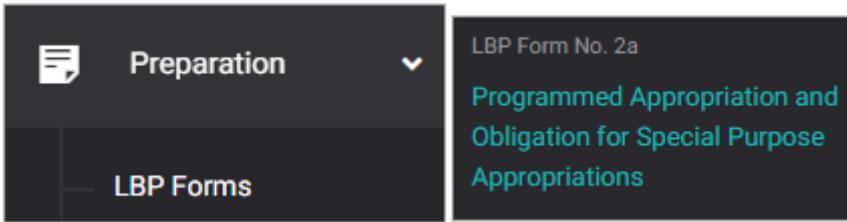
Select **Object of Expenditure**.

Enter other details.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another special purpose appropriation, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

[Submit LBP Form No. 2a](#)

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 2a**.



The *LBP Form No. 2a* summary page is presented.

LBP Form No. 2a Download ADD SPA

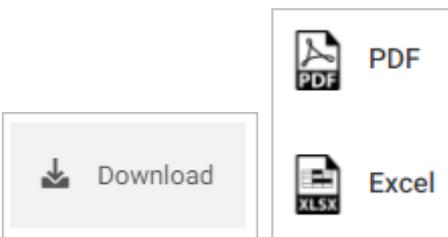
Programmed Appropriation and Obligation for Special Purpose Appropriations

Filter Result
Use filters to limit results

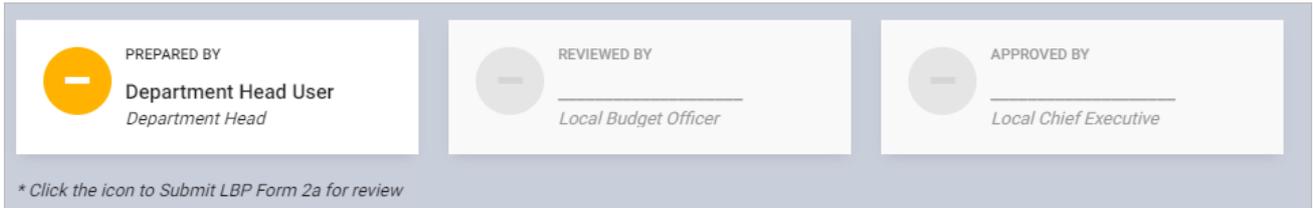
Office: Office of the City Mayor RESET

AIP REFERENCE CODE	SECTOR	PROGRAM/PROJECT/ACTIVITY	PAST YEAR (ACTUAL)	CURRENT YEAR		BUDGET YEAR (PROPOSED)	ACTION
				ACTUAL	ESTIMATE		
1000-101-3-01-001-01-0002	General Public Services Sector	EXECUTIVE GOVERNANCE PROGRAM/Aid to Revenue	6,400,000.00	0.00	7,000,00	7,000,00	

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 2a.



Scroll down the summary page and you will see the approval trail.

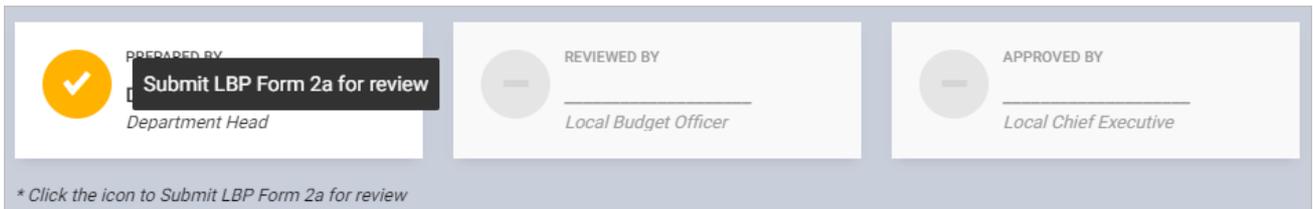


The image shows a summary of the approval trail with three columns:

- PREPARED BY:** Department Head User, Department Head. A yellow circle with a minus sign is next to the name.
- REVIEWED BY:** Local Budget Officer. A grey circle with a minus sign is next to the name.
- APPROVED BY:** Local Chief Executive. A grey circle with a minus sign is next to the name.

* Click the icon to Submit LBP Form 2a for review

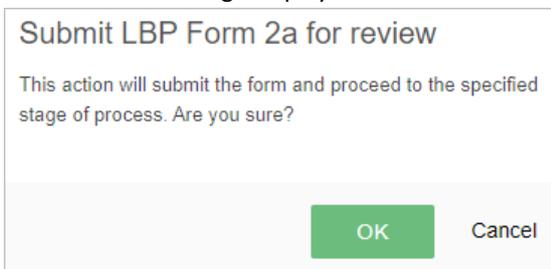
Mouse over and click the check icon to submit the LBP Form No. 2a for review.



The image shows the same approval trail summary as above, but with a tooltip over the 'PREPARED BY' field. The tooltip is a black box with white text that says 'Submit LBP Form 2a for review'. The yellow circle icon next to the name now contains a white checkmark.

* Click the icon to Submit LBP Form 2a for review

Confirmation message displays. Click **OK** button.



The image shows a confirmation dialog box with the following content:

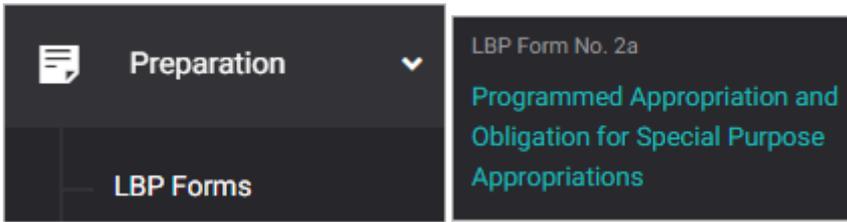
Submit LBP Form 2a for review

This action will submit the form and proceed to the specified stage of process. Are you sure?

At the bottom, there are two buttons: a green 'OK' button and a 'Cancel' button.

[Return or Verify the LBP Form No. 2a](#)

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 2a**.



The *LBP Form No. 2a* summary page is presented.

LBP Form No. 2a

Programmed Appropriation and Obligation for Special Purpose Appropriations

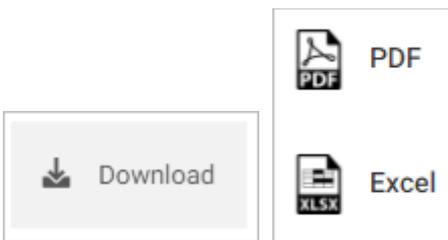
[Download](#) [ADD SPA](#)

Filter Result
Use filters to limit results

Office: [RESET](#)

AIP REFERENCE CODE	SECTOR	PROGRAM/PROJECT/ACTIVITY	PAST YEAR (ACTUAL)	CURRENT YEAR		BUDGET YEAR (PROPOSED)	ACTION
				ACTUAL	ESTIMATE		
1000-101-3-01-001-01-0002	General Public Services Sector	EXECUTIVE GOVERNANCE PROGRAM/Aid to Research	6,400,000.00	0.00	7,000,00	7,000,00	

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 2a.



Scroll down the summary page and you will see the approval trail.

 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY _____ <i>Local Chief Executive</i></p>
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* Approval process not yet done

Mouse over and click the **Verify LBP Form 2a** icon to approve the LBP Form No. 2a. Otherwise, click the **Return LBP Form 2a** icon.

 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY _____ <i>Local Chief Executive</i></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------

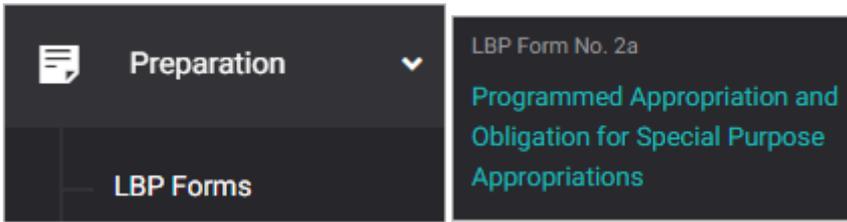
* Approval process not yet done

 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY _____ <i>Local Chief Executive</i></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------

* Approval process not yet done

[Return or Approve the LBP Form No. 2a](#)

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 2a**.



The *LBP Form No. 2a* summary page is presented.

LBP Form No. 2a

Programmed Appropriation and Obligation for Special Purpose Appropriations

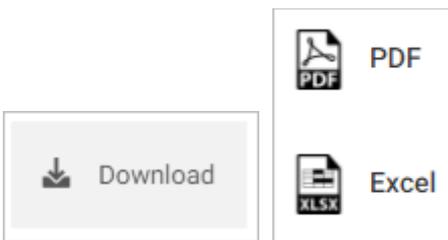
[Download](#) [ADD SPA](#)

Filter Result
Use filters to limit results

Office: [RESET](#)

AIP REFERENCE CODE	SECTOR	PROGRAM/PROJECT/ACTIVITY	PAST YEAR (ACTUAL)	CURRENT YEAR		BUDGET YEAR (PROPOSED)	ACTION
				ACTUAL	ESTIMATE		
1000-101-3-01-001-01-0002	General Public Services Sector	EXECUTIVE GOVERNANCE PROGRAM/Aid to Respon...	6,400,000.00	0.00	7,000,00	7,000,00	

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 2a.



Scroll down the summary page and you will see the approval trail.

 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY Local Chief Executive User <i>Local Chief Executive</i></p>
<p><i>* Approval process not yet done</i></p>		

Mouse over and click the **Approve LBP Form 2a** icon to approve the LBP Form No. 2a. Otherwise, click the **Return LBP Form 2a** icon.

3000-000-3-01-001-02-0008	Social Services Sector	EXECUTIVE GOVERNANCE PROGRAM/Scholarship Program	2,500,000.00	1,250,000.00						
<p><i>* Approval process not yet done</i></p>										
<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">  <p>PREPARED BY Department Head User <i>Department Head</i></p> </td> <td style="text-align: center;">  <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p> </td> <td style="text-align: center;">  <p>APPROVED BY Local Chief Executive User <i>Local Chief Executive</i></p> </td> </tr> </table>								 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY Local Chief Executive User <i>Local Chief Executive</i></p>
 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY Local Chief Executive User <i>Local Chief Executive</i></p>								
<p><i>* Approval process not yet done</i></p>										
3000-000-3-01-001-02-0008	Social Services Sector	EXECUTIVE GOVERNANCE PROGRAM/Scholarship Program	2,500,000.00	1,250,000.00						
<p><i>* Approval process not yet done</i></p>										
<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">  <p>PREPARED BY Department Head User <i>Department Head</i></p> </td> <td style="text-align: center;">  <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p> </td> <td style="text-align: center;">  <p>APPROVED BY Local Chief Executive User <i>Local Chief Executive</i></p> </td> </tr> </table>								 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY Local Chief Executive User <i>Local Chief Executive</i></p>
 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED BY Local Chief Executive User <i>Local Chief Executive</i></p>								
<p><i>* Approval process not yet done</i></p>										

LBP Form No. 3a: Personnel Schedule

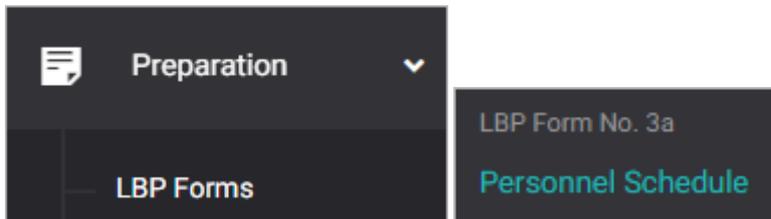
Prepare, Submit, and Approve the LBP Form No. 3a

The LBP Form No. 3a is the data entry form for the personnel schedule. All the data inputted per office will be consolidated in the Plantilla of Personnel.

- Prepare LBP Form No. 3a
- Submit LBP Form No. 3a
- Return or Approve the LBP Form No. 3a

Prepare LBP Form No. 3a

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 3a**.



The *LBP Form No. 3 summary page* is presented.

BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 3A You're currently planning for Budget Year 2022 ▼

LBP Form No. 3a

Personnel Schedule [Download](#) [ADD PERSONNEL](#)

ITEM NUMBER		POSITION TITLE		CURRENT YEAR AUTHORIZED RATE/ANNUM		BUDGET YEAR PROPOSED RATE/ANNUM		INCREASE / DECREASE	ACTION
OLD	NEW			SG/STEP	AMOUNT	SG/STEP	AMOUNT		
2021111801	20211118001	Secretary	James Jones	25/1	1,186,632.00	25/2	1,206,000.00	19,368.00	

Click **ADD PERSONNEL**.

The LBP Form No. 3a data entry form is displayed.

LBP Form No. 3a x		
Incumbent		
Old Item Number [?] Enter old item number	New Item Number [?] Enter new item number	
Position [?] Enter position	Name [?] Enter name	
Rate Type * Select rate type		
Current Year Authorized Rate/Annum		
Salary Grade Select salary grade	Salary Step Select salary step	Amount 0.00
Budget Year Authorized Rate/Annum		
Salary Grade Select salary grade	Salary Step Select salary step	Amount 0.00
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE		

Enter **Old Item Number** and **New Item Number**. **Note:** If the old item number is not available, you must also input the new item number in the old item number field.

Enter **Position** and **Name**.

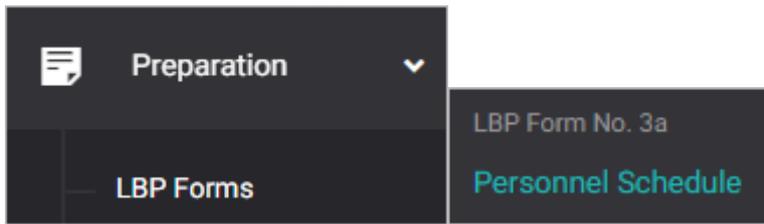
Select **Rate Type**.

Select **Salary Grade** and **Steps**. **Note:** The amounts will be automatically populated based on the selected salary grade and steps. The salary grade and steps can be set-up by your administrator in the Maintenance > Salary Schedule.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another personnel, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

[Submit LBP Form No. 3a for review](#)

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 3a**.



The *LBP Form No. 3a* summary page is presented.

BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 3A You're currently planning for Budget Year 2022 ▼

LBP Form No. 3a

Personnel Schedule [Download](#) [ADD PERSONNEL](#)

ITEM NUMBER		POSITION TITLE	NAME OF INCUMBENT	CURRENT YEAR AUTHORIZED RATE/ANNUM		BUDGET YEAR PROPOSED RATE/ANNUM		INCREASE / DECREASE	ACTION
OLD	NEW			SG/STEP	AMOUNT	SG/STEP	AMOUNT		
2021111801	20211118001	Secretary	James Jones	25/1	1,186,632.00	25/2	1,206,000.00	19,368.00	

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 3a.



Scroll down the summary page and you will see the approval trail.

The approval trail consists of three stages in a row:

- PREPARED:** Department Head User, Department Head. A yellow circle with a minus sign is next to the name.
- REVIEWED:** Human Resource Management ... A grey circle with a minus sign is next to the name.
- APPROVED:** Local Chief Executive. A grey circle with a minus sign is next to the name.

* Click the icon to Submit LBP Form 3a for review

Mouse over and click the check icon to submit the LBP Form No. 3 for review.

The approval trail is the same as above, but a tooltip is visible over the PREPARED stage:

- PREPARED:** A yellow circle with a checkmark is next to the name. A tooltip box contains the text "Submit LBP Form 3a for review".
- REVIEWED:** Human Resource Management ...
- APPROVED:** Local Chief Executive.

* Click the icon to Submit LBP Form 3a for review

Confirmation message displays. Click **OK** button.

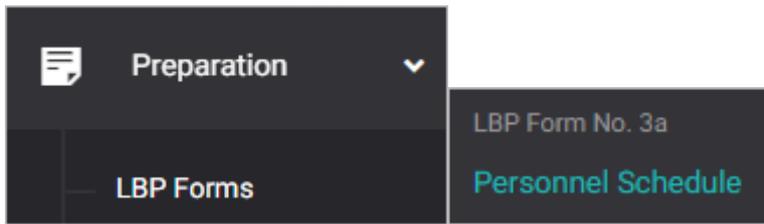
Submit LBP Form 3a for review

This action will submit the form and proceed to the specified stage of process. Are you sure?

OK Cancel

[Submit LBP Form No. 3a for approval](#)

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 3a**.



The *LBP Form No. 3a* summary page is presented.

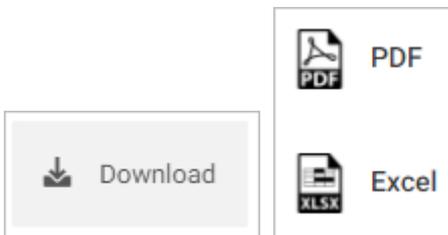
BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 3A You're currently planning for Budget Year 2022

LBP Form No. 3a Download ADD PERSONNEL

Personnel Schedule

ITEM NUMBER		POSITION TITLE		CURRENT YEAR AUTHORIZED RATE/ANNUM		BUDGET YEAR PROPOSED RATE/ANNUM		INCREASE / DECREASE	ACTION
OLD	NEW		NAME OF INCUMBENT	SG/STEP	AMOUNT	SG/STEP	AMOUNT		
2021111801	20211118001	Secretary	James Jones	25/1	1,186,632.00	25/2	1,206,000.00	19,368.00	

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 3a.



Scroll down the summary page and you will see the approval trail.

PREPARED
Department Head User
Department Head

REVIEWED
Human Resource User
Human Resource Management ...

APPROVED
Local Chief Executive

* Approval process not yet done

Mouse over and click the check icon to submit the LBP Form No. 3a for approval.

OLD	NEW	POSITION TITLE	NAME OF INCUMBENT	SG/STEP	AMOUNT	SG/STEP	AMOUNT	INCREASE/ DECREASE	ACTION

Submit LBP Form 3a for approval.
No matching records found.

PREPARED
Department Head User
Department Head

REVIEWED
Human Resource User
Human Resource Management ...

APPROVED
Local Chief Executive

Confirmation message displays. Click **OK** button.

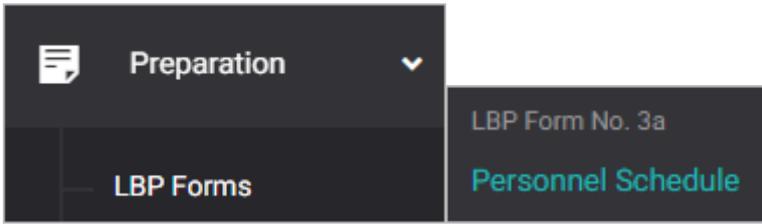
Submit LBP Form 3a for approval.

This action will submit the form and proceed to the specified stage of process. Are you sure?

OK Cancel

[Return or Approve the LBP Form No. 3a](#)

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 3a**.



The *LBP Form No. 3a* summary page is presented.

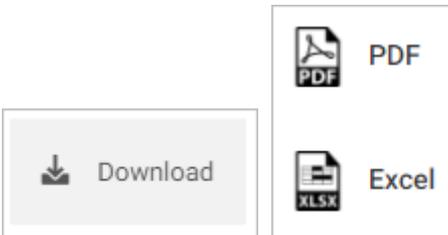
BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 3A You're currently planning for Budget Year 2022 ▼

LBP Form No. 3a

Personnel Schedule [Download](#) [ADD PERSONNEL](#)

ITEM NUMBER		POSITION TITLE	NAME OF INCUMBENT	CURRENT YEAR AUTHORIZED RATE/ANNUM		BUDGET YEAR PROPOSED RATE/ANNUM		INCREASE / DECREASE	ACTION
OLD	NEW			SG/STEP	AMOUNT	SG/STEP	AMOUNT		
2021111801	20211118001	Secretary	James Jones	25/1	1,186,632.00	25/2	1,206,000.00	19,368.00	

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 3a.



Scroll down the summary page and you will see the approval trail.

 <p>PREPARED Department Head User <i>Department Head</i></p>	 <p>REVIEWED Human Resource User <i>Human Resource Management ...</i></p>	 <p>APPROVED Local Chief Executive User <i>Local Chief Executive</i></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------

* Approval process not yet done

Mouse over and click the **Approve LBP Form 3a** icon to approve the LBP Form No. 3. Otherwise, click the **Return LBP Form 3a** icon.

OLD	NEW	POSITION TITLE	NAME OF INCUMBENT	SG/STEP	AMOUNT	SG/STEP	AMOUNT	INCREASE / DECREASE	ACTION
No matching records found.									
 									

 <p>PREPARED Department Head User <i>Department Head</i></p>	 <p>REVIEWED Human Resource User <i>Human Resource Management ...</i></p>	 <p>APPROVED Local Chief Executive User <i>Local Chief Executive</i></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------

OLD	NEW	POSITION TITLE	NAME OF INCUMBENT	SG/STEP	AMOUNT	SG/STEP	AMOUNT	INCREASE / DECREASE	ACTION
No matching records found.									
 									

 <p>PREPARED Department Head User <i>Department Head</i></p>	 <p>REVIEWED Human Resource User <i>Human Resource Management ...</i></p>	 <p>APPROVED Local Chief Executive User <i>Local Chief Executive</i></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------

LBP Form No. 3: Plantilla of LGU Personnel

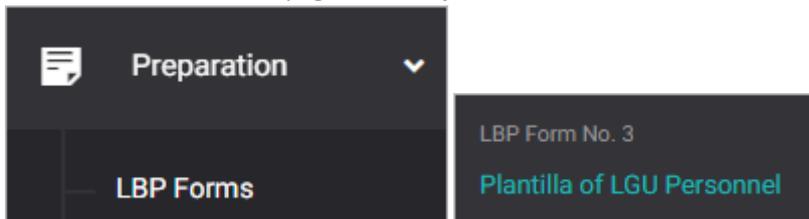
Submit, and Approve the LBP Form No. 3

The LBP Form No. 3 is the consolidated data entry form for the personnel schedule.

- Submit LBP Form No. 3
- Return or Approve the LBP Form No. 3

[Submit LBP Form No. 3 for review](#)

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 3**.



The *LBP Form No. 3 summary page* is presented.

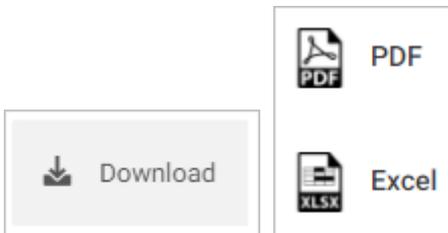
BUDGET PREPARATION > LBP FORMS > **LBP FORM NO. 3** You're currently planning for Budget Year **2022**

LBP Form No. 3

Plantilla of LGU Personnel Download

ITEM NUMBER		POSITION TITLE	NAME OF INCUMBENT	CURRENT YEAR AUTHORIZED RATE/ANNUM		BUDGET YEAR PROPOSED RATE/ANNUM		INCREASE / DECREASE	ACTION
OLD	NEW			SG/STEP	AMOUNT	SG/STEP	AMOUNT		
20210604001	20210604002	Secretary	Shiela Santos	1/1	2,640.00	2/1	3,840.00	1,200.00	

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 3.



Scroll down the summary page and you will see the approval trail.

The approval trail consists of three stages in a row:

- PREPARED:** Human Resource User (Human Resource Management ...)
- REVIEWED BY:** Local Budget Officer
- APPROVED:** Local Chief Executive

* Click the icon to Submit LBP Form 3 for review

Mouse over and click the check icon to submit the LBP Form No. 3 for review.

The approval trail is the same as above, but a tooltip is visible over the PREPARED icon:

- PREPARED:** Human Resource User (Human Resource Management ...). A tooltip with a checkmark icon and the text "Submit LBP Form 3 for review" is overlaid on this icon.
- REVIEWED BY:** Local Budget Officer
- APPROVED:** Local Chief Executive

* Click the icon to Submit LBP Form 3 for review

Confirmation message displays. Click **OK** button.

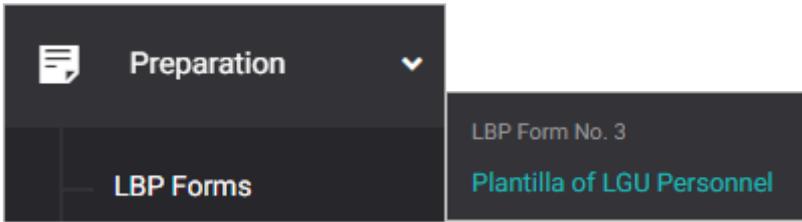
Submit LBP Form 3 for review

This action will submit the form and proceed to the specified stage of process. Are you sure?

OK Cancel

[Submit LBP Form No. 3 for approval](#)

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 3**.



The *LBP Form No. 3 summary page* is presented.

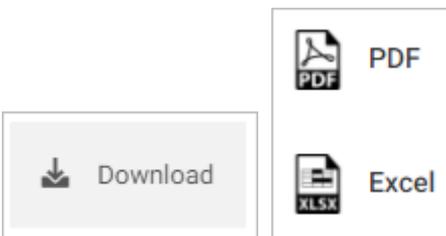
BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 3 You're currently planning for Budget Year **2022**

LBP Form No. 3

Plantilla of LGU Personnel Download

ITEM NUMBER		POSITION TITLE	NAME OF INCUMBENT	CURRENT YEAR AUTHORIZED RATE/ANNUM		BUDGET YEAR PROPOSED RATE/ANNUM		INCREASE / DECREASE	ACTION
OLD	NEW			SG/STEP	AMOUNT	SG/STEP	AMOUNT		
20210604001	20210604002	Secretary	Shiela Santos	1/1	2,640.00	2/1	3,840.00	1,200.00	

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 3.



Scroll down the summary page and you will see the approval trail.

The approval trail summary consists of three stages:

- PREPARED:** Human Resource User (Human Resource Management ...)
- REVIEWED BY:** Local Budget Officer User (Local Budget Officer)
- APPROVED:** Local Chief Executive

* Approval process not yet done

Mouse over and click the check icon to submit the LBP Form No. 3a for approval.

OLD	NEW	POSITION TITLE	NAME OF INCUMBENT	SG/STEP	AMOUNT	SG/STEP	AMOUNT	INCREASE / DECREASE	ACTION
20210604001	20210604002	Secretary	Shiela Santos	1/1	2,640.00	2/1	3,840.00	1,200.00	Submit LBP Form 3 for approval.

The approval trail summary consists of three stages:

- PREPARED:** Human Resource User (Human Resource Management ...)
- REVIEWED BY:** Local Budget Officer User (Local Budget Officer)
- APPROVED:** Local Chief Executive

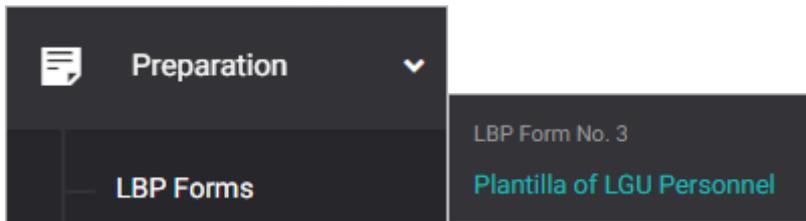
Confirmation message displays. Click **OK** button.

Submit LBP Form 3 for approval.

This action will submit the form and proceed to the specified stage of process. Are you sure?

[Return or Approve the LBP Form No. 3](#)

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 3**.



The *LBP Form No. 3 summary page* is presented.

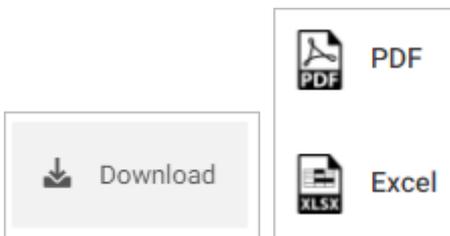
BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 3 You're currently planning for Budget Year **2022**

LBP Form No. 3

Plantilla of LGU Personnel Download

ITEM NUMBER		POSITION TITLE	NAME OF INCUMBENT	CURRENT YEAR AUTHORIZED RATE/ANNUM		BUDGET YEAR PROPOSED RATE/ANNUM		INCREASE / DECREASE	ACTION
OLD	NEW			SG/STEP	AMOUNT	SG/STEP	AMOUNT		
20210604001	20210604002	Secretary	Shiela Santos	1/1	2,640.00	2/1	3,840.00	1,200.00	

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 3.



Scroll down the summary page and you will see the approval trail.

 <p>PREPARED Human Resource User <i>Human Resource Management ...</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED Local Chief Executive User <i>Local Chief Executive</i></p>
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* Approval process not yet done

Mouse over and click the **Approve LBP Form 3** icon to approve the LBP Form No. 3. Otherwise, click the **Return LBP Form 3** icon.

OLD	NEW	POSITION TITLE	NAME OF INCUMBENT	SG/STEP	AMOUNT	SG/STEP	AMOUNT	INCREASE / DECREASE	ACTION
20210604001	20210604002	Secretary	Shiela Santos	1/1	2,640.00	2/1	3,840.00	1,200.00	 

 <p>PREPARED Human Resource User <i>Human Resource Management ...</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED Local Chief Executive User <i>Local Chief Executive</i></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

* Approval process not yet done

OLD	NEW	POSITION TITLE	NAME OF INCUMBENT	SG/STEP	AMOUNT	SG/STEP	AMOUNT	INCREASE / DECREASE	ACTION
20210604001	20210604002	Secretary	Shiela Santos	1/1	2,640.00	2/1	3,840.00	1,200.00	 

 <p>PREPARED Human Resource User <i>Human Resource Management ...</i></p>	 <p>REVIEWED BY Local Budget Officer User <i>Local Budget Officer</i></p>	 <p>APPROVED Local Chief Executive User <i>Local Chief Executive</i></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

* Approval process not yet done

LBP Form No. 4: Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets

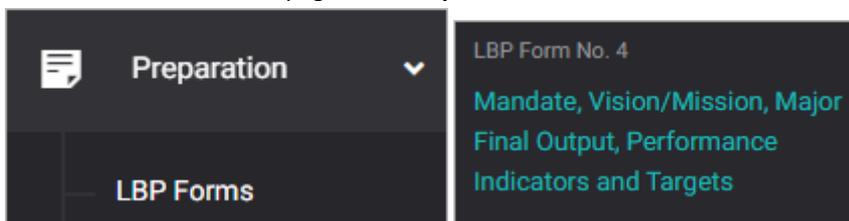
Prepare, Submit, and Approve the LBP Form No. 4

The LBP Form No. 4 is the data entry form for the mandate, vision/mission of specific offices. This also allows setting of performance indicators and targets.

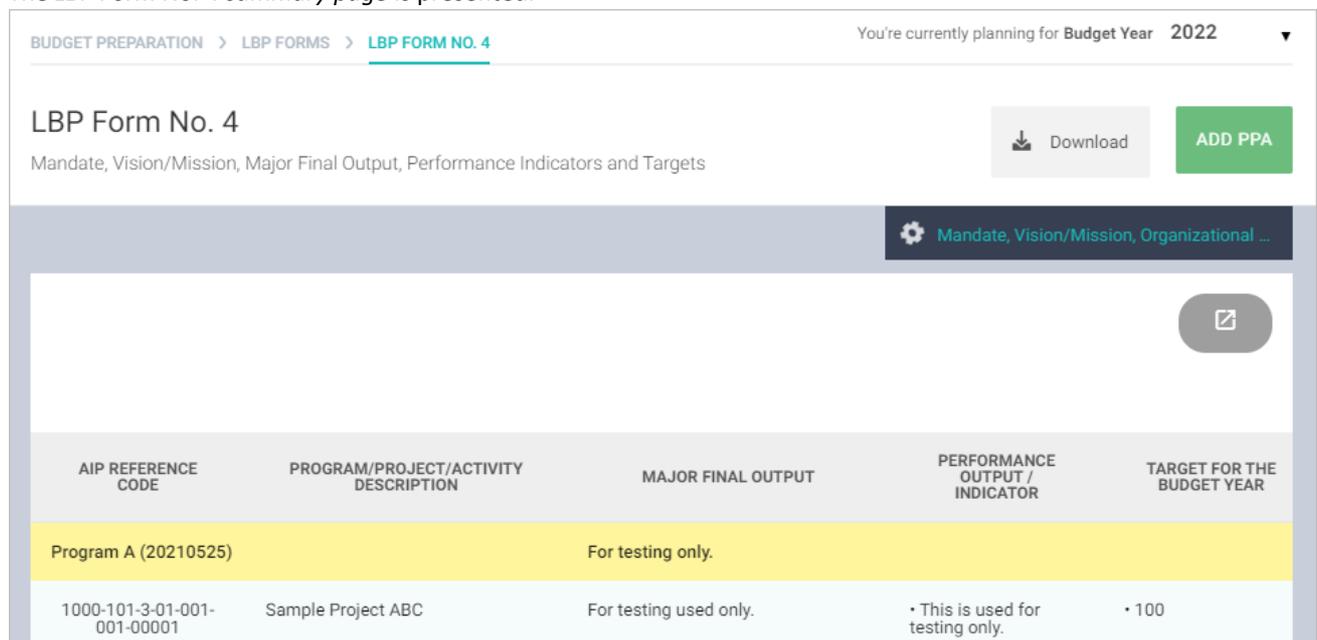
- Prepare LBP Form No. 4
- Submit LBP Form No. 4
- Return or Approve the LBP Form No. 4

Prepare LBP Form No. 4

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 4**.



The *LBP Form No. 4 summary page* is presented.

A screenshot of the 'LBP Form No. 4' summary page. At the top, there is a breadcrumb trail: 'BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 4'. To the right, it says 'You're currently planning for Budget Year 2022'. Below the breadcrumb is the title 'LBP Form No. 4' and a subtitle 'Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets'. There are 'Download' and 'ADD PPA' buttons. A settings gear icon is next to 'Mandate, Vision/Mission, Organizational ...'. A table with 5 columns is shown below. The first row is highlighted in yellow. The second row is highlighted in light blue.

AIP REFERENCE CODE	PROGRAM/PROJECT/ACTIVITY DESCRIPTION	MAJOR FINAL OUTPUT	PERFORMANCE OUTPUT / INDICATOR	TARGET FOR THE BUDGET YEAR
Program A (20210525)		For testing only.		
1000-101-3-01-001-001-00001	Sample Project ABC	For testing used only.	• This is used for testing only.	• 100

Click **Mandate, Vision/Mission, Organizational Outcome.**



Click **UPDATE.**

Mandate

- Exercise general supervision and control over all programs, projects, services and activities of the LGU
- Enforce all laws and or...

[Show More](#)

Vision

City of San Fernando Pampanga, Home of the Giant Lanterns, will be the Model City of Countryside Development by 2025

Mission

To develop a livable, ecologically-balanced and economically-viable Model City

UPDATE

Click **Mandate, Vision, Mission, Organizational Outcome.** **Note:** Use scroll bar to enter organizational outcome.

Mandate, Mission/Vision, Organizational Outcome ×

Mandate *

- Exercise general supervision and control over all programs, projects, services and activities of the LGU
- Enforce all laws and ordinances relative to the governance of the LGU and the exercise of the appropriate corporate powers
- Ensure the delivery of basic services and the provision of adequate facilities

Vision *

City of San Fernando Pampanga, Home of the Giant Lanterns, will be the Model City of Countryside Development by 2025

Mission *

To develop a livable, ecologically-balanced and economically-viable Model City through effective and socially inclusive governance that will enhance the quality of life of Fernandinos.

CANCEL **SAVE**

Click **SAVE** when done. Otherwise, click **CANCEL** to discard entry.



Click **ADD PPA**.

The *LBP Form No. 4* data entry form is displayed.

×

LBP Form No. 4

Program/Project/Activity *
Select program/project/activity ▼

Expected Output
Expected output will be shown after selecting a PPA.

Performance Indicators + ADD

Description * Enter description	Target * Enter target	
-------------------------------------------	---------------------------------	--

Proposed Budget for the Budget Year

PS	MOOE	CO	FE
0.00	0.00	0.00	0.00

CANCEL
SAVE AND ADD ANOTHER
SAVE AND CLOSE

Select **Program/Project/Activity**. **Note:** The PPA that will be displayed in the dropdown list will be pulled from the approved AIP and will be filtered by office of the logged in account.

Enter **Expected Output**.

Enter **Performance Indicator** and **Target**.

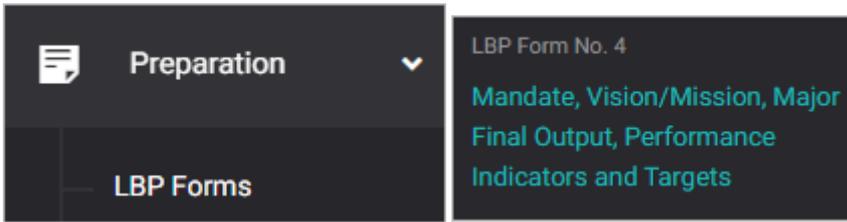
For multiple **Performance Indicators**, click **+ADD** button to add row.

Enter **Proposed Budget for the Budget Year**.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another PPA, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit LBP Form No. 4

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 4**.



The *LBP Form No. 4* summary page is presented.

BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 4 You're currently planning for Budget Year 2022 ▼

LBP Form No. 4

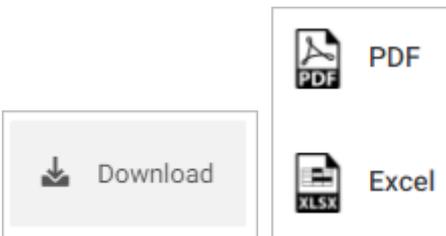
Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets

[Download](#) [ADD PPA](#)

[Mandate, Vision/Mission, Organizational ...](#)

AIP REFERENCE CODE	PROGRAM/PROJECT/ACTIVITY DESCRIPTION	MAJOR FINAL OUTPUT	PERFORMANCE OUTPUT / INDICATOR	TARGET FOR THE BUDGET YEAR
Program A (20210525)		For testing only.		
1000-101-3-01-001-001-00001	Sample Project ABC	For testing used only.	• This is used for testing only.	• 100

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 4.



Scroll down the summary page and you will see the approval trail.

PREPARED BY
Department Head User
Department Head

REVIEWED: LOCAL FINANCE COMMITTEE
Local Planning and Developmen...

REVIEWED: LOCAL FINANCE COMMITTEE
Local Budget Officer

REVIEWED: LOCAL FINANCE COMMITTEE
Local Treasurer

APPROVED
Local Chief Executive

* Click the icon to Submit LBP Form 4 for review

Mouse over and click the check icon to submit the LBP Form No. 4 for review.

PREPARED BY
Submit LBP Form 4 for review
Department Head

REVIEWED: LOCAL FINANCE COMMITTEE
Local Planning and Developmen...

REVIEWED: LOCAL FINANCE COMMITTEE
Local Budget Officer

REVIEWED: LOCAL FINANCE COMMITTEE
Local Treasurer

APPROVED
Local Chief Executive

* Click the icon to Submit LBP Form 4 for review

Confirmation message displays. Click **OK** button.

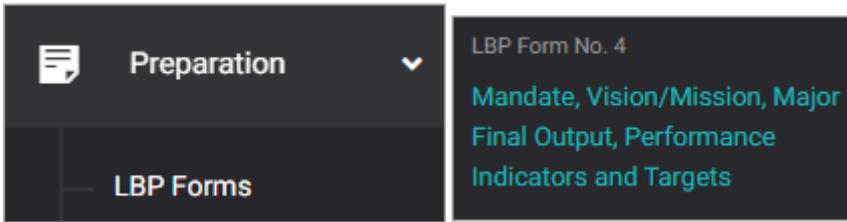
Submit LBP Form 4 for review

This action will submit the form and proceed to the specified stage of process. Are you sure?

OK Cancel

[Return or Verify the LBP Form No. 4](#)

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 4**.



The *LBP Form No. 4 summary page* is presented.

BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 4 You're currently planning for Budget Year 2022 ▼

LBP Form No. 4

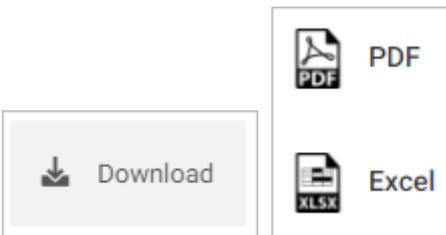
Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets

[Download](#) [ADD PPA](#)

[Mandate, Vision/Mission, Organizational ...](#)

AIP REFERENCE CODE	PROGRAM/PROJECT/ACTIVITY DESCRIPTION	MAJOR FINAL OUTPUT	PERFORMANCE OUTPUT / INDICATOR	TARGET FOR THE BUDGET YEAR
Program A (20210525)		For testing only.		
1000-101-3-01-001-001-00001	Sample Project ABC	For testing used only.	• This is used for testing only.	• 100

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 4.



Scroll down the summary page and you will see the approval trail.

PREPARED BY
Department Head User
Department Head

REVIEWED: LOCAL FINANCE COMMITTEE
LPD Coordinator User
Local Planning and Developmen...

REVIEWED: LOCAL FINANCE COMMITTEE

Local Budget Officer

REVIEWED: LOCAL FINANCE COMMITTEE

Local Treasurer

APPROVED

Local Chief Executive

* Approval process not yet done

Mouse over and click the **Verify LBP Form 4** icon to approve the LBP Form No. 4. Otherwise, click the **Return LBP Form 4** icon.

001-00001 Sample Activity ABC testing only.

Verify LBP Form 4

PREPARED BY
Department Head User
Department Head

REVIEWED: LOCAL FINANCE COMMITTEE
LPD Coordinator User
Local Planning and Developmen...

REVIEWED: LOCAL FINANCE COMMITTEE

Local Budget Officer

REVIEWED: LOCAL FINANCE COMMITTEE

Local Treasurer

APPROVED

Local Chief Executive

1000-101-3-01-001-001-00001 Sample Activity ABC • This is used for testing only. • 100

Return LBP Form 4

PREPARED BY
Department Head User
Department Head

REVIEWED: LOCAL FINANCE COMMITTEE
LPD Coordinator User
Local Planning and Developmen...

REVIEWED: LOCAL FINANCE COMMITTEE

Local Budget Officer

REVIEWED: LOCAL FINANCE COMMITTEE

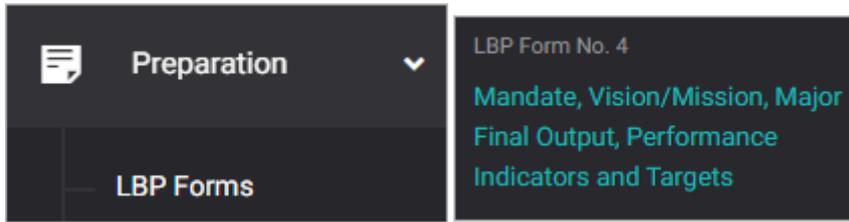
Local Treasurer

APPROVED

Local Chief Executive

Return or Approve the LBP Form No. 4

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 4**.



The *LBP Form No. 4* summary page is presented.

BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 4 You're currently planning for Budget Year 2022 ▼

LBP Form No. 4

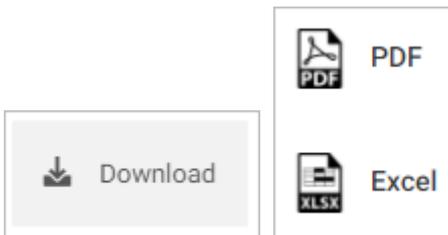
Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets

[Download](#) [ADD PPA](#)

[Mandate, Vision/Mission, Organizational ...](#)

AIP REFERENCE CODE	PROGRAM/PROJECT/ACTIVITY DESCRIPTION	MAJOR FINAL OUTPUT	PERFORMANCE OUTPUT / INDICATOR	TARGET FOR THE BUDGET YEAR
Program A (20210525)		For testing only.		
1000-101-3-01-001-001-00001	Sample Project ABC	For testing used only.	• This is used for testing only.	• 100

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 4.



Scroll down the summary page and you will see the approval trail.

 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED: LOCAL FINANCE COMMITTEE LPD Coordinator User <i>Local Planning and Developmen...</i></p>	 <p>REVIEWED: LOCAL FINANCE COMMITTEE Local Budget Officer User <i>Local Budget Officer</i></p>
 <p>REVIEWED: LOCAL FINANCE COMMITTEE Local Treasurer User <i>Local Treasurer</i></p>	 <p>APPROVED Local Chief Executive User <i>Local Chief Executive</i></p>	

* Approval process not yet done

Mouse over and click the **Approve LBP Form 4** icon to approve the LBP Form No. 4. Otherwise, click the **Return LBP Form 4** icon.

 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED: LOCAL FINANCE COMMITTEE Approve LBP Form 4 <i>Local Planning and Developmen...</i></p> 	 <p>REVIEWED: LOCAL FINANCE COMMITTEE Local Budget Officer User <i>Local Budget Officer</i></p>
 <p>REVIEWED: LOCAL FINANCE COMMITTEE Local Treasurer User <i>Local Treasurer</i></p>	 <p>APPROVED Local Chief Executive User <i>Local Chief Executive</i></p>	

 <p>PREPARED BY Department Head User <i>Department Head</i></p>	 <p>REVIEWED: LOCAL FINANCE COMMITTEE Return LBP Form 4 <i>Local Planning and Developmen...</i></p> 	 <p>REVIEWED: LOCAL FINANCE COMMITTEE Local Budget Officer User <i>Local Budget Officer</i></p>
 <p>REVIEWED: LOCAL FINANCE COMMITTEE Local Treasurer User <i>Local Treasurer</i></p>	 <p>APPROVED Local Chief Executive User <i>Local Chief Executive</i></p>	

LBP Form No. 5: Statement of Indebtedness

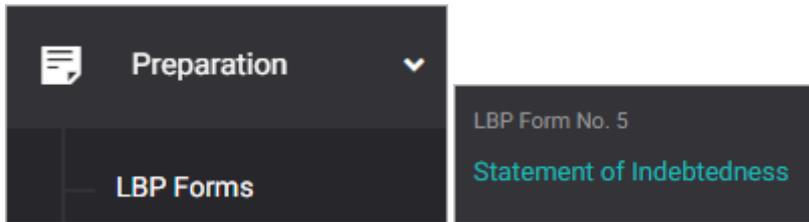
Prepare, Submit, and Approve the LBP Form No. 5

The LBP Form No. 5 is the form used to record the loans.

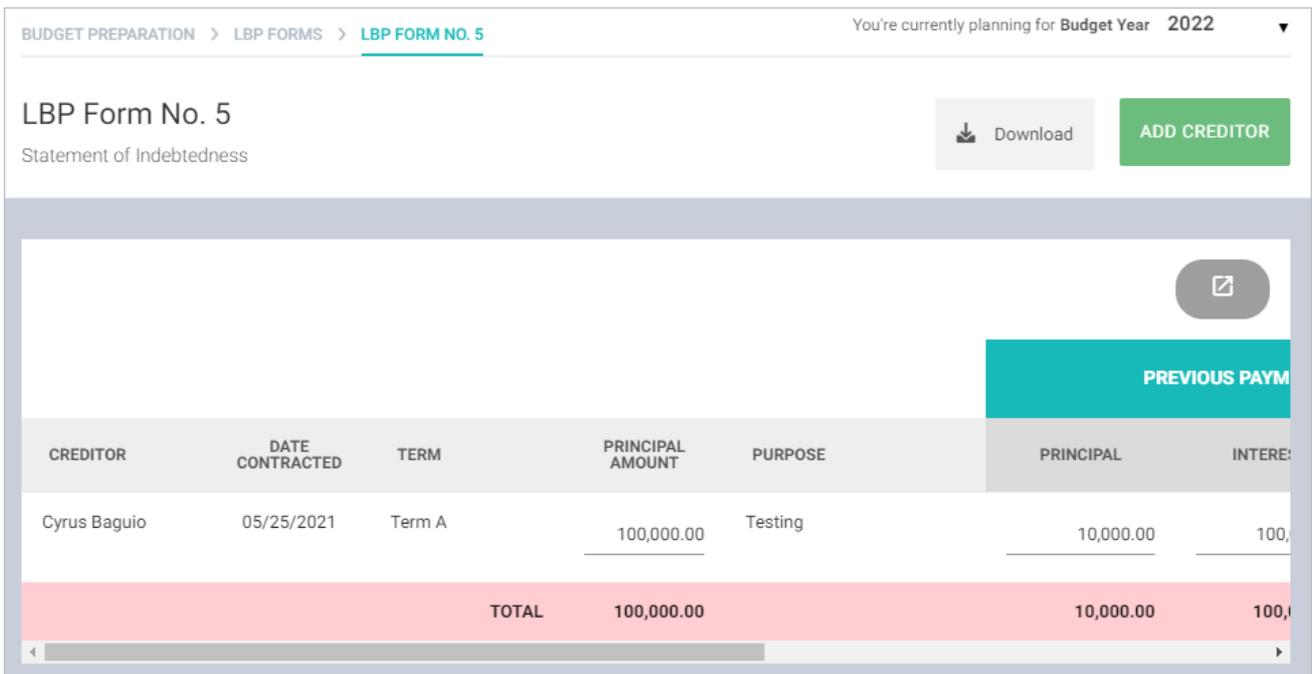
- Prepare LBP Form No. 5
- Submit LBP Form No. 5
- Return or Approve the LBP Form No. 5

Prepare LBP Form No. 5

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 5**.



The *LBP Form No. 5 summary page* is presented.

A screenshot of the 'LBP Form No. 5' summary page. The page has a breadcrumb trail: 'BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 5'. The current budget year is '2022'. The page title is 'LBP Form No. 5' with the subtitle 'Statement of Indebtedness'. There are 'Download' and 'ADD CREDITOR' buttons. A table displays loan data with columns: CREDITOR, DATE CONTRACTED, TERM, PRINCIPAL AMOUNT, PURPOSE, and PREVIOUS PAYMENT (subdivided into PRINCIPAL and INTEREST). A 'TOTAL' row is highlighted in pink. A 'PREVIOUS PAYMENT' header is also visible in a teal box.

CREDITOR	DATE CONTRACTED	TERM	PRINCIPAL AMOUNT	PURPOSE	PREVIOUS PAYMENT	
					PRINCIPAL	INTEREST
Cyrus Baguio	05/25/2021	Term A	100,000.00	Testing	10,000.00	100,000.00
TOTAL			100,000.00		10,000.00	100,000.00

Click **ADD CREDITOR**.

The *LBP Form No. 5* data entry form is displayed.

LBP Form No. 5			
Creditor's Information			
Name *	Address *	Date Contracted *	
Enter name	Enter address	Select date contracted 	
Loan Details			
Term *	Principal Amount	Purpose *	
Enter term	0.00	Enter purpose	
Previous Payments Made		Amount Due (Budget Year)	
Principal	Interest	Principal 	Interest
0.00	0.00	0.00	0.00
CANCEL		SAVE AND ADD ANOTHER	SAVE AND CLOSE

Enter **Creditor's Information**.

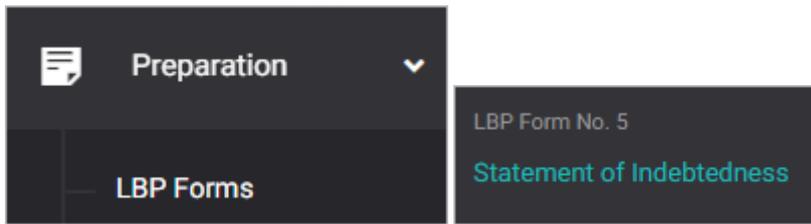
Enter **Loan Details**.

Enter **Previous Payments Made** and **Amount Due (Budget Year)**.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another creditor, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

[Submit LBP Form No. 5](#)

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 5**.



The *LBP Form No. 5 summary page* is presented.

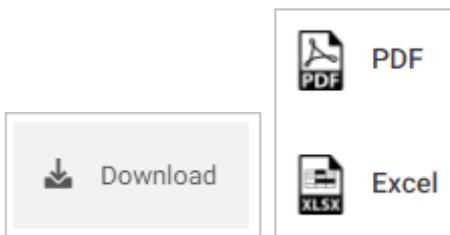
BUDGET PREPARATION > LBP FORMS > **LBP FORM NO. 5** You're currently planning for Budget Year 2022

LBP Form No. 5 Download ADD CREDITOR

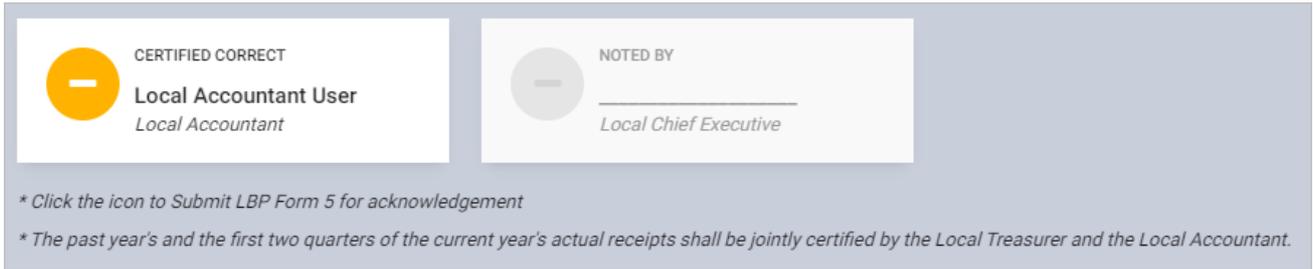
Statement of Indebtedness

CREDITOR	DATE CONTRACTED	TERM	PRINCIPAL AMOUNT	PURPOSE	PREVIOUS PAYMENT	
					PRINCIPAL	INTEREST
Cyrus Baguio	05/25/2021	Term A	100,000.00	Testing	10,000.00	100,000.00
TOTAL			100,000.00		10,000.00	100,000.00

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 5.

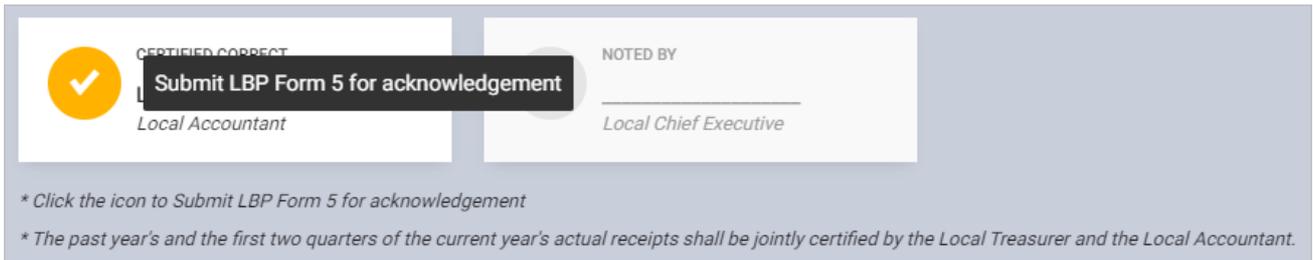


Scroll down the summary page and you will see the approval trail.



The screenshot shows an approval trail with two columns. The left column has a yellow circle with a minus sign, labeled 'CERTIFIED CORRECT' and 'Local Accountant User' with the role 'Local Accountant' below. The right column has a grey circle with a minus sign, labeled 'NOTED BY' and 'Local Chief Executive' with the role 'Local Chief Executive' below. Below the columns are two asterisked notes: '* Click the icon to Submit LBP Form 5 for acknowledgement' and '* The past year's and the first two quarters of the current year's actual receipts shall be jointly certified by the Local Treasurer and the Local Accountant.'

Mouse over and click the check icon to submit the LBP Form No. 5 for acknowledgement.



This screenshot is identical to the previous one, but a black tooltip box with white text 'Submit LBP Form 5 for acknowledgement' is positioned over the yellow checkmark icon in the 'CERTIFIED CORRECT' column.

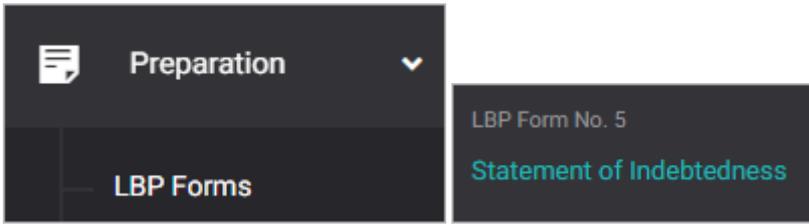
Confirmation message displays. Click **OK** button.

Submit LBP Form 5 for acknowledgement

This action will submit the form and proceed to the specified stage of process. Are you sure?

[Return or Acknowledge the LBP Form No. 5](#)

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 5**.



The *LBP Form No. 5* summary page is presented.

BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 5 You're currently planning for Budget Year 2022

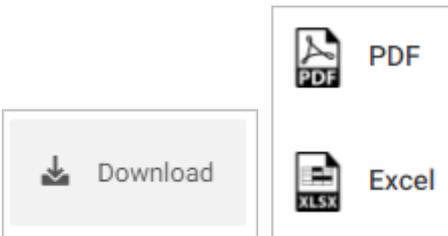
LBP Form No. 5

Statement of Indebtedness

[Download](#) [ADD CREDITOR](#)

CREDITOR	DATE CONTRACTED	TERM	PRINCIPAL AMOUNT	PURPOSE	PREVIOUS PAYMENT	
					PRINCIPAL	INTEREST
Cyrus Baguio	05/25/2021	Term A	100,000.00	Testing	10,000.00	100,000.00
TOTAL			100,000.00		10,000.00	100,000.00

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 5.



Scroll down the summary page and you will see the approval trail.

CERTIFIED CORRECT
Local Accountant User
Local Accountant

NOTED BY
Local Chief Executive User
Local Chief Executive

* Approval process not yet done
* The past year's and the first two quarters of the current year's actual receipts shall be jointly certified by the Local Treasurer and the Local Accountant.

Mouse over and click the **Acknowledge LBP Form 5** icon to approve the LBP Form No. 5. Otherwise, click the **Return LBP Form 5** icon.

✓ Acknowledge LBP Form 5

↻

CERTIFIED CORRECT
Local Accountant User
Local Accountant

NOTED BY
Local Chief Executive User
Local Chief Executive

✓ 100,000.00

↻ Return LBP Form 5

CERTIFIED CORRECT
Local Accountant User
Local Accountant

NOTED BY
Local Chief Executive User
Local Chief Executive

LBP Form No. 6: Statement of Statutory and Contractual Obligations and Budgetary Requirements

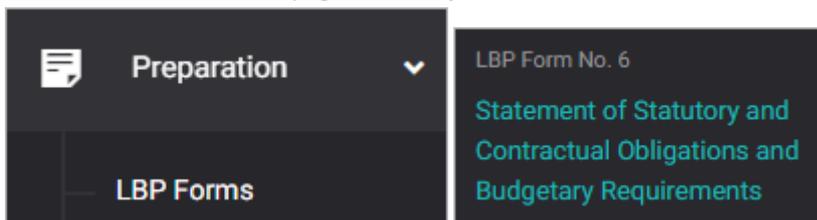
Generate, Submit, and Approve the LBP Form No. 6

The LBP Form No. 6 will be automatically generated based on the LBP Form No. 1.

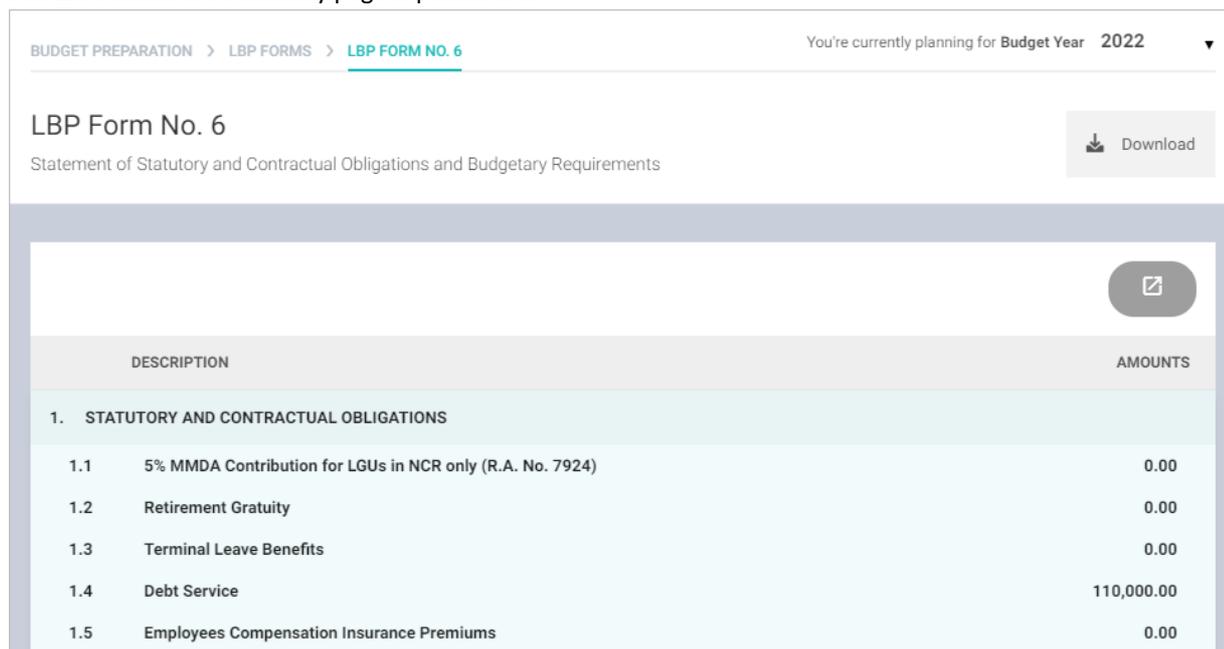
- Generate and Submit LBP Form No. 6
- Return or Approve the LBP Form No. 6

Generate and Submit the LBP Form No. 6

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 6**.



The *LBP Form No. 6* summary page is presented.



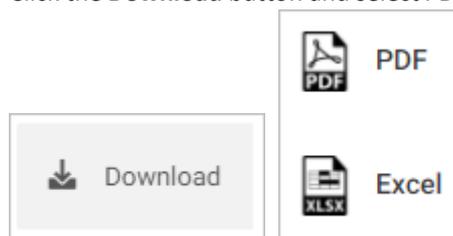
BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 6 You're currently planning for Budget Year 2022

LBP Form No. 6 Download

Statement of Statutory and Contractual Obligations and Budgetary Requirements

DESCRIPTION	AMOUNTS
1. STATUTORY AND CONTRACTUAL OBLIGATIONS	
1.1 5% MMDA Contribution for LGUs in NCR only (R.A. No. 7924)	0.00
1.2 Retirement Gratuity	0.00
1.3 Terminal Leave Benefits	0.00
1.4 Debt Service	110,000.00
1.5 Employees Compensation Insurance Premiums	0.00

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 6.



On the *LBP Form No. 6* summary page, scroll down and you will see the approval trail.

CERTIFIED CORRECT
Local Budget Officer User
Local Budget Officer

CERTIFIED CORRECT
Local Treasurer

CERTIFIED CORRECT
Local Planning and Development...

APPROVED
Local Chief Executive

* Click the icon to Submit LBP Form 6 for approval

Mouse over and click the check icon to submit the LBP Form 6 for approval.

CERTIFIED CORRECT
Submit LBP Form 6 for approval
Local Budget Officer

CERTIFIED CORRECT
Local Treasurer

CERTIFIED CORRECT
Local Planning and Development...

APPROVED
Local Chief Executive

Confirmation message displays. Click **OK** button.

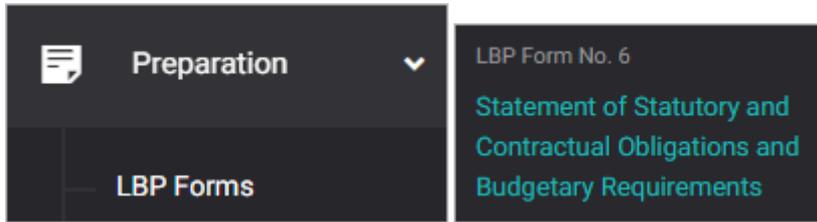
Submit LBP Form 6 for approval

This action will submit the form and proceed to the specified stage of process. Are you sure?

OK Cancel

[Return or Approve the LBP Form No. 6](#)

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 6**.



The *LBP Form No. 6* summary page is presented.

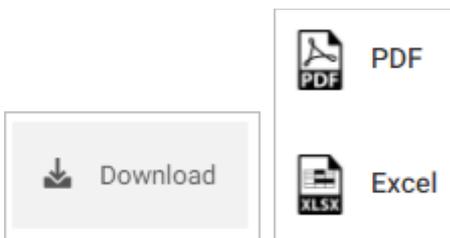
BUDGET PREPARATION > LBP FORMS > **LBP FORM NO. 6** You're currently planning for Budget Year **2022**

LBP Form No. 6

Statement of Statutory and Contractual Obligations and Budgetary Requirements Download

DESCRIPTION	AMOUNTS
1. STATUTORY AND CONTRACTUAL OBLIGATIONS	
1.1 5% MMDA Contribution for LGUs in NCR only (R.A. No. 7924)	0.00
1.2 Retirement Gratuity	0.00
1.3 Terminal Leave Benefits	0.00
1.4 Debt Service	110,000.00
1.5 Employees Compensation Insurance Premiums	0.00

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 6.



On the *LBP Form No. 6* summary page, scroll down and you will see the approval trail.

 CERTIFIED CORRECT Local Budget Officer User <i>Local Budget Officer</i>	 CERTIFIED CORRECT Local Treasurer User <i>Local Treasurer</i>	 CERTIFIED CORRECT LPD Coordinator User <i>Local Planning and Developmen...</i>
 APPROVED Local Chief Executive User <i>Local Chief Executive</i>		

* Approval process not yet done

Mouse over and click the **Approve LBP Form 6** icon to approve the LBP Form No. 6. Otherwise, click the **Return LBP Form 6** icon.

 Approve LBP Form 6 <i>Local Budget Officer User</i>	 CERTIFIED CORRECT Local Treasurer User <i>Local Treasurer</i>	 CERTIFIED CORRECT LPD Coordinator User <i>Local Planning and Developmen...</i>
 APPROVED Local Chief Executive User <i>Local Chief Executive</i>		
 CERTIFIED CORRECT Local Budget Officer User <i>Local Budget Officer</i>	 CERTIFIED CORRECT Local Treasurer User <i>Local Treasurer</i>	 CERTIFIED CORRECT LPD Coordinator User <i>Local Planning and Developmen...</i>
 APPROVED Local Chief Executive User <i>Local Chief Executive</i>		

LBP Form No. 7: Statement of Fund Allocation by Sector

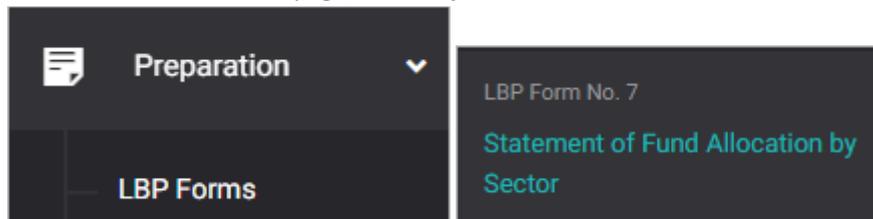
Generate, Submit, and Approve the LBP Form No. 7

The LBP Form No. 7 will be automatically generated based on LBP Form No. 2.

- Generate and Submit LBP Form No. 7
- Return or Approve the LBP Form No. 7

Generate and Submit the LBP Form No. 7

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 7**.



The *LBP Form No. 7* summary page is presented.

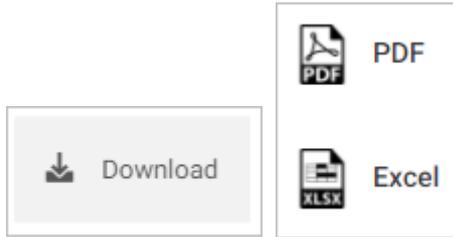
BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 7 You're currently planning for Budget Year 2022

LBP Form No. 7 Download

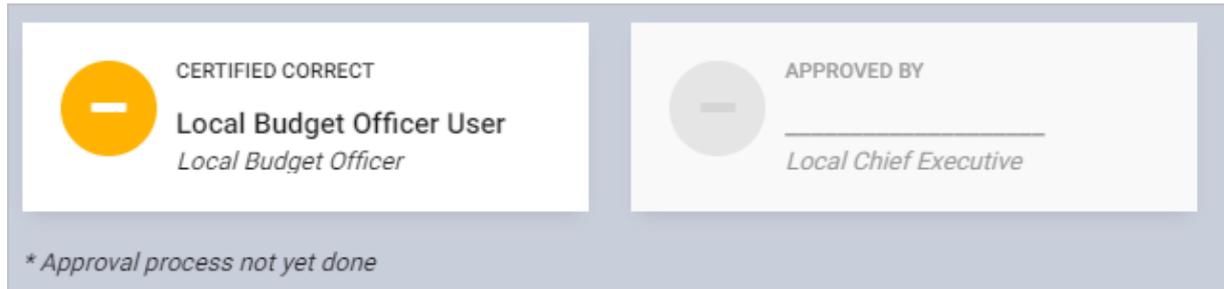
Statement of Fund Allocation by Sector

PARTICULARS	ACCOUNT CODE	SECTORS				TOTAL
		GENERAL PUBLIC SERVICES	SOCIAL SERVICES	ECONOMIC SERVICES	OTHER SERVICES	
EXPENDITURES						
Personal Services						
Salaries and Wages						
Salaries and Wages - Regular	5-01-01-010	1,000,000.00	0.00	0.00	0.00	1,000,000.00

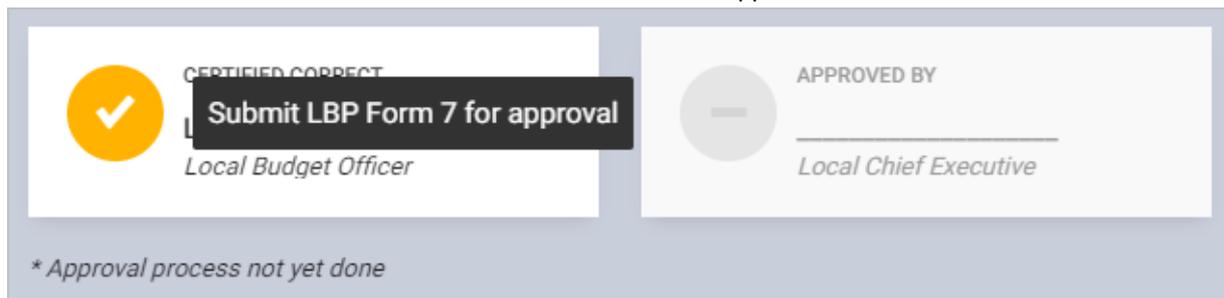
Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 7.



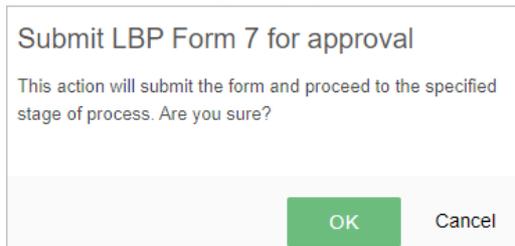
On the *LBP Form No. 7* summary page, scroll down and you will see the approval trail.



Mouse over and click the check icon to submit the LBP Form 7 for approval.

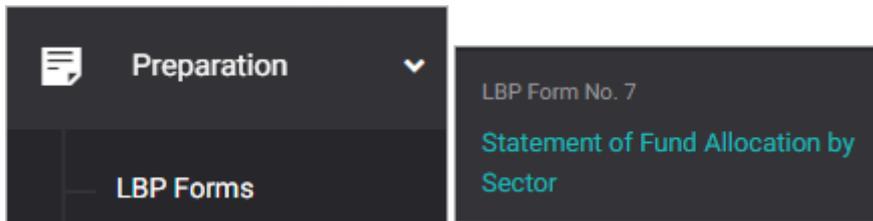


Confirmation message displays. Click **OK** button.



[Return or Approve the LBP Form No. 7](#)

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 7**.



The *LBP Form No. 7* summary page is presented.

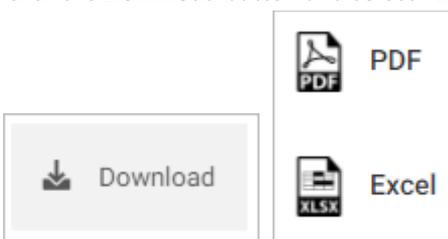
BUDGET PREPARATION > LBP FORMS > **LBP FORM NO. 7** You're currently planning for Budget Year 2022

LBP Form No. 7 Download

Statement of Fund Allocation by Sector

PARTICULARS	ACCOUNT CODE	SECTORS				TOTAL
		GENERAL PUBLIC SERVICES	SOCIAL SERVICES	ECONOMIC SERVICES	OTHER SERVICES	
EXPENDITURES						
Personal Services						
Salaries and Wages						
Salaries and Wages - Regular	5-01-01-010	1,000,000.00	0.00	0.00	0.00	1,000,000.00

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 7.



On the *LBP Form No. 7* summary page, scroll down and you will see the approval trail.

 CERTIFIED CORRECT Local Budget Officer User <i>Local Budget Officer</i>	 APPROVED BY Local Chief Executive User <i>Local Chief Executive</i>
* Approval process not yet done	

Mouse over and click the **Approve LBP Form 7** icon to approve the LBP Form No. 7. Otherwise, click the **Return LBP Form 7** icon.

Total Special Purpose Appropriations	 10,000,000.00	0.00
TOTAL APPROPRIATIONS		
 CERTIFIED CORRECT Local Budget Officer User <i>Local Budget Officer</i>	 APPROVED BY Local Chief Executive User <i>Local Chief Executive</i>	
* Approval process not yet done		

Total Special Purpose Appropriations	 10,000,000.00	0.00
TOTAL APPROPRIATIONS		
 CERTIFIED CORRECT Local Budget Officer User <i>Local Budget Officer</i>	 APPROVED BY Local Chief Executive User <i>Local Chief Executive</i>	
* Approval process not yet done		

LBP Form No. 8: Statement of Funding Sources (Supplemental Budget)

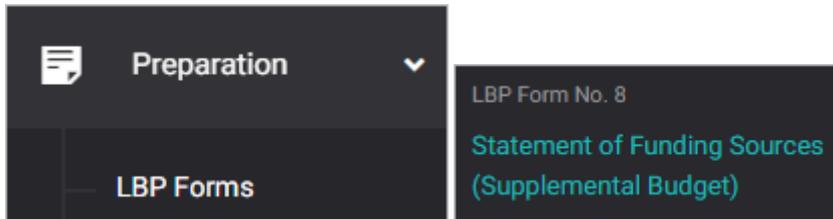
Prepare and Certify the LBP Form No. 8

The LBP Form No. 8 is the form used for the supplemental budget.

- Prepare LBP Form No. 8
- Certify LBP Form No. 8

Prepare LBP Form No. 8

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 8**.



The *LBP Form No. 8 summary page* is presented.

BUDGET PREPARATION > LBP FORMS > **LBP FORM NO. 8** You're currently planning for Budget Year **2022**

LBP Form No. 8

Statement of Funding Sources (Supplemental Budget) Download

View Certified Forms
 Use filter to view details

Certified Statement of Funding Sources
 RESET

Fund/Special Account
 [Link]

PARTICULARS	ACCOUNT CLASSIFICATION	AMOUNT
1.0 New Revenue Sources	Non-regular <input checked="" type="checkbox"/> Regular	0.00
Tax Revenue	Non-regular <input checked="" type="checkbox"/> Regular	0.00

Select **Fund/Special Account**.

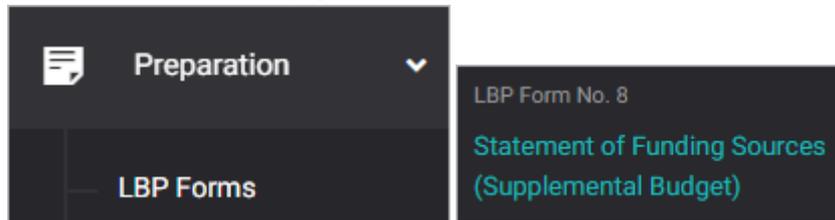
Enter **AMOUNTS**.

Scroll down the LBP Form No. 8 and click **SAVE** button when done.

Total Estimated Income	200,000.00
<input type="button" value="SAVE"/>	

Certify LBP Form No. 8

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 8**.



The *LBP Form No. 8* summary page is presented.

BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 8 You're currently planning for Budget Year **2022**

LBP Form No. 8

Statement of Funding Sources (Supplemental Budget)

View Certified Forms
Use filter to view details

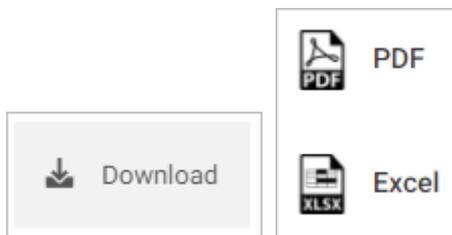
Certified Statement of Funding Sources

Fund/Special Account

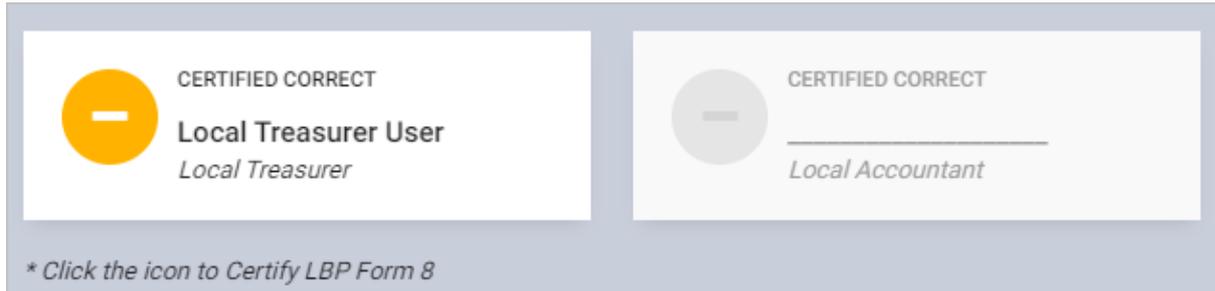
General Fund

PARTICULARS	ACCOUNT CLASSIFICATION	AMOUNT
1.0 New Revenue Sources	Non-regular <input type="checkbox"/> Regular <input checked="" type="checkbox"/>	0.00
Tax Revenue	Non-regular <input type="checkbox"/> Regular <input checked="" type="checkbox"/>	0.00

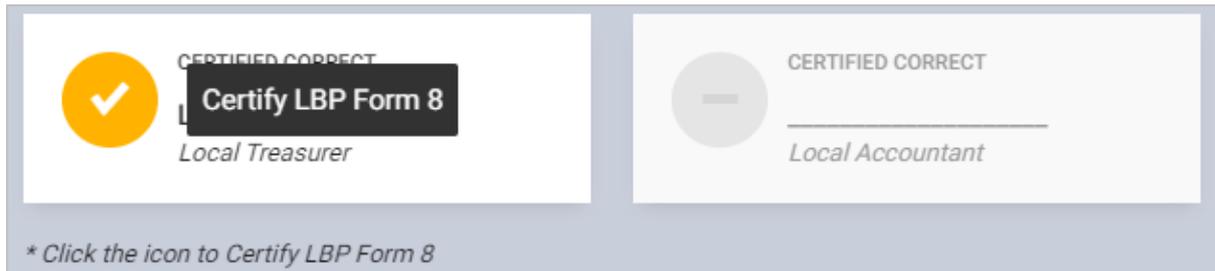
Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 8.



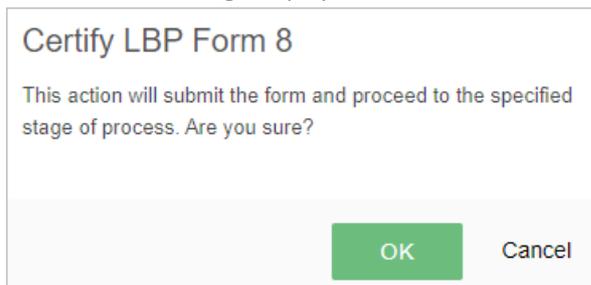
Scroll down the summary page and you will see the approval trail.



Mouse over and click the check icon to certify the LBP Form No. 8.



Confirmation message displays. Click **OK** button.



LBP Form No. 9: Statement of Supplemental Appropriation

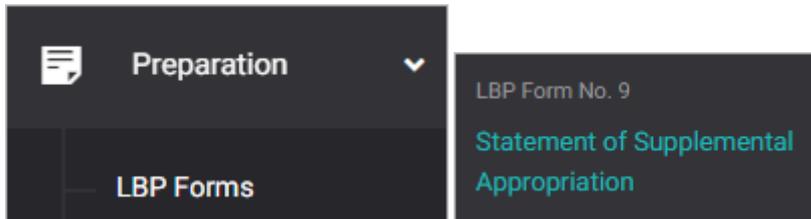
Prepare, Submit, and Approve the LBP Form No. 9

The LBP Form No. 9 is the form used for the supplemental appropriation.

- Prepare LBP Form No. 9
- Submit LBP Form No. 9
- Return or Approve the LBP Form No. 9

Prepare LBP Form No. 9

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 9**.



The *LBP Form No. 9 summary page* is presented.

BUDGET PREPARATION > LBP FORMS > LBP FORM NO. 9 You're currently planning for Budget Year 2022

LBP Form No. 9
Statement of Supplemental Appropriation

Download ADD ITEM

View Approved Forms
Use filter to view details

Approved Statement of Supplemental Appropriation

RESET

IMPLEMENTING OFFICE	PARTICULARS / PURPOSE	AIP CODE	OBJECT OF EXPENDITURE	ACCOUNT CODE	AMOUNT	ACTION
Office of the Municipal Mayor	Program A (20210525)/Sample Project ABC	1000-101-3-01-001-001-00001	Salaries and Wages - Regular	5-01-01-010	100,000.00	

Click **ADD ITEM**.

The *LBP Form No. 9* data entry form is displayed.

LBP Form No. 9 x	
Program Select a program ▼	Project/Activity Select project/activity ▼
Object of Expenditure Select object of expenditure ▼	Amount ⓘ 0.00
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE	

Select **Program/Project/Activity**. **Note:** *The PPA that will be displayed in the dropdown list will be pulled from the approved AIP.*

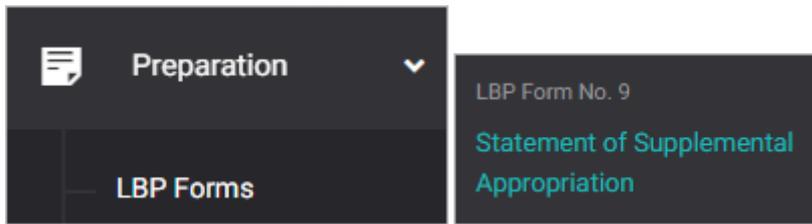
Select **Object of Expenditure**.

Enter **Amount**.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another item, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

[Submit LBP Form No. 9](#)

On the left-sidebar of the page, click **Preparation > LBP Forms** and select **LBP Form No. 9**.



The *LBP Form No. 9* summary page is presented.

BUDGET PREPARATION > LBP FORMS > **LBP FORM NO. 9** You're currently planning for Budget Year **2022**

LBP Form No. 9 [Download](#) [ADD ITEM](#)

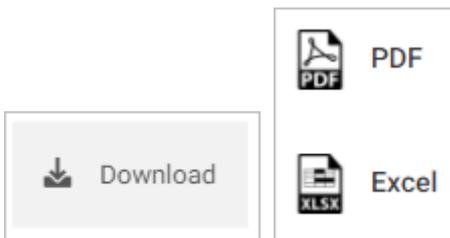
Statement of Supplemental Appropriation

View Approved Forms Approved Statement of Supplemental Appropriation

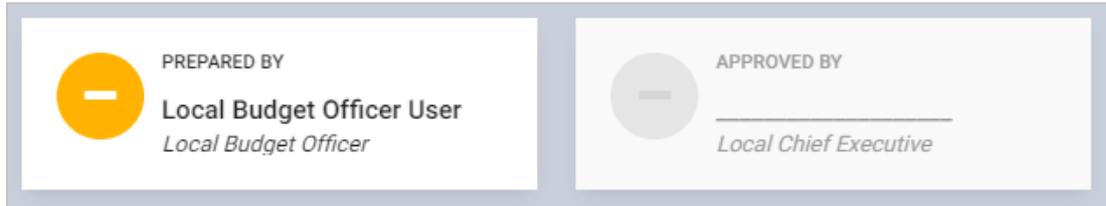
Use filter to view details [RESET](#)

IMPLEMENTING OFFICE	PARTICULARS / PURPOSE	AIP CODE	OBJECT OF EXPENDITURE	ACCOUNT CODE	AMOUNT	ACTION
Office of the Municipal Mayor	Program A (20210525)/Sample Project ABC	1000-101-3-01-001-00001	Salaries and Wages - Regular	5-01-01-010	100,000.00	Print Edit Delete

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 8.

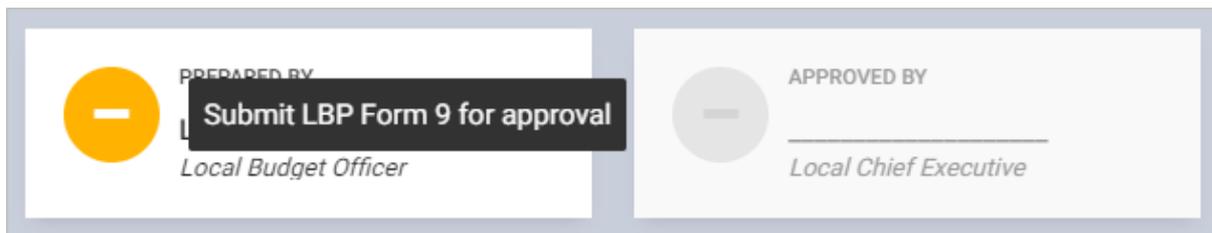


Scroll down the summary page and you will see the approval trail.



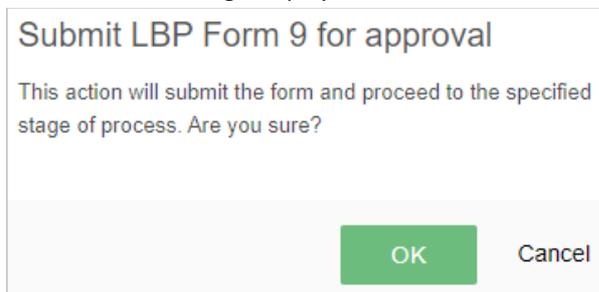
The image shows a summary of the approval trail. It consists of two main sections. The left section is titled 'PREPARED BY' and features a yellow circular icon with a white minus sign. Below the icon, the text reads 'Local Budget Officer User' and 'Local Budget Officer'. The right section is titled 'APPROVED BY' and features a grey circular icon with a white minus sign. Below the icon, there is a horizontal line and the text 'Local Chief Executive'.

Mouse over and click the check icon to submit the LBP Form No. 9 for approval.



This image is similar to the previous one, showing the approval trail summary. However, a black tooltip box is overlaid on the 'PREPARED BY' section. The tooltip contains the text 'Submit LBP Form 9 for approval' in white. The rest of the approval trail information remains visible in the background.

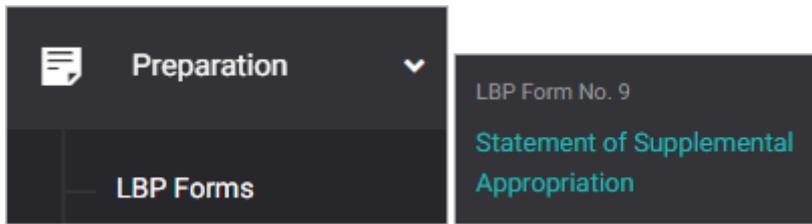
Confirmation message displays. Click **OK** button.



The image shows a confirmation dialog box. At the top, the title is 'Submit LBP Form 9 for approval'. Below the title, the text reads: 'This action will submit the form and proceed to the specified stage of process. Are you sure?'. At the bottom of the dialog, there are two buttons: a green button labeled 'OK' and a grey button labeled 'Cancel'.

[Return or Approve the LBP Form No. 9](#)

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 9**.



The *LBP Form No. 9* summary page is presented.

BUDGET PREPARATION > LBP FORMS > **LBP FORM NO. 9** You're currently planning for Budget Year 2022

LBP Form No. 9 [Download](#) [ADD ITEM](#)

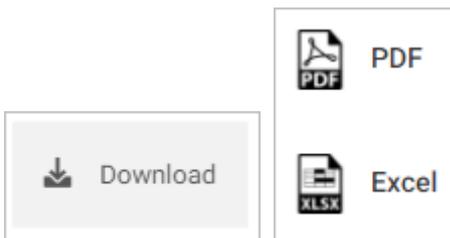
Statement of Supplemental Appropriation

View Approved Forms Approved Statement of Supplemental Appropriation

Use filter to view details [RESET](#)

IMPLEMENTING OFFICE	PARTICULARS / PURPOSE	AIP CODE	OBJECT OF EXPENDITURE	ACCOUNT CODE	AMOUNT	ACTION
Office of the Municipal Mayor	Program A (20210525)/Sample Project ABC	1000-101-3-01-001-0001	Salaries and Wages - Regular	5-01-01-010	100,000.00	Print Edit Delete

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 8.



Scroll down the summary page and you will see the approval trail.

 PREPARED BY Local Budget Officer User <i>Local Budget Officer</i>	 APPROVED BY Local Chief Executive User <i>Local Chief Executive</i>
<i>* Approval process not yet done</i>	

Mouse over and click the **Approve LBP Form 9** icon to approve the LBP Form No. 9. Otherwise, click the **Return LBP Form 9** icon.

Office of the Municipal Mayor	Program A (20210525)/Sample Project ABC	 000 01 00 00001	Approve LBP Form 9
			
 PREPARED BY Local Budget Officer User <i>Local Budget Officer</i>	 APPROVED BY Local Chief Executive User <i>Local Chief Executive</i>		

Office of the Municipal Mayor	Program A (20210525)/Sample Project ABC	 000-101- 01-001- 001- 00001	Salaries and Wages - Regular	5-0 0
			Return LBP Form 9	
 PREPARED BY Local Budget Officer User <i>Local Budget Officer</i>	 APPROVED BY Local Chief Executive User <i>Local Chief Executive</i>			
<i>* Approval process not yet done</i>				

Local Expenditure Program (LEP)

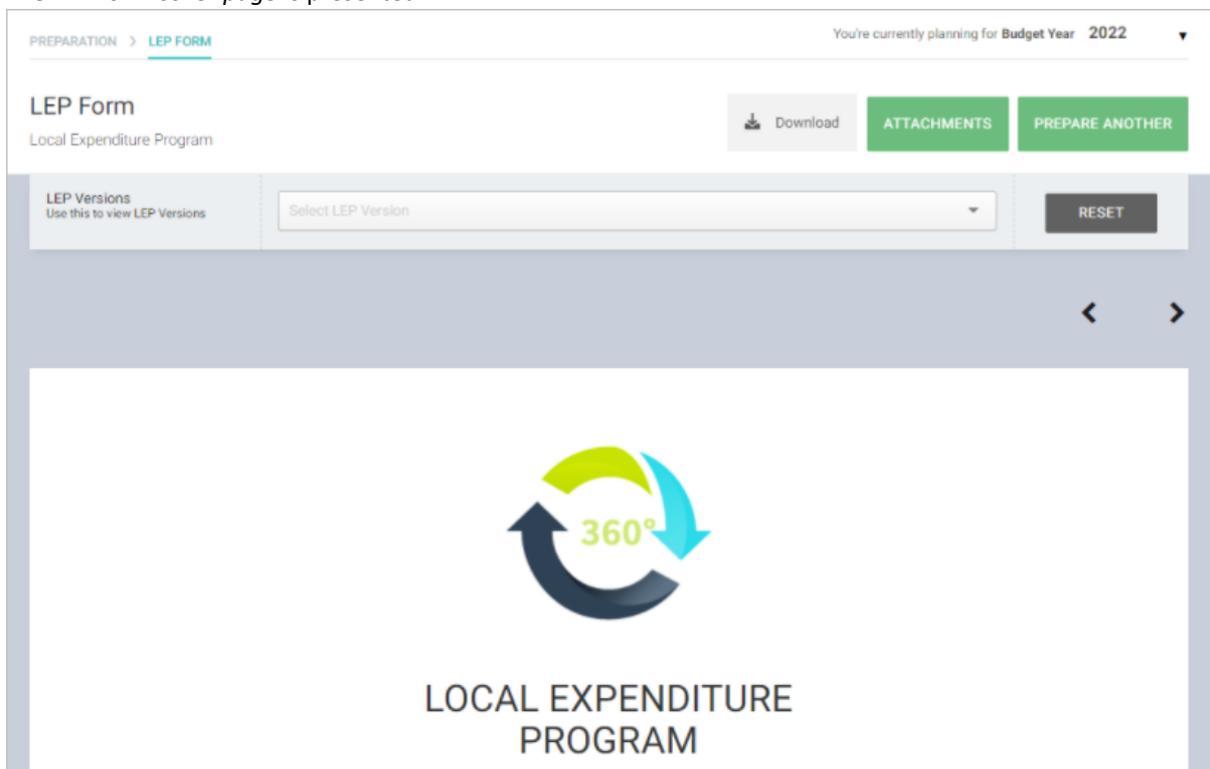
Generate Local Expenditure Program (LEP)

The LEP will be automatically generated based on all the prepared forms.

On the left-sidebar of the page, click **Preparation** and select **LEP Form**.

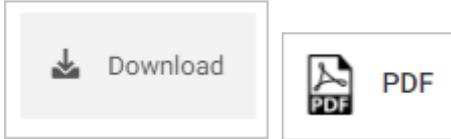


The *LEP Form cover page* is presented.



Use the left and right arrow keys to turn pages of the LEP. **Note:** Some parts of the LEP are editable.

Click the **Download** button and select *PDF* to view the LEP.



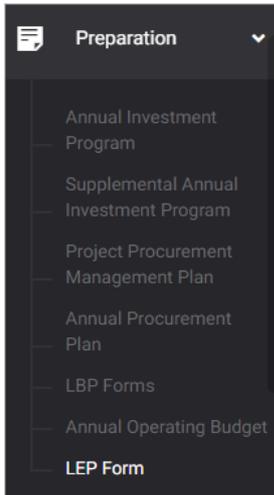
The LEP in *pdf format* will be shown in a new tab. **Note:** *The current eBudget for LGUs or LGU 360 PLAN is for budget preparation purposes only. Therefore, the approval of LEP is not included in the system.*

Part 1 RECEIPTS PROGRAM						
PARTICULARS	ACCOUNT CODE	INCOME CLASS	PAST YEAR (Actual)	CURRENT YEAR APPROPRIATION		BUDGET YEAR (Proposed)
				First Semester (Actual)	Second Semester (Estimate)	
I. Beginning Cash Balance			10,000,000.00	10,000,000.00	10,000,000.00	10,000,000.00
II. Receipts						
A. Local Sources						
Tax Revenue						
Tax Revenue - Individual and Corporation						
Professional Tax	4-01-01-020	R	10,000,000.00	10,000,000.00	10,000,000.00	10,000,000.00
Tax Revenue - Property						
Tax Revenue - Goods and Services						
Tax Revenue - Others						
Tax Revenue - Fines and Penalties						

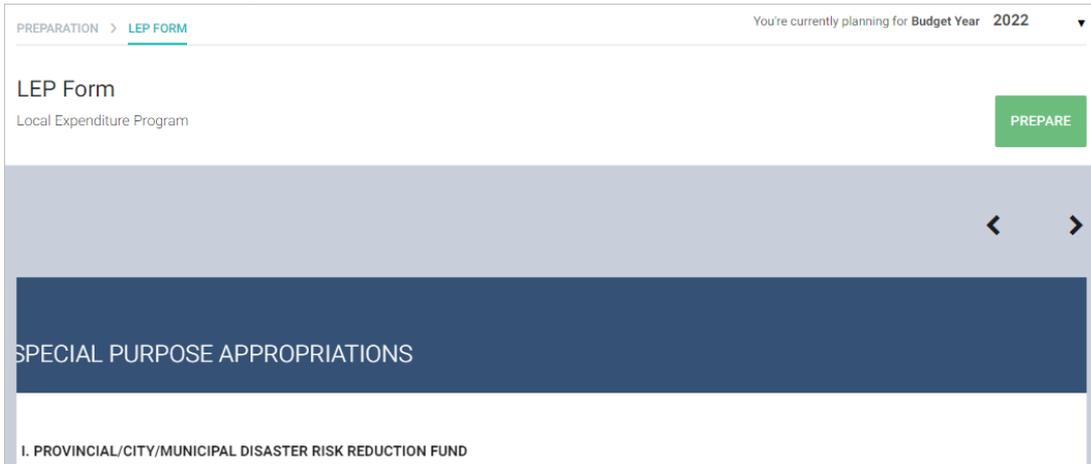
Prepare Local Expenditure Program (LEP)

Note: Same steps on how to prepare another LEP.

On the left-sidebar of the page, click **Preparation** and select **LEP Form**.



The *LEP Form cover page* is presented.



Click **Prepare** button. The *Prepare LEP Form FY (Year)* is displayed.

The image shows a dialog box titled 'Prepare LEP Form FY 2022'. It contains a table with the following data:

SOURCE FORM	STATUS	MESSAGE	WITH APPROVED FORM	WITHOUT APPROVED FORM
LBP Form No. 1: Budget of Expenditures and Sources of Financing	Approved	This form has approved data and will be included in LEP.	N/A	N/A
LBP Form No. 2: Programmed Appropriation and Obligation by Object of Expenditure	Approved	This form does not have approved data and/or LBP Form No. 4 for the indicated office/s.	Office of the Municipal Mayor Local Economic Enterprise	Office of the Municipal Vice-Mayor Office of the Sangguniang Bayan Members Office of the Secretary to the Sangguniang Bayan Office of the Municipal Treasurer Office of the Municipal Assessor Office of the Municipal Accountant Office of the Municipal Budget Officer Office of the Municipal Planning and Development Coordinator Office of the Municipal Engineer/Building Official Office of the Municipal Health Officer Office of the Municipal Civil Registrar Office of the Municipal Administrator Office of the Municipal Legal Officer Office of the Municipal Agriculturist Office of the Municipal Environment and Natural Resources Officer Office of the Municipal Social Welfare and Development Office Office of the Municipal Architect Office of the Municipal Information Officer

Below the table are 'CANCEL' and 'PREPARE' buttons. To the right of the table is a confirmation message: 'Are you sure you want to prepare LEP Form FY 2022? This action will prepare the LEP Form FY 2022 from approved forms for LGU or office/s (if applicable). Are you sure?' with 'OK' and 'Cancel' buttons.

Click the **Prepare** button.

Confirmation message displays. Click **OK** button.

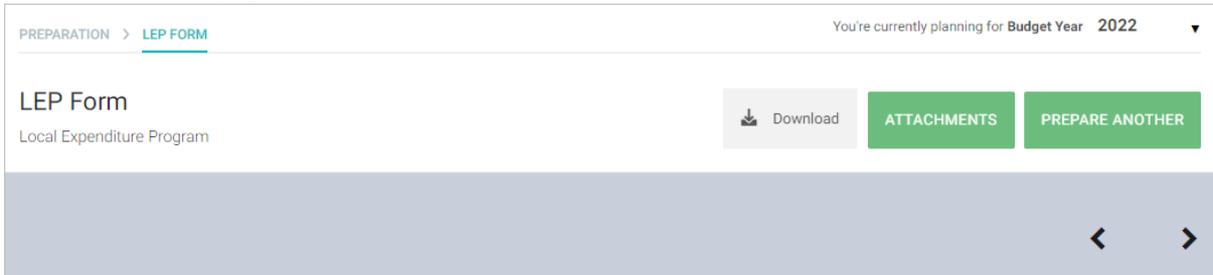
Prepare Another Local Expenditure Program (LEP)

Note: Same steps on how to prepare another LEP.

On the left-sidebar of the page, click **Preparation** and select **LEP Form**.



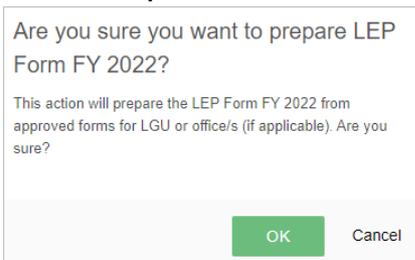
The *LEP Form cover page* is presented.



Click **Prepare Another** button. The *Prepare LEP Form FY (Year)* is displayed.



Click the **Prepare** button.



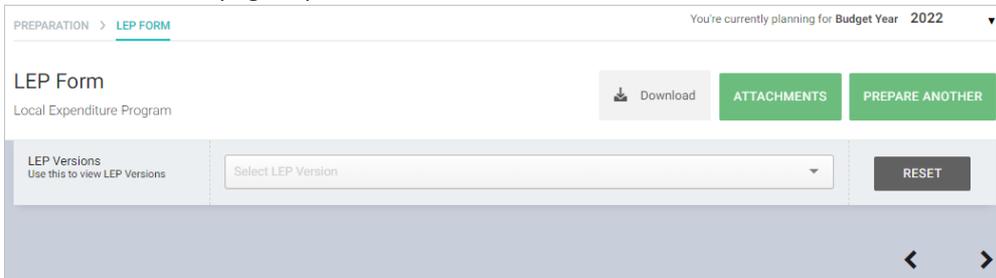
Confirmation message displays. Click **OK** button.

Upload LEP Attachment

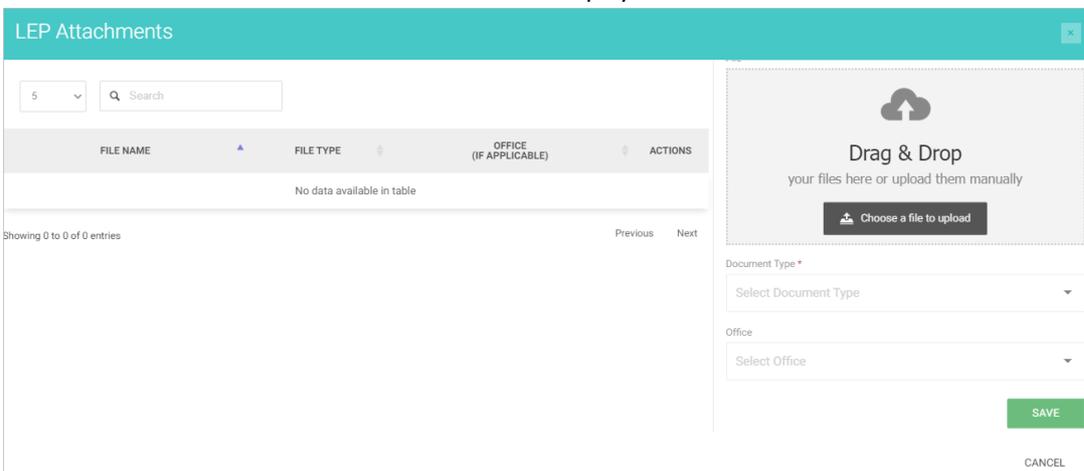
On the left-sidebar of the page, click **Preparation** and select **LEP Form**.



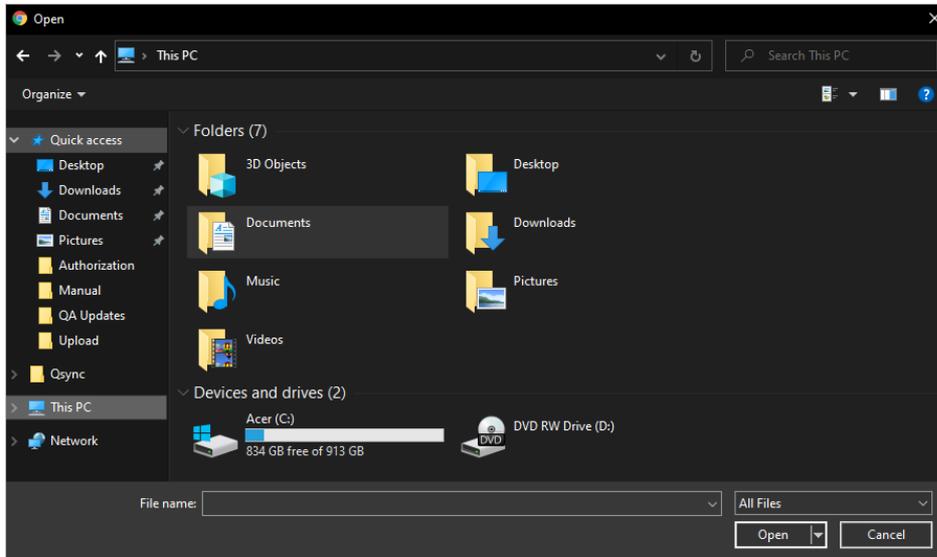
The *LEP Form cover page* is presented.



Click **Attachments** button. The *LEP Attachments* is displayed.



Click **Choose a file to upload** button.



Select appropriate file to be uploaded, then click **Open**.

Select **Document Type**.

Select **Office**.

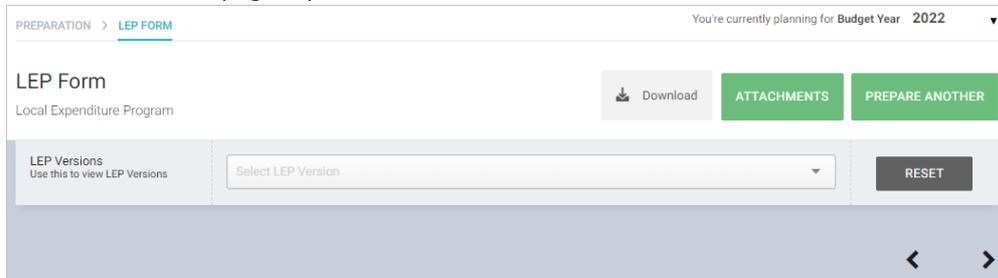
Click **Save** button. *Success Message* is displayed.

Manage Special Purpose Appropriations

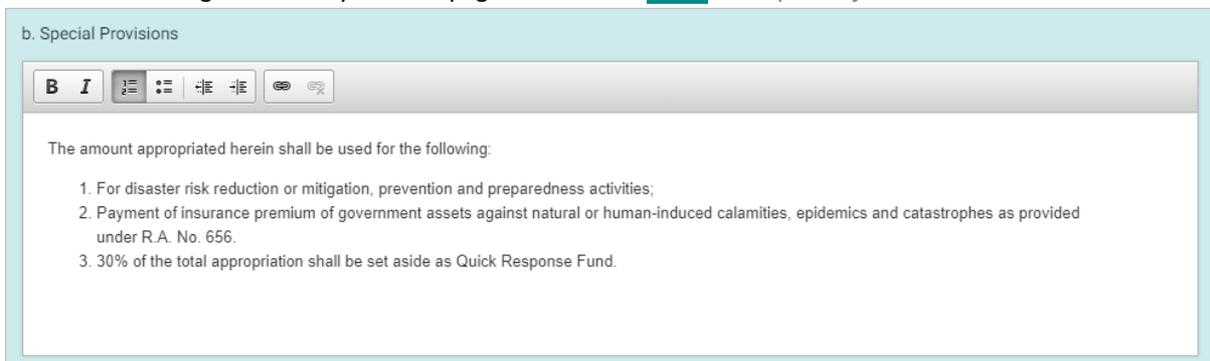
On the left-sidebar of the page, click **Preparation** and select **LEP Form**.



The *LEP Form cover page* is presented.



Use the left and right arrow keys to turn pages of the LEP. **Note:** *Some parts of the LEP are editable.*



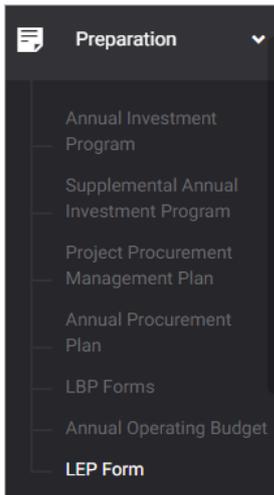
Under Special Purpose Appropriations page, modify Special Provisions as needed.



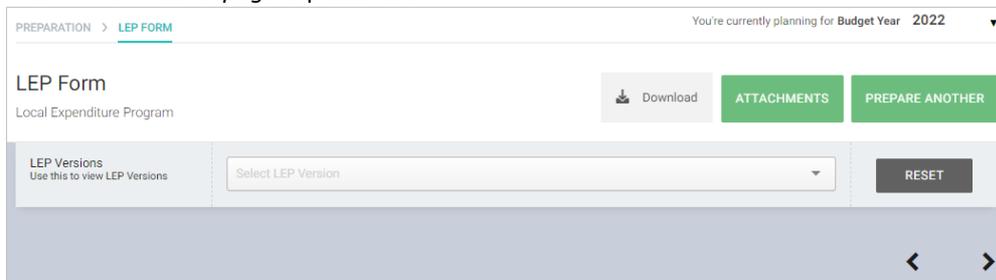
Click **Save** button. *Success Message* is displayed.

Manage General Provisions

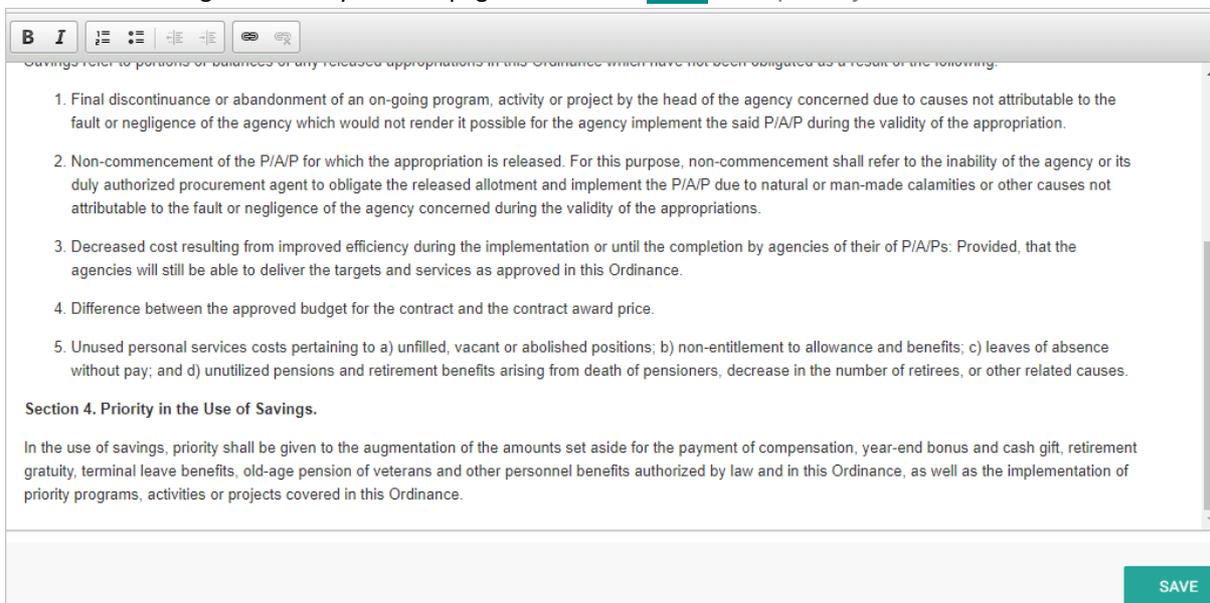
On the left-sidebar of the page, click **Preparation** and select **LEP Form**.



The *LEP Form cover page* is presented.



Use the left and right arrow keys to turn pages of the LEP. **Note:** *Some parts of the LEP are editable.*



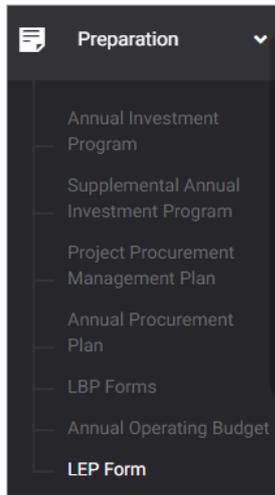
Under General Provisions page, modify details as needed.

SAVE

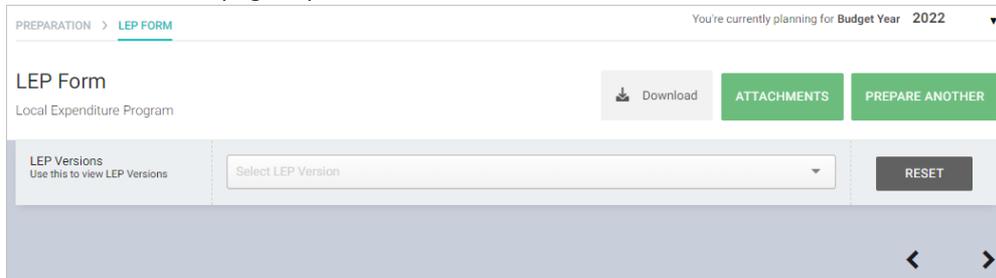
Click **Save** button. *Success Message* is displayed.

Manage Budget Message

On the left-sidebar of the page, click **Preparation** and select **LEP Form**.



The *LEP Form cover page* is presented.



Use the left and right arrow keys to turn pages of the LEP. **Note:** *Some parts of the LEP are editable.*

A screenshot of the main content area of the LEP Form. It features a header with 'Republic of the Philippines' and 'Province/City/Municipality of Itogon'. On the right, there is a date input field with the placeholder 'MM/DD/YYYY' and a calendar icon. The main text area contains 'BUDGET MESSAGE'. Below this is a rich text editor toolbar with icons for bold, italic, bulleted list, numbered list, link, and unlink. The text area below the toolbar is currently empty.

Select **Date**.

Modify **Budget Message** as needed.

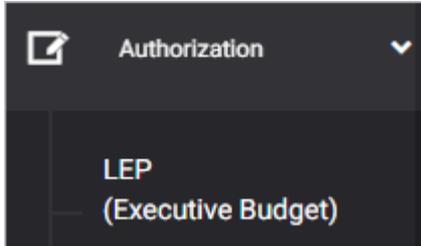
SAVE

Click **Save** button. *Success Message* is displayed.

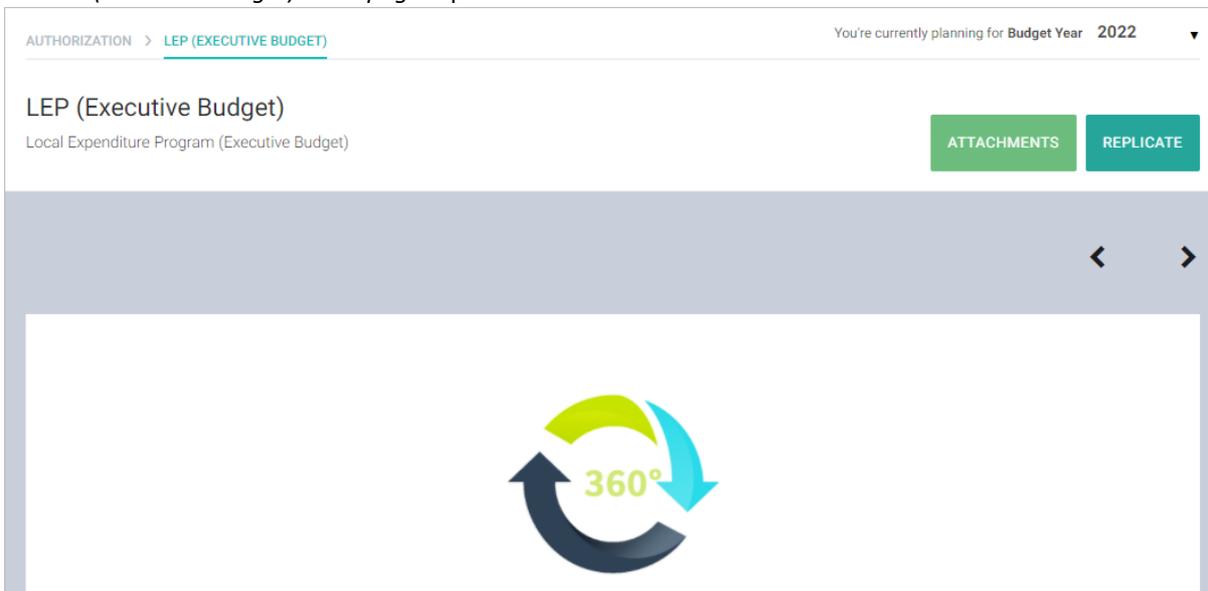
Authorization – LEP (Executive Budget) WIP

Replicate LEP (Executive Budget)

On the left-sidebar of the page, click **Preparation** and select **LEP (Executive Budget)**.

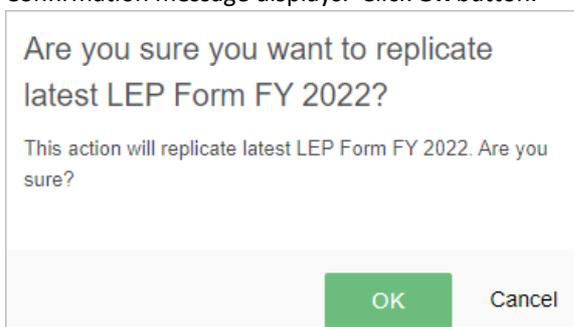


The *LEP (Executive Budget)* cover page is presented.



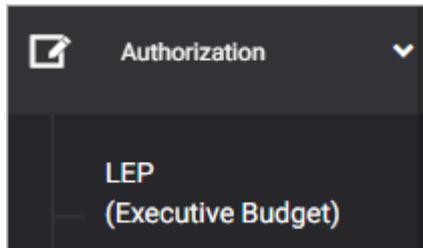
Click the **Replicate** button.

Confirmation message displays. Click **OK** button.

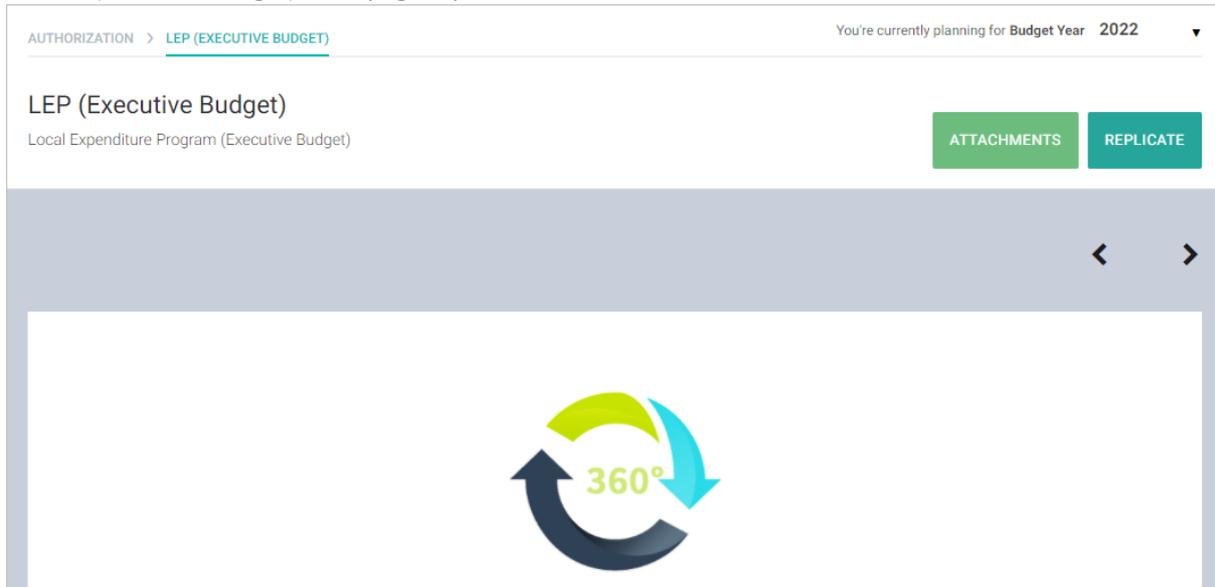


Add Receipt

On the left-sidebar of the page, click **Preparation** and select **LEP (Executive Budget)**.



The *LEP (Executive Budget)* cover page is presented.



Use the left and right arrow keys to turn pages of the LEP. **Note:** *Some parts of the LEP are editable.*

Part 1 RECEIPTS PROGRAM

ADD RECEIPT

PARTICULARS	INCOME CLASS	PAST YEAR (ACTUAL)	CURRENT YEAR APPROPRIATION		BUDGET YEAR (PROPOSED)	ACTION
			FIRST SEMESTER (ACTUAL)	SECOND SEMESTER (ESTIMATE)		
I. BEGINNING CASH BALANCE		0.00	0.00	0.00	0.00	
II. RECEIPTS						
A. LOCAL SOURCES						

Under **Receipts Program**, click the **Add Receipt** button.

Receipt Program ✕

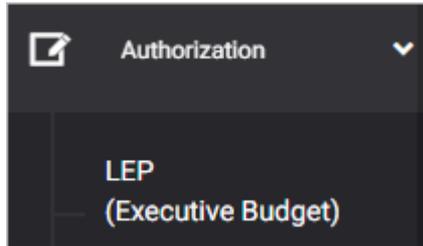
Receipts by major source * Select a receipt ▼	Income Classification <input checked="" type="radio"/> Regular <input type="radio"/> Non-regular
Amounts	
Past Year (Actual) ⓘ * 0.00	Budget Year (Proposed) ⓘ * 0.00
Current Year Appropriation	
First Semester (Actual) ⓘ * 0.00	Second Semester (Estimate) ⓘ * 0.00
<p style="text-align: right;">CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE</p>	

Select/Enter appropriate data on the required fields.

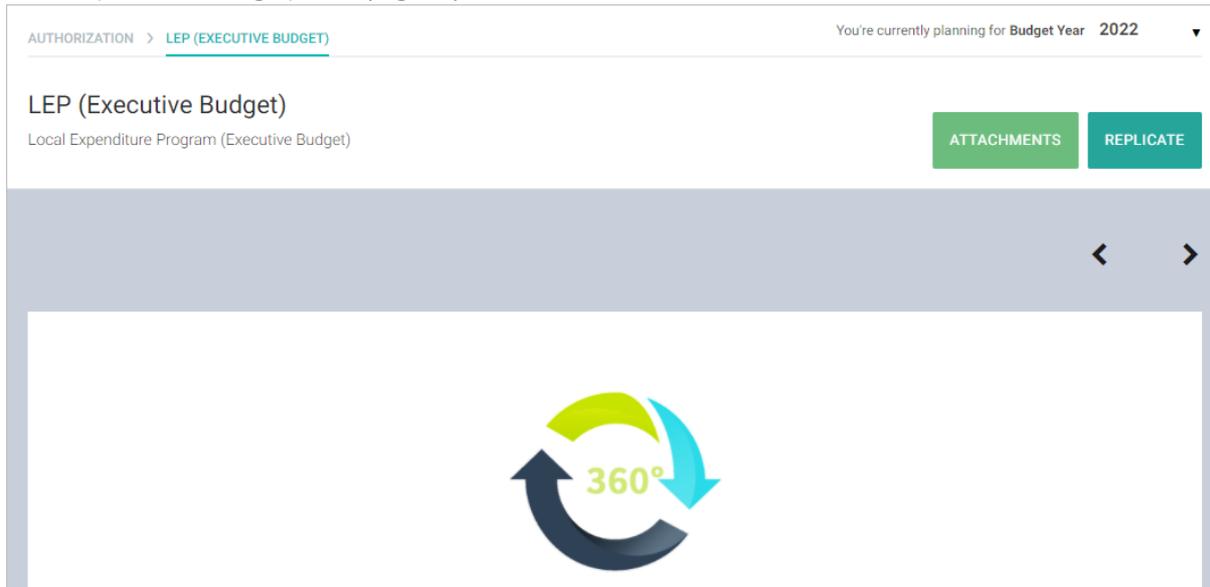
Click **Save and Add Another** button to save and add another record. Otherwise, click **Save and Close** button to save record and close the data entry.

Add PPA

On the left-sidebar of the page, click **Preparation** and select **LEP (Executive Budget)**.



The *LEP (Executive Budget)* cover page is presented.



Use the left and right arrow keys to turn pages of the LEP. **Note:** *Some parts of the LEP are editable.*

01 Proposed New Appropriations						ADD PPA
BY PROGRAM, ACTIVITY AND PROJECT						
AIP REFERENCE CODE	PROGRAM/PROJECT/ACTIVITY	MFO	PERFORMANCE INDICATOR	TARGET	PS	
LEE ES Program 01		LEE ES Program 01 Major Final Output				
8000-000-LEE-01-0001	ES LEE Activity 01		LEE PI Description 1, LEE PI Description 2	100.00, 1000.00	50,000.00	

Under **Part 2 Expenditure Program**, click the **Add PPA** button.

Proposed New Appropriations - PPA ✕

Program/Project/Activity *
Select program/project/activity ▼

Expected Output
Expected output will be shown after selecting a PPA.

Performance Indicators + ADD

Description * Enter description	Target * Enter target	
------------------------------------	--------------------------	--

Proposed Budget for the Budget Year

PS	0.00	MOOE	0.00	CO	0.00	FE	0.00
----	------	------	------	----	------	----	------

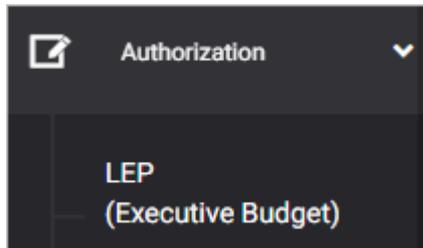
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE

Select/Enter appropriate data on the required fields.

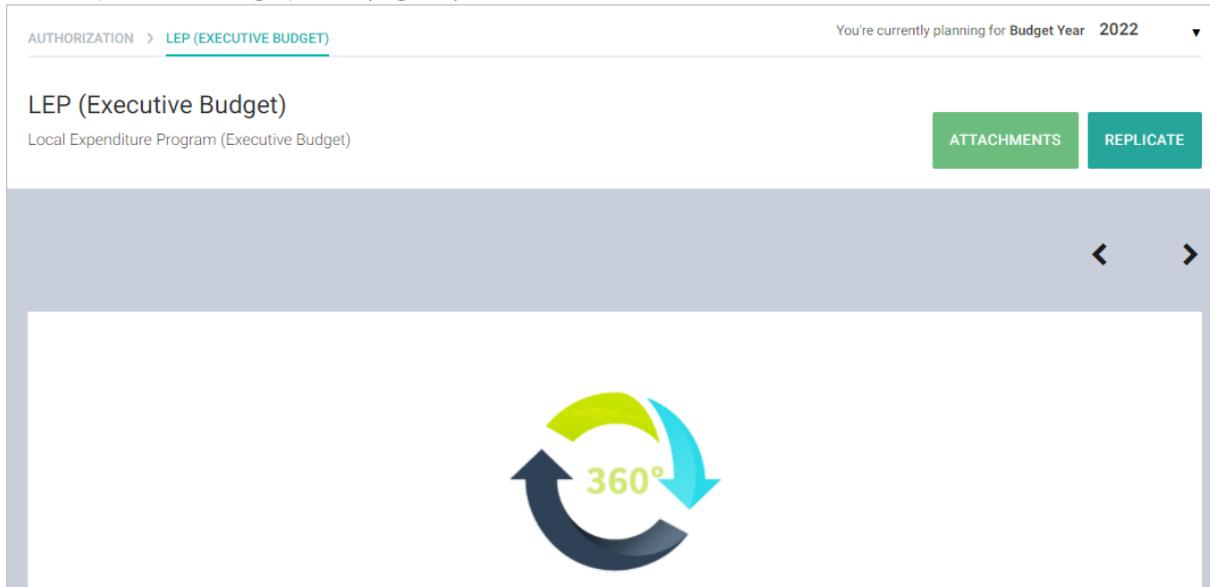
Click **Save and Add Another** button to save and add another record. Otherwise, click **Save and Close** button to save record and close the data entry.

Add Expense

On the left-sidebar of the page, click **Preparation** and select **LEP (Executive Budget)**.



The *LEP (Executive Budget)* cover page is presented.



Use the left and right arrow keys to turn pages of the LEP. **Note:** Some parts of the LEP are editable.

		CURRENT YEAR (ESTIMATE)				
OBJECT OF EXPENDITURE	ACCOUNT CODE	PAST YEAR (ACTUAL)	FIRST SEMESTER (ACTUAL)	SECOND SEMESTER (ESTIMATE)	BUDGET YEAR (PROPOSED)	ACTIONS
PERSONAL SERVICES						
Salaries and Wages						
Salaries and Wages - Regular	5-01-01-010	100,000.00	100,000.00	0.00	100,000.00	
<i>LEES Program 01</i>		100,000.00	100,000.00	0.00	100,000.00	  

Under **Part 2 Expenditure Program**, click the **Add Expense** button.

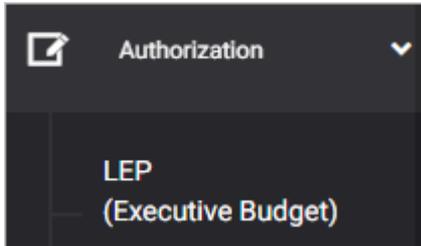
Proposed New Appropriations - Expense	
Programs * Select a program	
Expenditures * Select an expenditure	
Amounts	
Past Year (Actual) ? *	Budget Year (Proposed) ? *
0.00	0.00
Current Year Appropriation	
First Semester (Actual) ? *	Second Semester (Estimate) ? *
0.00	0.00
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE	

Select/Enter appropriate data on the required fields.

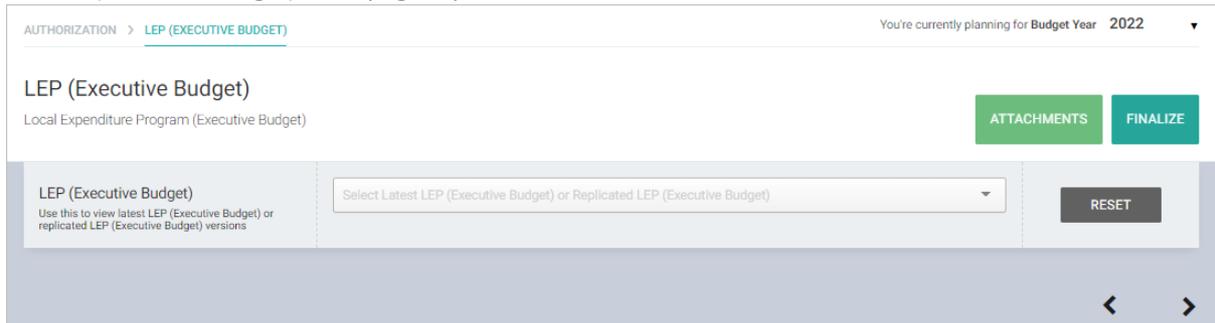
Click **Save and Add Another** button to save and add another record. Otherwise, click **Save and Close** button to save record and close the data entry.

Finalize LEP (Executive Budget)

On the left-sidebar of the page, click **Preparation** and select **LEP (Executive Budget)**.

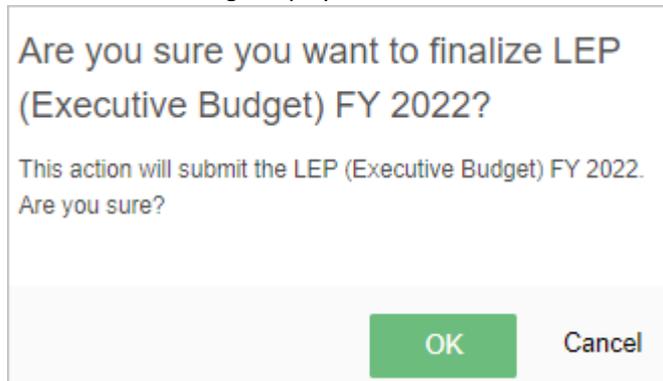


The *LEP (Executive Budget)* cover page is presented.

A screenshot of a web application interface. At the top left, there is a breadcrumb trail: 'AUTHORIZATION > LEP (EXECUTIVE BUDGET)'. At the top right, it says 'You're currently planning for Budget Year 2022' with a dropdown arrow. Below the breadcrumb, the main heading is 'LEP (Executive Budget)' with the subtitle 'Local Expenditure Program (Executive Budget)'. To the right of the subtitle are two buttons: 'ATTACHMENTS' (green) and 'FINALIZE' (teal). Below this is a section with a light gray background. On the left, it says 'LEP (Executive Budget)' and 'Use this to view latest LEP (Executive Budget) or replicated LEP (Executive Budget) versions'. In the center is a dropdown menu with the text 'Select Latest LEP (Executive Budget) or Replicated LEP (Executive Budget)'. To the right of the dropdown is a 'RESET' button (gray). At the bottom right of the page, there are left and right navigation arrows.

Click the **Finalize** button.

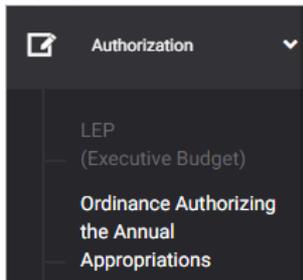
Confirmation message displays. Click **OK** button.

A confirmation dialog box with a white background and a thin gray border. The main text reads: 'Are you sure you want to finalize LEP (Executive Budget) FY 2022?'. Below this, it says: 'This action will submit the LEP (Executive Budget) FY 2022. Are you sure?'. At the bottom of the dialog, there are two buttons: 'OK' (green) and 'Cancel' (gray).

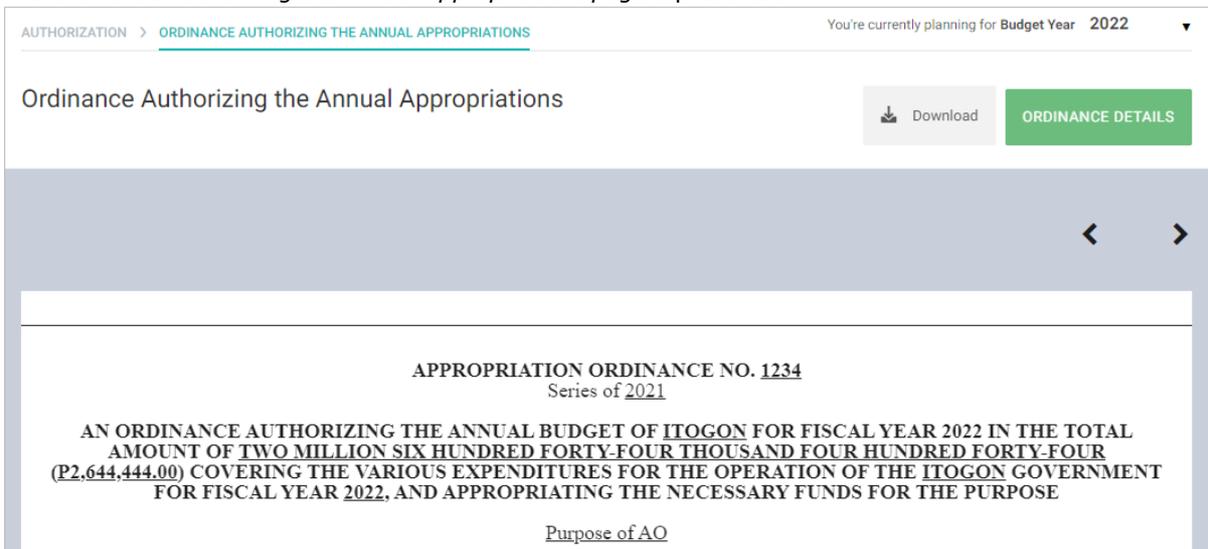
Authorization – Ordinance Authorizing the Annual Appropriations

Download Ordinance Authorizing the Annual Appropriations

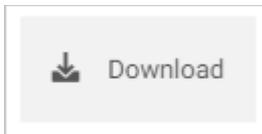
On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing the Annual Appropriations**.



The *Ordinance Authorizing the Annual Appropriations* page is presented.

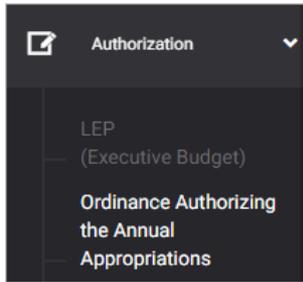


Click the **Download** button and select *PDF* to view the OAAA.

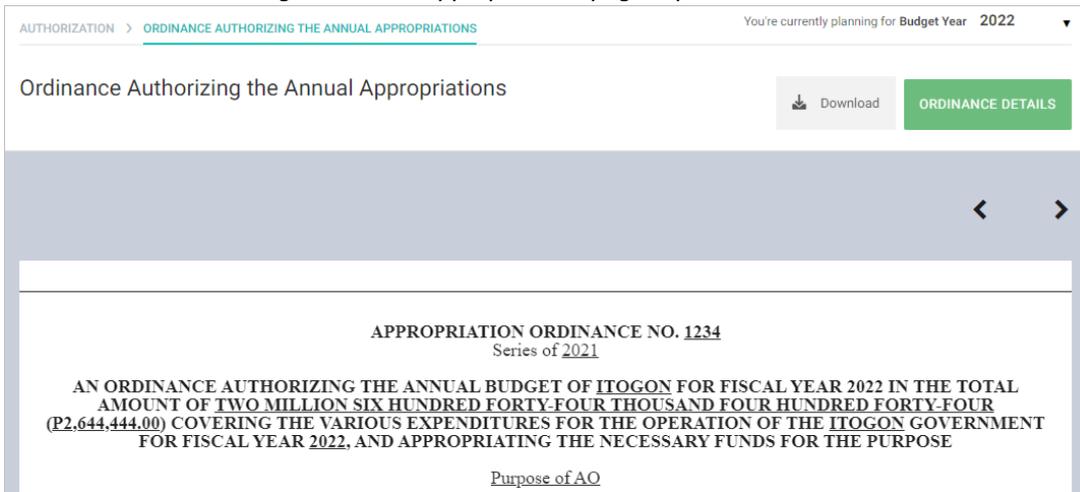


Update Ordinance Authorizing the Annual Appropriation

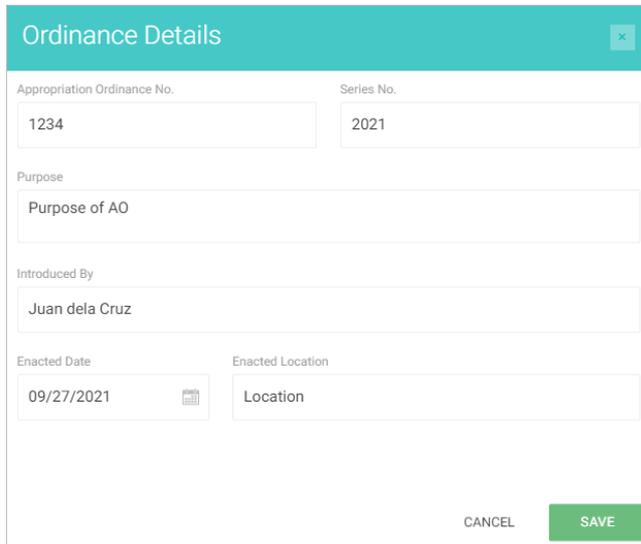
On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing the Annual Appropriations**.



The *Ordinance Authorizing the Annual Appropriations* page is presented.



Click **Ordinance Details** button. The *Ordinance Details* data entry is displayed.

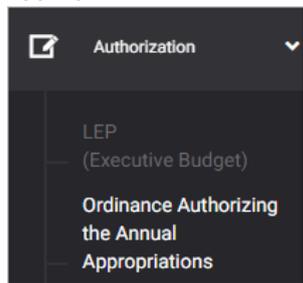
A form titled 'Ordinance Details' with a teal header and a close button. It contains several input fields: 'Appropriation Ordinance No.' with value '1234', 'Series No.' with value '2021', 'Purpose' with value 'Purpose of AO', 'Introduced By' with value 'Juan dela Cruz', 'Enacted Date' with value '09/27/2021' and a calendar icon, and 'Enacted Location' with value 'Location'. At the bottom are 'CANCEL' and 'SAVE' buttons.

Modify fields as needed.

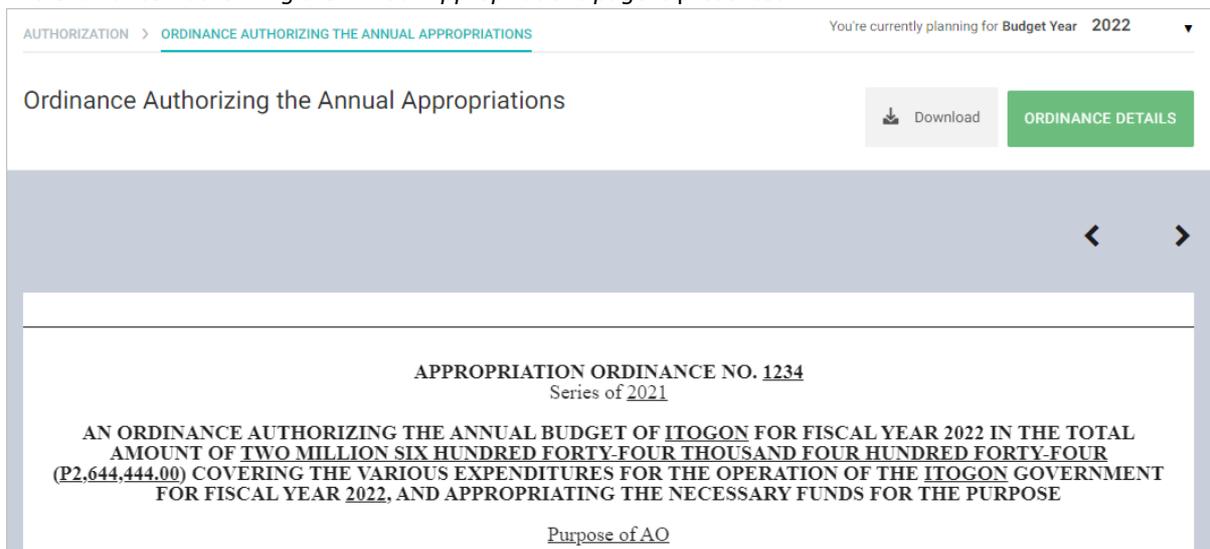
Click **Save** button. *Success Message* is displayed.

Update Section

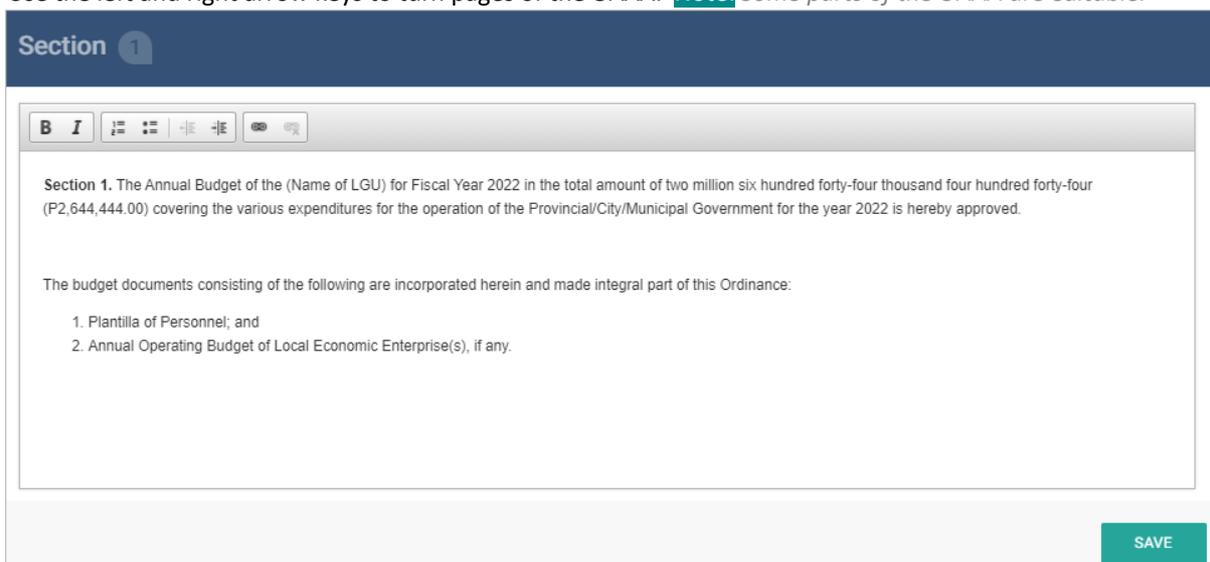
On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing the Annual Appropriations**.



The *Ordinance Authorizing the Annual Appropriations* page is presented.



Use the left and right arrow keys to turn pages of the OAAA. **Note:** *Some parts of the OAAA are editable.*

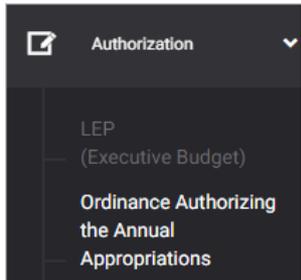


Under Section page, modify Special Provisions as needed.

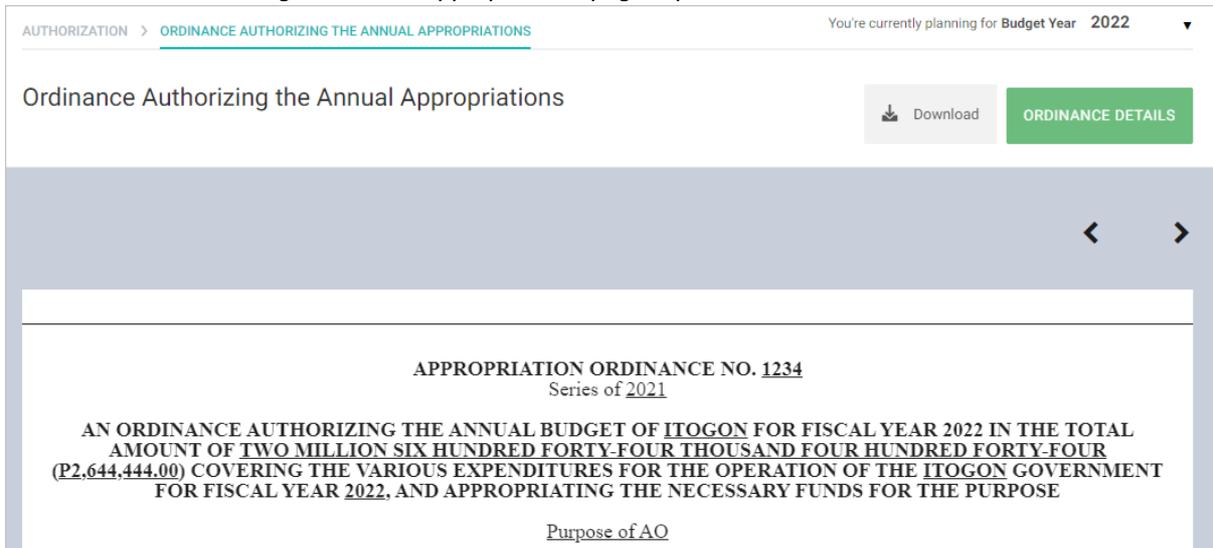
Click **Save** button. *Success Message* is displayed.

Submit OAAA for Review

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing the Annual Appropriations**.

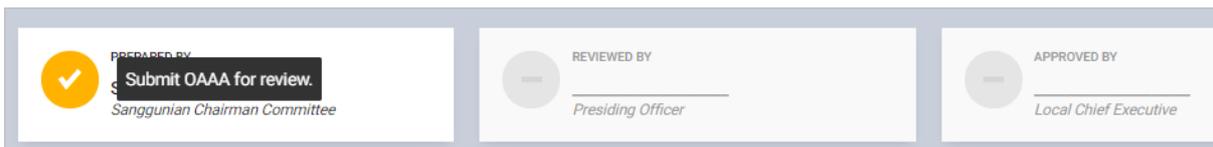


The *Ordinance Authorizing the Annual Appropriations* page is presented.

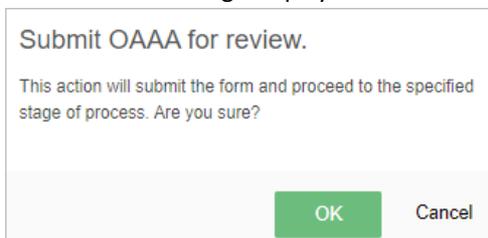


Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit OAAA for review.

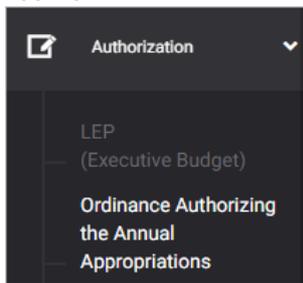


Confirmation message displays. Click **OK** button.

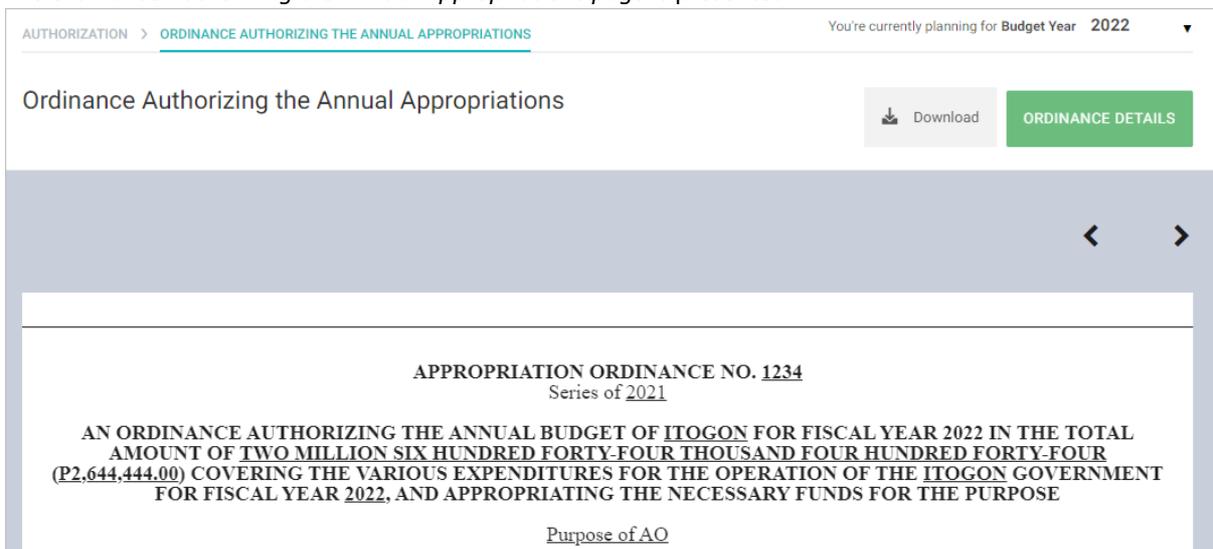


Return or Submit OAAA for Approval (Presiding Officer)

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing the Annual Appropriations**.

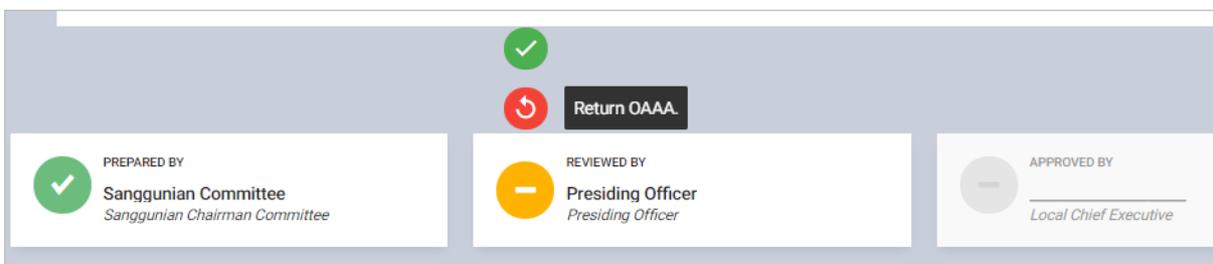
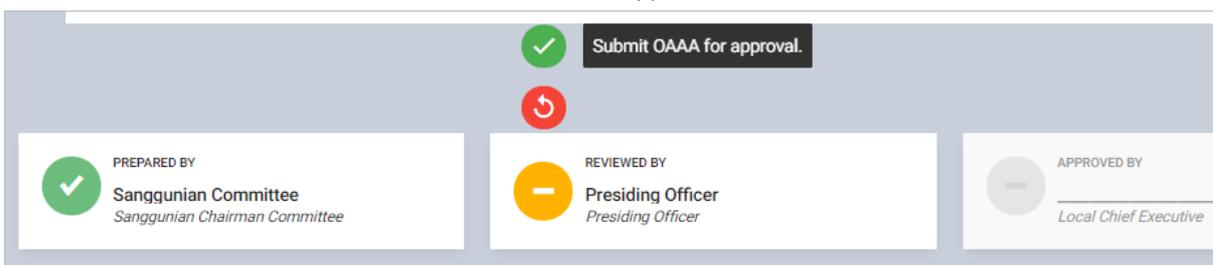


The *Ordinance Authorizing the Annual Appropriations* page is presented.



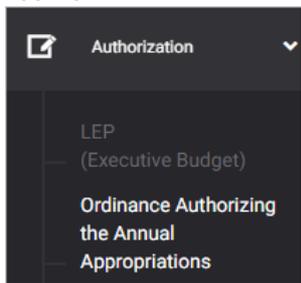
Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit OAAA for approval. Otherwise, click the **Return OAAA** icon.

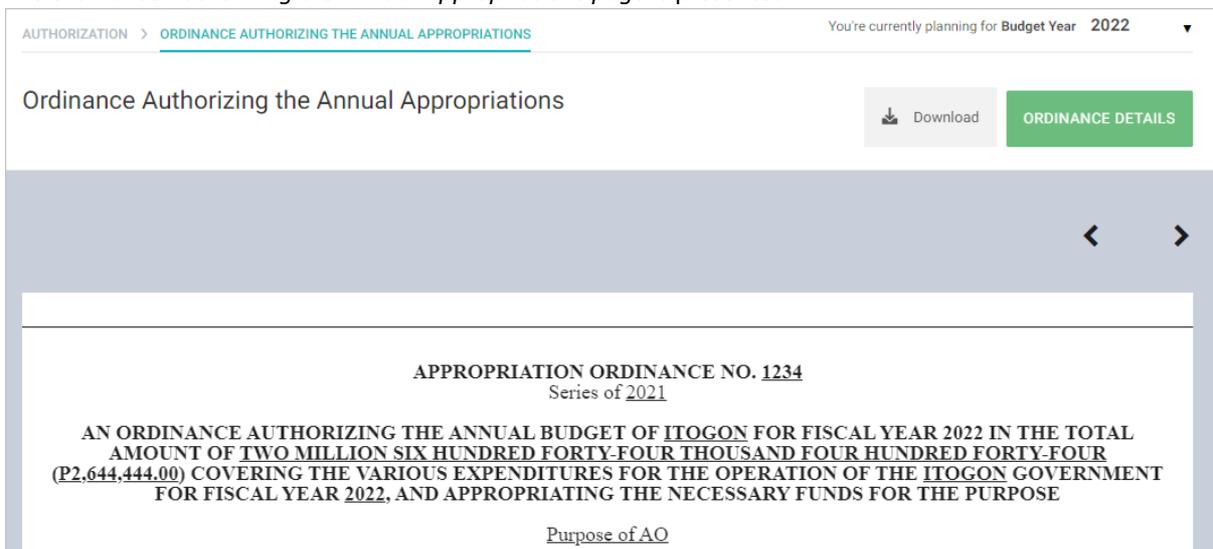


Return or Submit OAAA for Approval (Local Chief Executive)

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing the Annual Appropriations**.

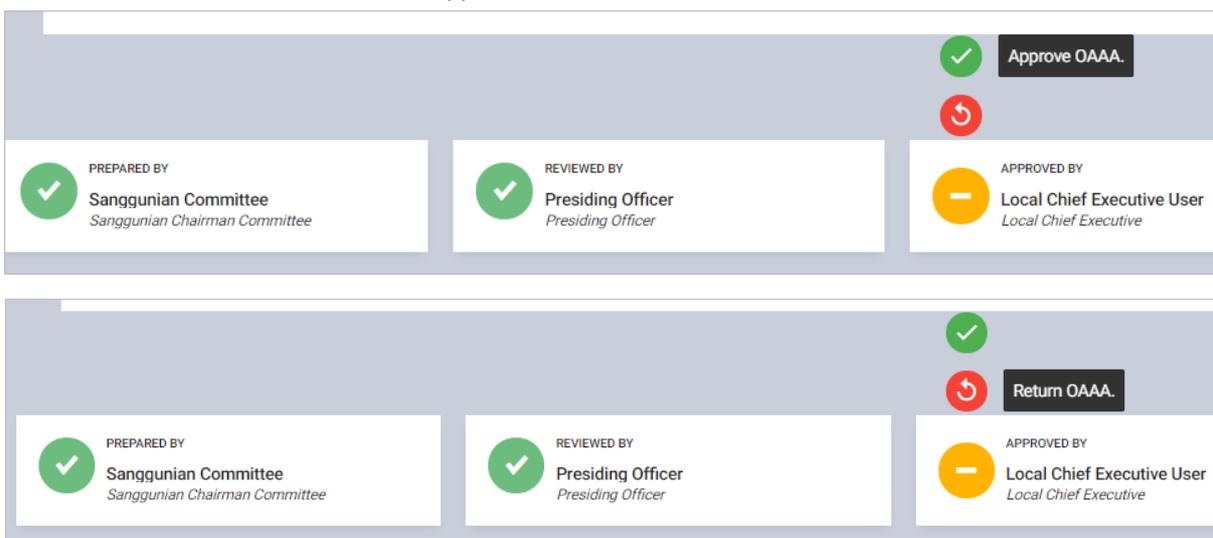


The *Ordinance Authorizing the Annual Appropriations* page is presented.



Scroll down the summary page and you will see the approval trail.

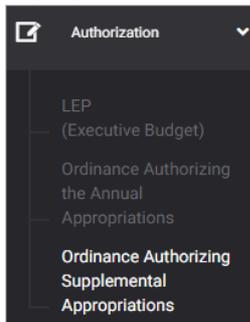
Mouse over and click the check icon to approve OAAA. Otherwise, click the **Return OAAA** icon.



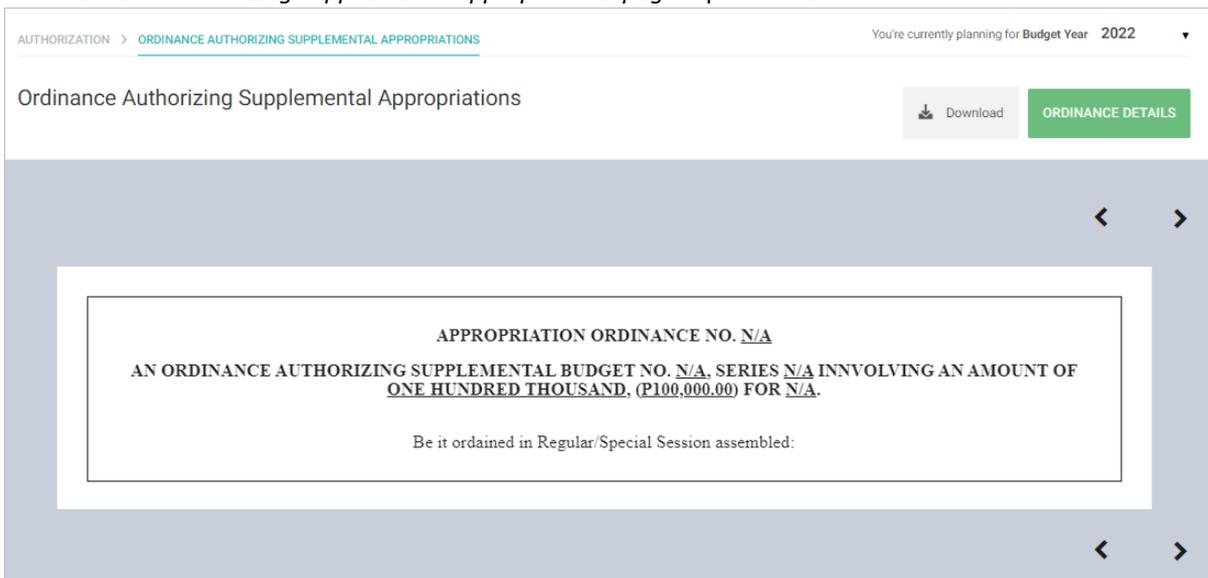
Authorization – Ordinance Authorizing Supplemental Appropriations

Download Ordinance Authorizing Supplemental Appropriations

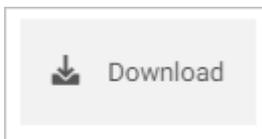
On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing Supplemental Appropriations**.



The *Ordinance Authorizing Supplemental Appropriations* page is presented.

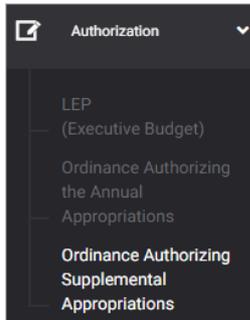


Click the **Download** button and select *PDF* to view the OASA.

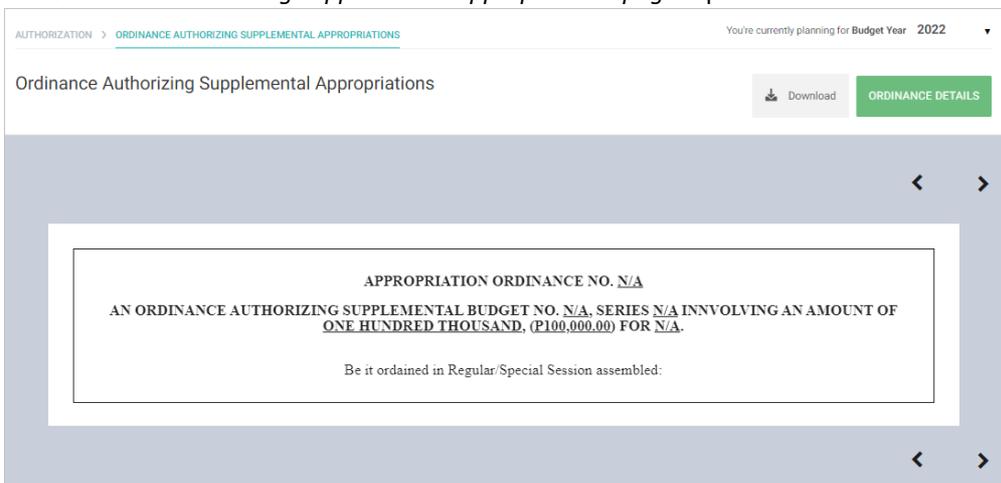


Update Ordinance Authorizing Supplemental Appropriation

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing Supplemental Appropriations**.



The *Ordinance Authorizing Supplemental Appropriations* page is presented.



Click **Ordinance Details** button. The *Ordinance Details* data entry is displayed.

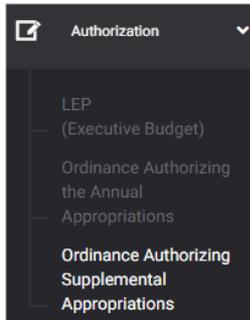
A form titled 'Ordinance Details' with a teal header. It contains several input fields: 'Appropriation Ordinance No.' with a placeholder 'Enter Appropriation Ordinance No.', 'Series No.' with a placeholder 'Enter Series No.', 'Purpose' with a placeholder 'Enter Purpose', 'Enacted Date' with a placeholder 'Enter Enacted Date' and a calendar icon, 'Enacted Location' with a placeholder 'Enter Enacted Location', 'Budget No.' with a placeholder 'Enter Budget No.', and 'Effectivity Date' with a placeholder 'Enter Effectivity Date' and a calendar icon. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

Modify fields as needed.

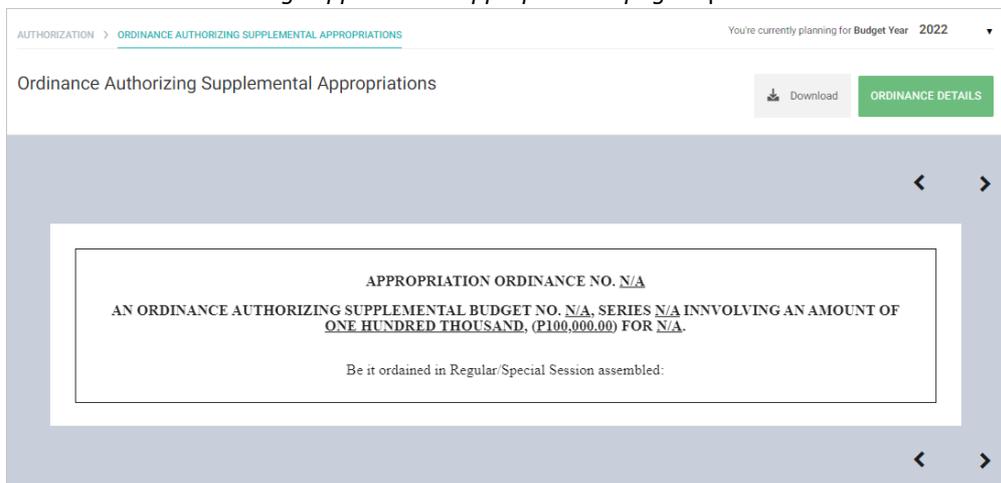
Click **Save** button. *Success Message* is displayed.

Update Section

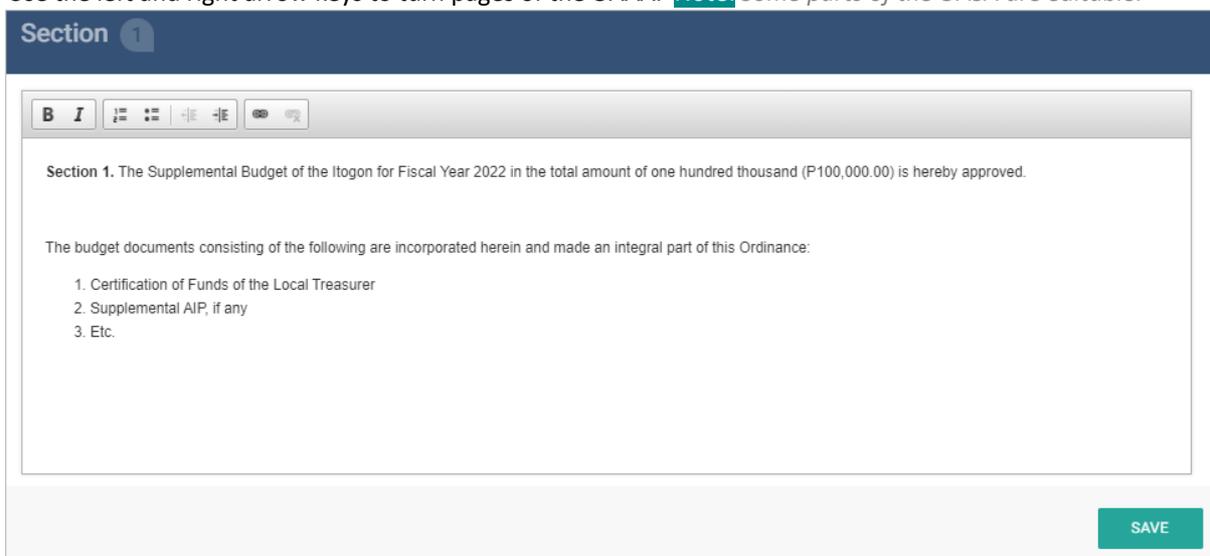
On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing Supplemental Appropriations**.



The *Ordinance Authorizing Supplemental Appropriations* page is presented.



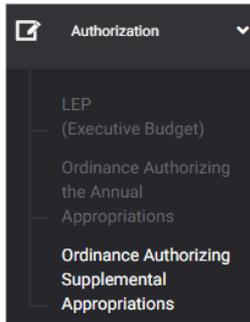
Use the left and right arrow keys to turn pages of the OAAA. **Note:** *Some parts of the OASA are editable.*



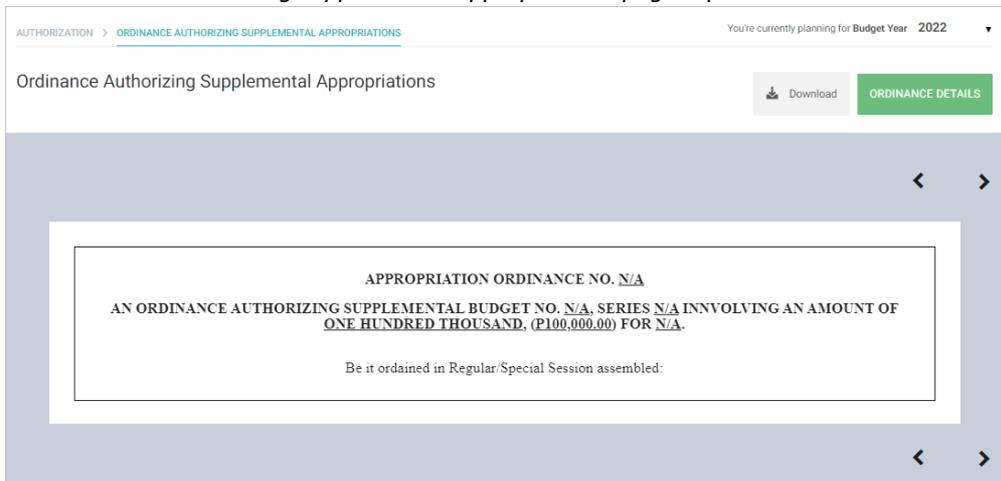
Under Section page, modify Special Provisions as needed. Click **Save** button. *Success Message* is displayed.

Submit OASA for Review

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing Supplemental Appropriations**.



The *Ordinance Authorizing Supplemental Appropriations* page is presented.

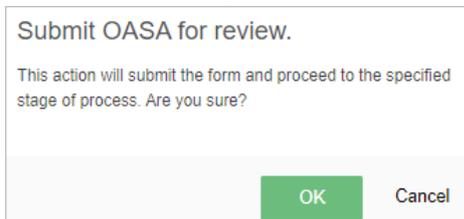


Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit OASA for review.

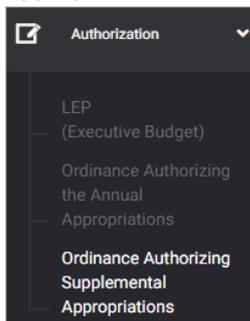


Confirmation message displays. Click **OK** button.

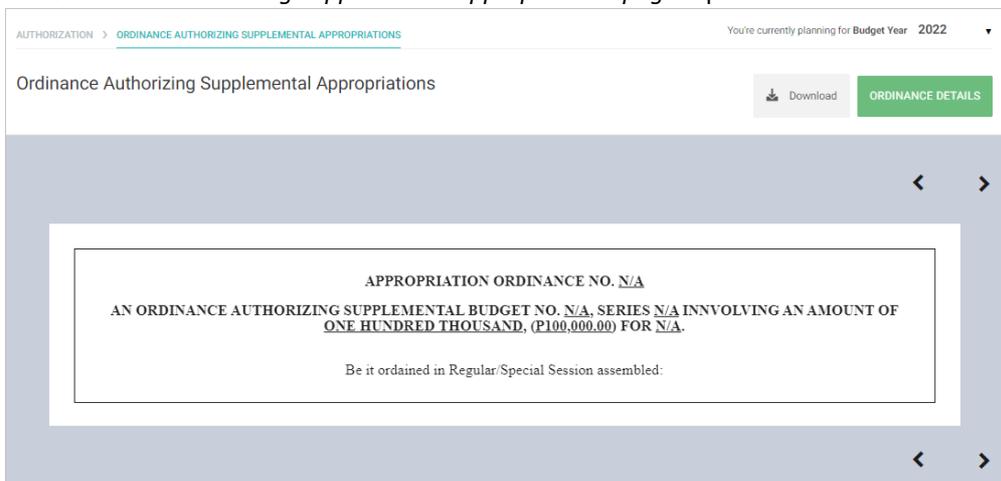


Return or Submit OASA for Approval (Presiding Officer)

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing Supplemental Appropriations**.

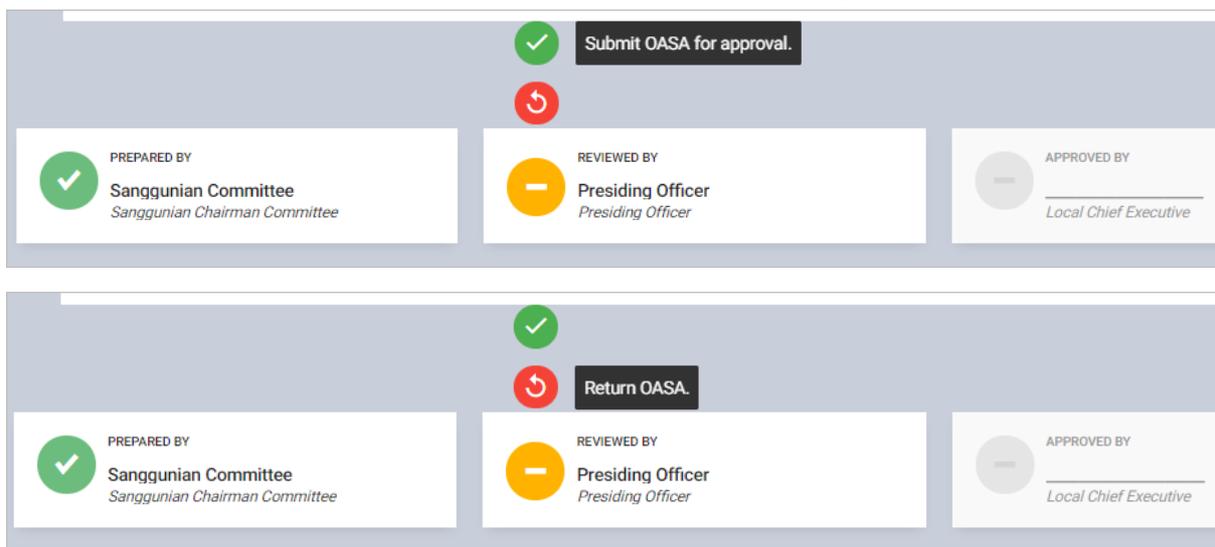


The *Ordinance Authorizing Supplemental Appropriations* page is presented.



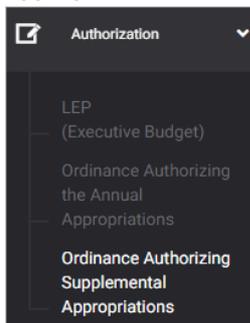
Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit OASA for approval. Otherwise, click the **Return OASA** icon.

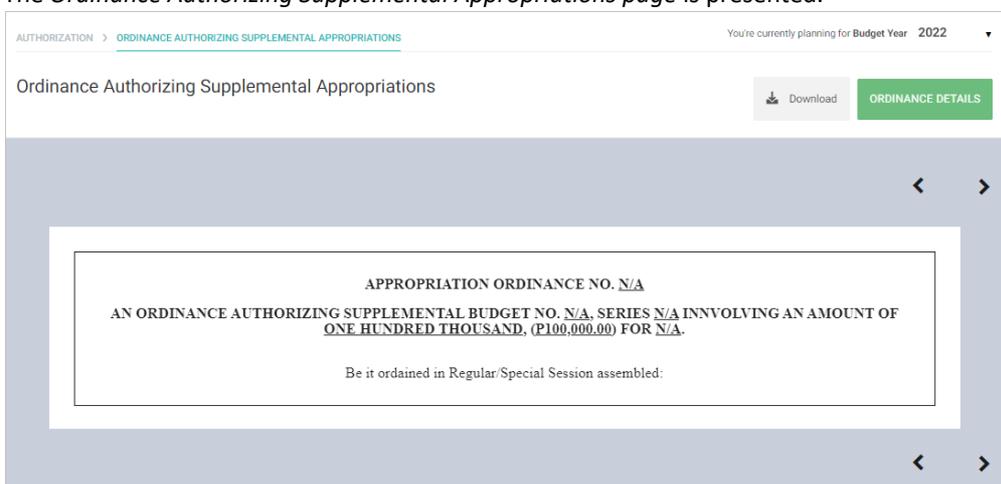


Return or Submit OASA for Approval (Local Chief Executive)

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing Supplemental Appropriations**.

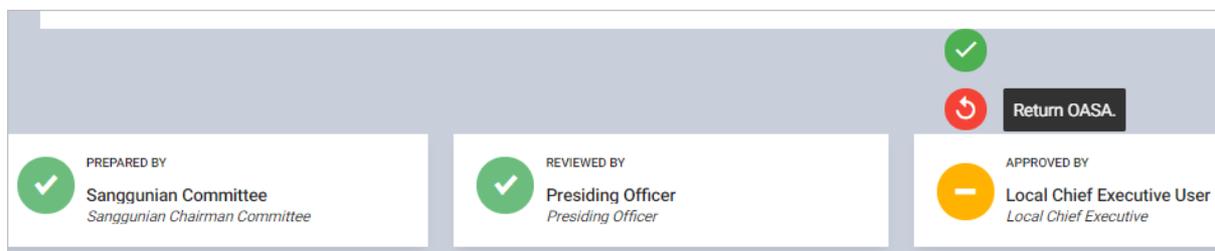
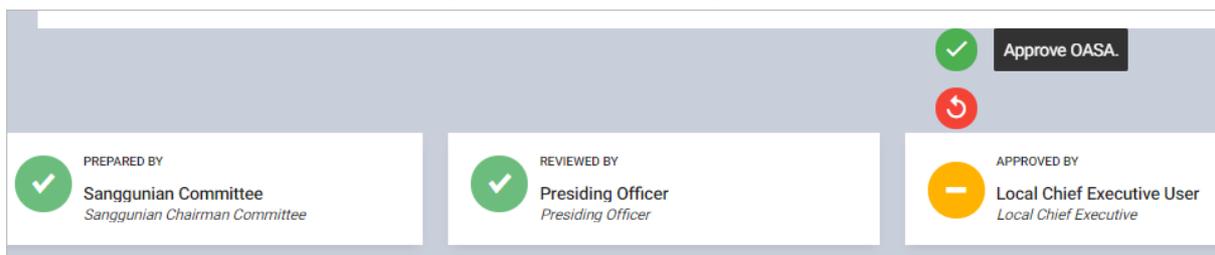


The *Ordinance Authorizing Supplemental Appropriations* page is presented.



Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to approve OASA. Otherwise, click the **Return OASA** icon.

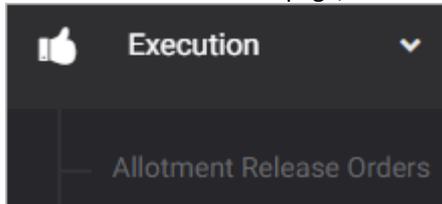


Execution: Allotment Release Orders

Prepare, Submit, and Approve the Allotment Release Orders

Prepare Allotment Release Order

On the left-sidebar of the page, click **Execution** and select **Allotment Release Orders**.



The *Allotment Release Orders summary page* is presented.

EXECUTION > ALLOTMENT RELEASE ORDERS Execution and accountability for Current Year 2022

Allotment Release Orders

Download IMPORT ADD ARO ITEM

Filter Result Use filters to limit results

Office: Office of the Municipal Mayor Expense Class: Personal Services RESET

Allotment Release Order

PPA CODE	PPA DESCRIPTION	OBJECT CLASS / ACCOUNT CODE	AUTHORIZED APPROPRIATION (PS)	FOR LATER RELEASE	PREVIOUSLY RELEASED AMOUNT	THIS RELEASE	ACTIONS
1000-000-3-01-001-01-0001	Program Name 01 GPS / Project GPSS 01	5-01-01-010	100,000.00	90,000.00	90,000.00	90,000.00	🔍 📄 ✎ 🗑️

Click **ADD ARO ITEM**.

The *ARO Item* data entry form is displayed.

✕

ARO Item

PPA * Select PPA	Object Class / Account * Select Object Class / Account
Authorized Appropriation Amount * Enter Authorized Appropriation Amount	For Later Release Amount * Enter For Later Release Amount
Previously Released Amount * Enter Previously Released Amount	This release * Enter This Release

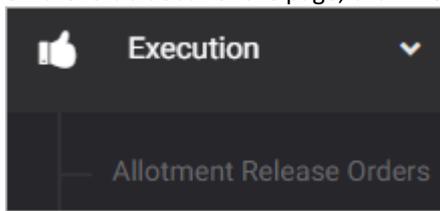
CANCEL
SAVE AND ADD ANOTHER
SAVE AND CLOSE

Select or Enter appropriate data on the required fields.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Import Allotment Release Order

On the left-sidebar of the page, click **Execution** and select **Allotment Release Orders**.



The *Allotment Release Orders summary page* is presented.

The screenshot shows a web interface for 'Allotment Release Orders'. At the top, there's a breadcrumb 'EXECUTION > ALLOTMENT RELEASE ORDERS' and a dropdown for 'Execution and accountability for Current Year 2022'. Below this is a title 'Allotment Release Orders' and three buttons: 'Download', 'IMPORT', and 'ADD ARO ITEM'. A filter section includes 'Filter Result' (with a note 'Use filters to limit results'), 'Office' (set to 'Office of the Municipal Mayor'), and 'Expense Class' (set to 'Personal Services'), with a 'RESET' button. A table below shows one row of data with columns for PPA CODE, PPA DESCRIPTION, OBJECT CLASS / ACCOUNT CODE, AUTHORIZED APPROPRIATION (PS), FOR LATER RELEASE, PREVIOUSLY RELEASED AMOUNT, THIS RELEASE, and ACTIONS. The table data is as follows:

PPA CODE	PPA DESCRIPTION	OBJECT CLASS / ACCOUNT CODE	AUTHORIZED APPROPRIATION (PS)	FOR LATER RELEASE	PREVIOUSLY RELEASED AMOUNT	THIS RELEASE	ACTIONS
1000-000-3-01-001-01-0001	Program Name 01 GPS / Project GPSS 01	5-01-01-010	100,000.00	90,000.00	90,000.00	90,000.00	Search, Print, Edit, Delete icons

Click **IMPORT**.

The *Import* data entry form is displayed.

The screenshot shows an 'Import' modal window. It has a teal header with the title 'Import' and a close button. Below the header, there's a message: 'Please note that the file must be in a specific format for this import to work. [Download Format](#)'. Underneath, it says 'Select a Excel file (.xlsx)'. There is a 'Browse' button with an upload icon. At the bottom right, there are 'CANCEL' and 'IMPORT' buttons.

Click **Download Format** to download the template.

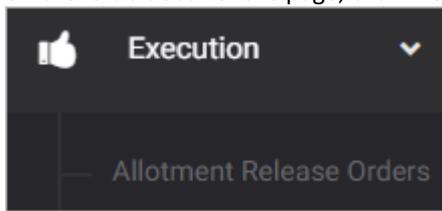
Fill-in the downloaded template with the appropriate data.

Click **Browse**, then select the template with appropriate data.

Click **IMPORT** upload ARO.

Submit Allotment Release Order

On the left-sidebar of the page, click **Execution** and select **Allotment Release Orders**.

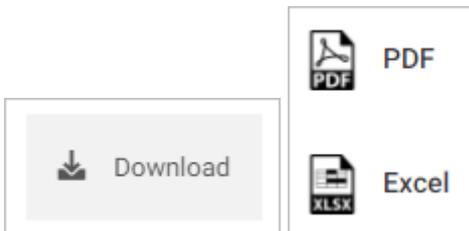


The *Allotment Release Orders summary page* is presented.

The screenshot shows a web interface for 'Allotment Release Orders'. At the top, there's a breadcrumb 'EXECUTION > ALLOTMENT RELEASE ORDERS' and a dropdown for 'Execution and accountability for Current Year 2022'. Below the title, there are buttons for 'Download', 'IMPORT', and 'ADD ARO ITEM'. A filter section includes 'Office' (set to 'Office of the Municipal Mayor') and 'Expense Class' (set to 'Personal Services'), with a 'RESET' button. A table below shows one row of data with columns for PPA CODE, PPA DESCRIPTION, OBJECT CLASS / ACCOUNT CODE, AUTHORIZED APPROPRIATION (PS), FOR LATER RELEASE, PREVIOUSLY RELEASED AMOUNT, THIS RELEASE, and ACTIONS. The table data is as follows:

PPA CODE	PPA DESCRIPTION	OBJECT CLASS / ACCOUNT CODE	AUTHORIZED APPROPRIATION (PS)	FOR LATER RELEASE	PREVIOUSLY RELEASED AMOUNT	THIS RELEASE	ACTIONS
1000-000-3-01-001-01-0001	Program Name 01 GPS / Project GPSS 01	5-01-01-010	100,000.00	90,000.00	90,000.00	90,000.00	Search, Print, Edit, Delete icons

Click the **Download** button and select *PDF/Excel* to view the ARO.



Scroll down the summary page and you will see the approval trail.

RECOMMENDED BY
Local Budget Offic...
Local Budget Officer

APPROVED BY

Local Chief Executive

** Click the icon to Submit ARO for recommendation*

Mouse over and click the check icon to submit the ARO for recommendation.

RECOMMENDED BY
Local Budget Offic...
Local Budget Officer

APPROVED BY

Local Chief Executive

Submit ARO for recommendation

** Click the icon to Submit ARO for recommendation*

Confirmation message displays. Click **OK** button.

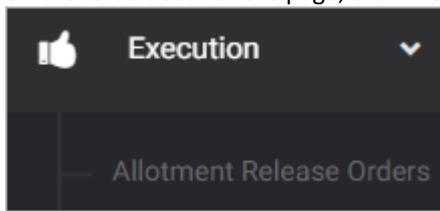
Submit ARO for recommendation

This action will submit the form and proceed to the specified stage of process. Are you sure?

OK Cancel

[Return or Approve the Allotment Release Order](#)

On the left-sidebar of the page, click **Execution** and select **Allotment Release Orders**.



The *Allotment Release Orders summary page* is presented.

The screenshot shows a web interface for 'Allotment Release Orders'. At the top, there's a breadcrumb 'EXECUTION > ALLOTMENT RELEASE ORDERS' and a dropdown for 'Execution and accountability for Current Year 2022'. Below the title, there are buttons for 'Download', 'IMPORT', and 'ADD ARO ITEM'. A filter section includes 'Filter Result' (with a subtext 'Use filters to limit results'), 'Office' (set to 'Office of the Municipal Mayor'), and 'Expense Class' (set to 'Personal Services'), with a 'RESET' button. A table below contains one row of data with columns for PPA CODE, PPA DESCRIPTION, OBJECT CLASS / ACCOUNT CODE, AUTHORIZED APPROPRIATION (PS), FOR LATER RELEASE, PREVIOUSLY RELEASED AMOUNT, THIS RELEASE, and ACTIONS. The table row shows values: 1000-000-3-01-001-01-0001, Program Name 01 GPS / Project GPSS 01, 5-01-01-010, 100,000.00, 90,000.00, 90,000.00, 90,000.00, and a set of action icons.

Click the **Download** button and select *PDF/Excel* to view the ARO.



Scroll down the summary page and you will see the approval trail. **Note:** The approval of the LCE will be enabled only after the submission of Local Budget Officer.

Mouse over and click the **Approve ARO** icon to approve the ARO. Otherwise, click the **Return ARO** icon.

8000-000-LEE-01-0001 LEE ES Program 01 / ES LEE Activity 01 5-01 10 **Approve ARO** 333,333.00

 RECOMMENDED BY
Local Budget Officer...
Local Budget Officer

 APPROVED BY
Local Chief Executive...
Local Chief Executive

** Approval process not yet done*

8000-000-LEE-01-0001 LEE ES Program 01 / ES LEE Activity 01 5-01 10 33,333,333.00

Return ARO

 RECOMMENDED BY
Local Budget Officer...
Local Budget Officer

 APPROVED BY
Local Chief Executive...
Local Chief Executive

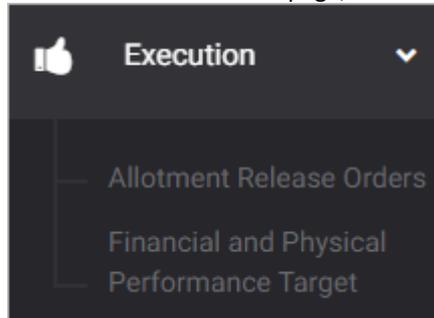
** Approval process not yet done*

Execution: Financial and Physical Performance Target

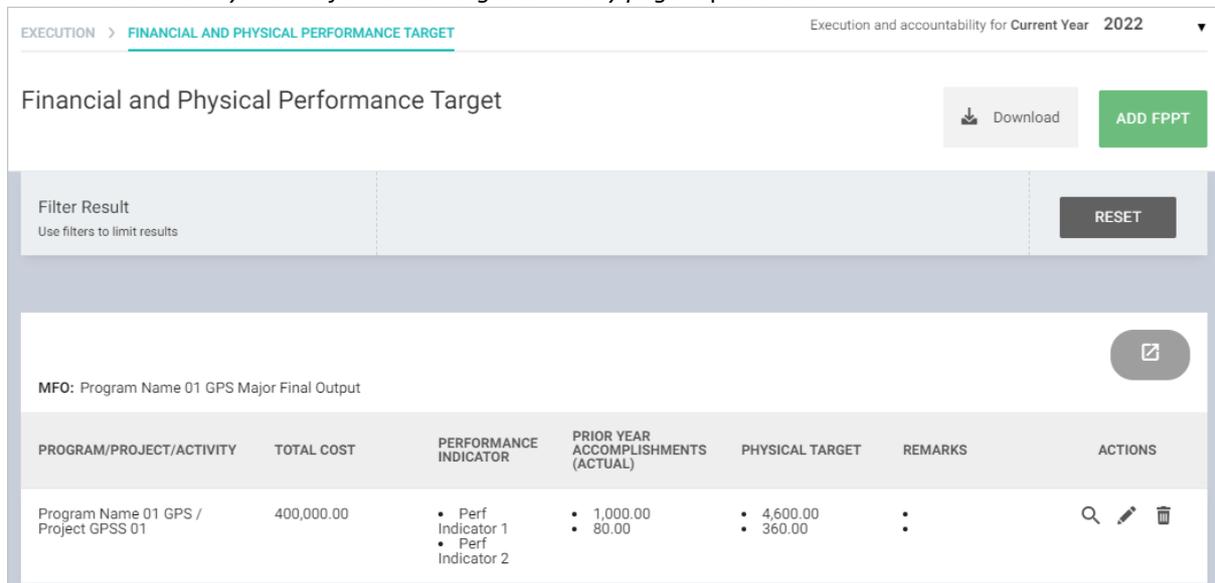
Prepare, Submit, and Approve the Financial and Physical Performance Target

[Prepare Financial and Physical Performance Target](#)

On the left-sidebar of the page, click **Execution** and select **Financial and Physical Performance Target**.



The *Financial and Physical Performance Target summary page* is presented.

The screenshot shows a web interface for 'Financial and Physical Performance Target'. At the top, there's a breadcrumb 'EXECUTION > FINANCIAL AND PHYSICAL PERFORMANCE TARGET' and a dropdown for 'Current Year 2022'. Below the title, there are 'Download' and 'ADD FPPT' buttons. A 'Filter Result' section with a 'RESET' button is also present. The main content area shows a summary for 'MFO: Program Name 01 GPS Major Final Output' and a table with columns: PROGRAM/PROJECT/ACTIVITY, TOTAL COST, PERFORMANCE INDICATOR, PRIOR YEAR ACCOMPLISHMENTS (ACTUAL), PHYSICAL TARGET, REMARKS, and ACTIONS. The table contains one row of data for 'Program Name 01 GPS / Project GPSS 01' with a total cost of 400,000.00 and two performance indicators. The actions column includes search, edit, and delete icons.

PROGRAM/PROJECT/ACTIVITY	TOTAL COST	PERFORMANCE INDICATOR	PRIOR YEAR ACCOMPLISHMENTS (ACTUAL)	PHYSICAL TARGET	REMARKS	ACTIONS
Program Name 01 GPS / Project GPSS 01	400,000.00	<ul style="list-style-type: none">Perf Indicator 1Perf Indicator 2	<ul style="list-style-type: none">1,000.0080.00	<ul style="list-style-type: none">4,600.00360.00	<ul style="list-style-type: none">	  

Click **ADD FPPT**.

The *Financial and Physical Performance Target* data entry form is displayed.

Financial and Physical Performance Target							
PPA * Select PPA				MFO			
PS Amount * 0.00		MOOE Amount * 0.00		CO Amount * 0.00		FE Amount * 0.00	
Performance Indicators							+ ADD
Description *	Rate Flag *	Q1 *	Q2 *	Q3 *	Q4 *	Prior Year (Actual)	Remarks
Enter Description	<input checked="" type="checkbox"/> Yes	0.00	0.00	0.00	0.00	0.00	Enter Remarks
				CANCEL		SAVE AND ADD ANOTHER	SAVE AND CLOSE

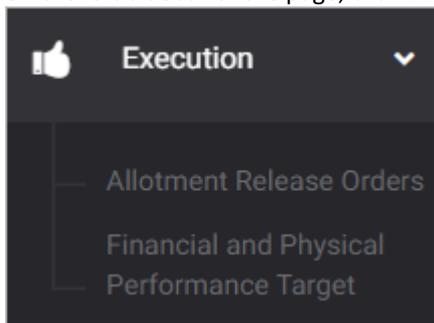
Select or Enter appropriate data on the required fields.

Click **Add** button to add more performance indicators as needed and select or enter appropriate data on the required fields.

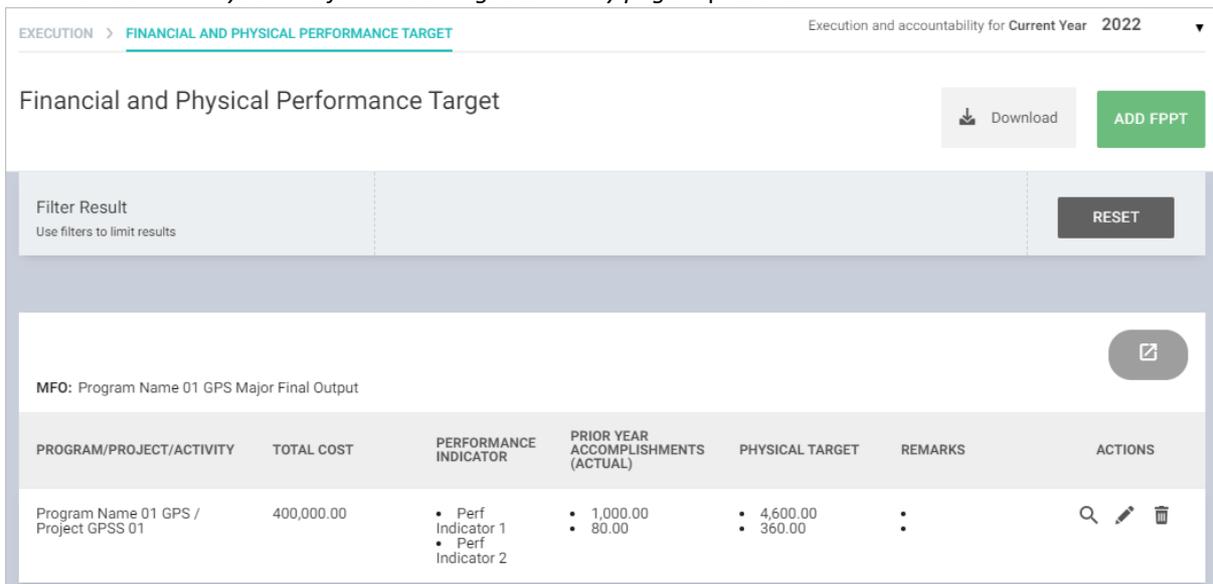
Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit Financial and Physical Performance Target

On the left-sidebar of the page, click **Execution** and select **Financial and Physical Performance Target**.



The *Financial and Physical Performance Target summary page* is presented.

The screenshot shows a web interface for 'Financial and Physical Performance Target'. At the top, there are breadcrumbs: 'EXECUTION > FINANCIAL AND PHYSICAL PERFORMANCE TARGET'. To the right, it says 'Execution and accountability for Current Year 2022'. The main title is 'Financial and Physical Performance Target'. There are two buttons: 'Download' and 'ADD FPPT'. Below this is a 'Filter Result' section with the text 'Use filters to limit results' and a 'RESET' button. The main content area shows a table with the following data:

PROGRAM/PROJECT/ACTIVITY	TOTAL COST	PERFORMANCE INDICATOR	PRIOR YEAR ACCOMPLISHMENTS (ACTUAL)	PHYSICAL TARGET	REMARKS	ACTIONS
Program Name 01 GPS / Project GPSS 01	400,000.00	<ul style="list-style-type: none">Perf Indicator 1Perf Indicator 2	<ul style="list-style-type: none">1,000.0080.00	<ul style="list-style-type: none">4,600.00360.00	:	🔍 ✎ 🗑️

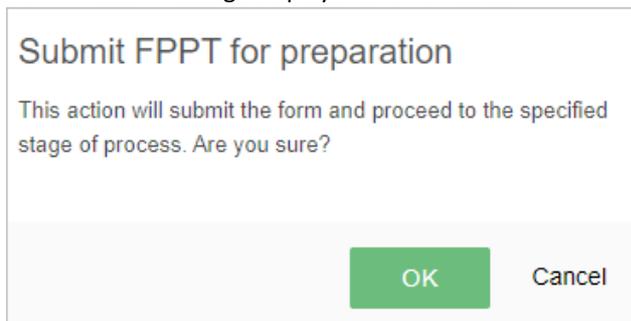
Click the **Download** button and select *PDF/Excel* to view the FPPT.



Scroll down the summary page and you will see the approval trail.
Mouse over and click the check icon to submit the FPPT for preparation.

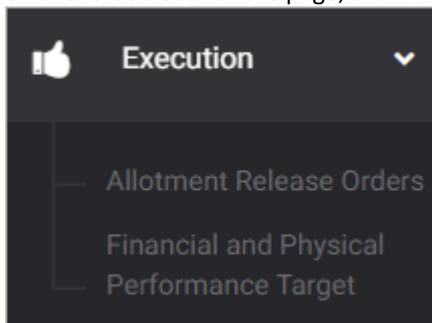


Confirmation message displays. Click **OK** button.



[Return or Approve the Financial and Physical Performance Target](#)

On the left-sidebar of the page, click **Execution** and select **Financial and Physical Performance Target**.

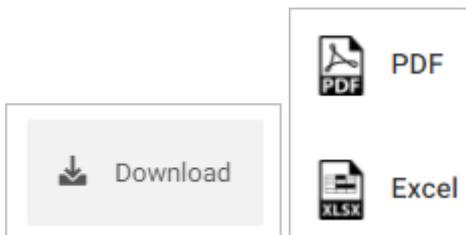


The *Financial and Physical Performance Target summary* page is presented.

The screenshot shows a web interface for "Financial and Physical Performance Target". At the top, there are navigation links for "EXECUTION" and "FINANCIAL AND PHYSICAL PERFORMANCE TARGET", and a header for "Execution and accountability for Current Year 2022". Below the title, there are "Download" and "ADD FPPT" buttons. A "Filter Result" section contains a "RESET" button. The main content area shows a summary for "MFO: Program Name 01 GPS Major Final Output" and a table with columns: PROGRAM/PROJECT/ACTIVITY, TOTAL COST, PERFORMANCE INDICATOR, PRIOR YEAR ACCOMPLISHMENTS (ACTUAL), PHYSICAL TARGET, REMARKS, and ACTIONS. The table contains one row of data for "Program Name 01 GPS / Project GPSS 01".

PROGRAM/PROJECT/ACTIVITY	TOTAL COST	PERFORMANCE INDICATOR	PRIOR YEAR ACCOMPLISHMENTS (ACTUAL)	PHYSICAL TARGET	REMARKS	ACTIONS
Program Name 01 GPS / Project GPSS 01	400,000.00	<ul style="list-style-type: none">Perf Indicator 1Perf Indicator 2	<ul style="list-style-type: none">1,000.0080.00	<ul style="list-style-type: none">4,600.00360.00	:	🔍 ✎ 🗑️

Click the **Download** button and select *PDF/Excel* to view the FPPT.



Scroll down the summary page and you will see the approval trail. **Note:** The approval of the LCE will be enabled only after the submission of Department Head.

Mouse over and click the **Approve FPPT** icon to approve the FPPT. Otherwise, click the **Return FPPT** icon.

Program Name 01 GPS / Project GPSS 01 400,000.00

• Perf Indicator 2 • 1,0
• 80.

Approve FPPT

PREPARED BY
Department Head ...
Department Head

APPROVED BY
Local Chief Executi...
Local Chief Executive

* Approval process not yet done

Program Name 01 GPS / Project GPSS 01 400,000.00

• Perf Indicator 1 • 1,0
• Perf Indicator 2 • 80.

Return FPPT

PREPARED BY
Department Head ...
Department Head

APPROVED BY
Local Chief Executi...
Local Chief Executive

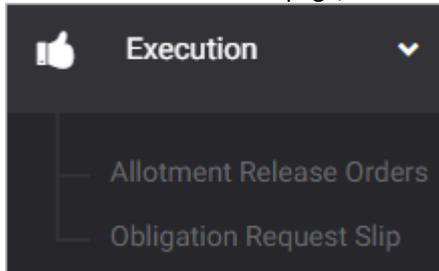
* Approval process not yet done

Execution: Obligation Request Slip

Prepare Obligation Request Slip

[Prepare Obligation Request Slip](#)

On the left-sidebar of the page, click **Execution** and select **Obligation Request Slip**.



The *Obligation Request Slip* summary page is presented.

EXECUTION > [OBLIGATION REQUEST SLIP](#)

Obligation Request Slip

[Download](#) [IMPORT](#) [ADD ORS](#)

Filter Result
Use filters to limit results

PPAs: Program Name 01 GPS / Project GPSS 01

Expense Class: All

Month: All

[RESET](#)

[Share](#)

DATE	CN#	AMOUNT OF APPROPRIATION	AMOUNT OF ALLOTMENT	REFERENCE / CAFOA NO.	PARTICULARS	PAYEE	PR#	PO#	EARMARKED	TOTAL AMOUNT OF ALLOTMENT / OBLIGATION	5-01-0 SALARII AND WAGES
		11,000.00									

Click **ADD ORS**.

The *ORS Item data* entry form is displayed.

ORS Item ✕			
Fund * Select Fund		Type * Select Type	Date * Select Date
CN # Enter CN #		Reference / CAFOA No. Enter Reference / CAFOA No.	Particulars * Enter Particulars
Payee Enter Payee	PR # Enter PR #	PO # Enter PO #	Earmarked Enter Earmarked
Details			+ ADD
Object Class / Account * Select Object Class / Account		Object Class / Account Amount * Select Object Class / Account Amount	
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE			

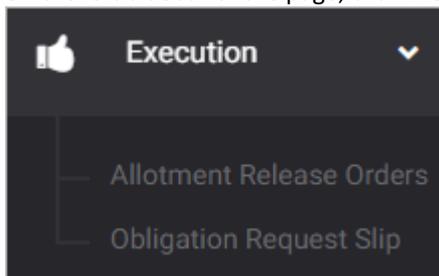
Select or Enter appropriate data on the required fields.

Click **ADD** to add more details and select with the appropriate data on the required fields.

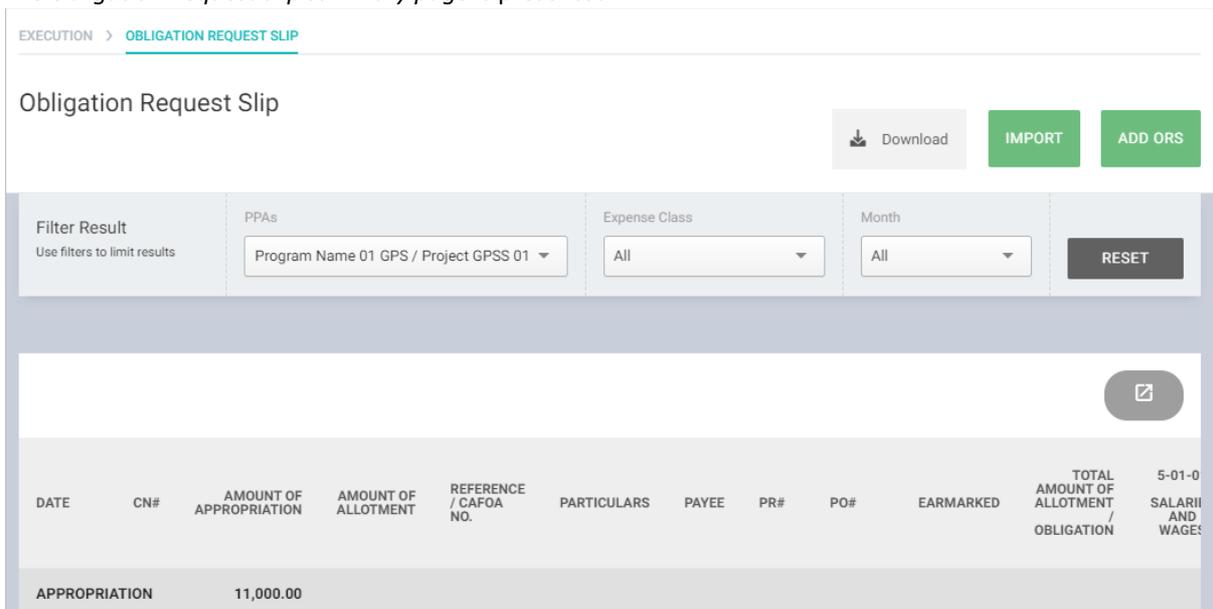
Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Import Obligation Request Slip

On the left-sidebar of the page, click **Execution** and select **Obligation Request Slip**.

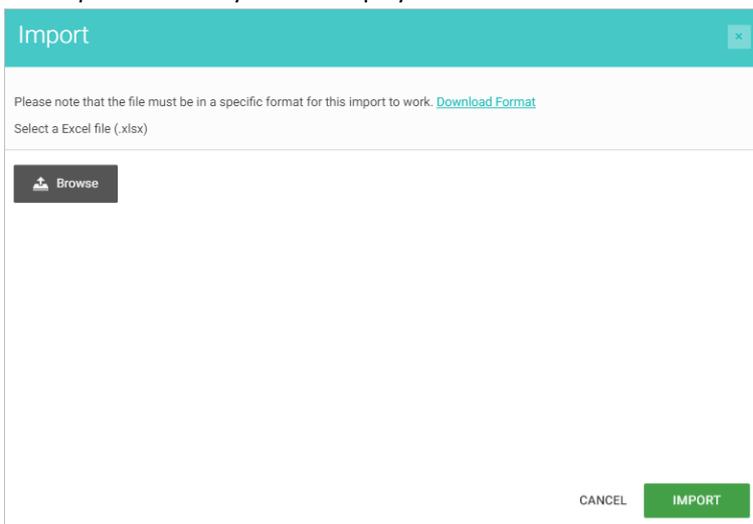


The *Obligation Request Slip* summary page is presented.

The screenshot shows a web interface for 'Obligation Request Slip'. At the top, there are navigation links for 'EXECUTION' and 'OBLIGATION REQUEST SLIP'. Below the title, there are three buttons: 'Download', 'IMPORT', and 'ADD ORS'. A filter section contains a 'Filter Result' label, a 'PPAs' dropdown menu with 'Program Name 01 GPS / Project GPSS 01' selected, an 'Expense Class' dropdown with 'All' selected, and a 'Month' dropdown with 'All' selected. A 'RESET' button is also present. Below the filters is a table with columns: DATE, CN#, AMOUNT OF APPROPRIATION, AMOUNT OF ALLOTMENT, REFERENCE / CAFOA NO., PARTICULARS, PAYEE, PR#, PO#, EARMARKED, TOTAL AMOUNT OF ALLOTMENT / OBLIGATION, and 5-01-0 SALARII AND WAGES. The table contains one row with 'AMOUNT OF APPROPRIATION' and '11,000.00'.

Click **IMPORT**.

The *Import* data entry form is displayed.

The screenshot shows an 'Import' modal window. It has a teal header with the word 'Import' and a close button. Below the header, there is a note: 'Please note that the file must be in a specific format for this import to work. [Download Format](#)'. Underneath, it says 'Select a Excel file (.xlsx)'. There is a 'Browse' button with a folder icon. At the bottom right, there are two buttons: 'CANCEL' and 'IMPORT'.

Click **Download Format** to download the template.

Fill-in the downloaded template with the appropriate data.

Click **Browse**, then select the template with appropriate data.

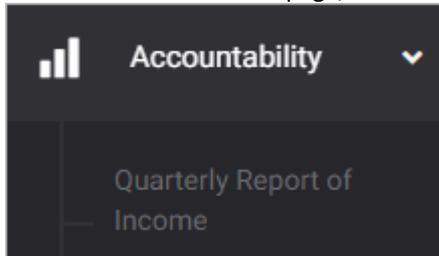
Click **IMPORT** upload ORS.

Accountability: Quarterly Report of Income

Prepare, Submit, and Approve the Quarterly Report of Income

[Prepare Quarterly Report of Income](#)

On the left-sidebar of the page, click **Accountability** and select **Quarterly Report of Income**.



The *Quarterly Report of Income summary page* is presented.

A screenshot of a web application interface. At the top, there is a breadcrumb trail: 'ACCOUNTABILITY > QUARTERLY REPORT OF INCOME'. Below this, the title 'Quarterly Report of Income' is displayed. To the right of the title are two buttons: 'Download' (with a download icon) and 'ADD QROI ITEM' (in green). Below the title is a filter section. On the left, it says 'Filter Result' and 'Use filters to limit results'. In the center, there is a dropdown menu labeled 'Quarter' with 'First Quarter' selected. To the right of the dropdown is a 'RESET' button. Below the filter section is a large empty area with a circular icon containing a square with a diagonal line. At the bottom of the page, there is a table header with the following columns: 'ACCOUNT TITLE/DESCRIPTION OF INCOME', 'ACCOUNT CODE', 'ESTIMATED INCOME PREVIOUS QUARTER', 'ESTIMATED INCOME THIS QUARTER', 'TOTAL ESTIMATED INCOME TO DATE', '1ST MONTH', '2ND MONTH', '3RD MONTH', and 'ACTUAL INCOME FOR THE QUARTER' (which is highlighted in a teal bar).

Click **ADD QROI ITEM**.

The *QROI Item* data entry form is displayed.

QROI Item ✕

Account Title/ Description of Income *
Select Account Title/ Description of Income ▼

Estimated Income Amount

Previous Quarter *	This Quarter *	Total Estimated *
0.00	0.00	0.00

Actual Income for the Quarter Amount

First Month *	Second Month *	Third Month *	Total Actual *
0.00	0.00	0.00	0.00

Remarks
Enter Remarks

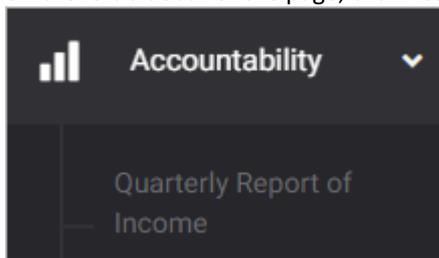
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE

Select or Enter appropriate data on the required fields.

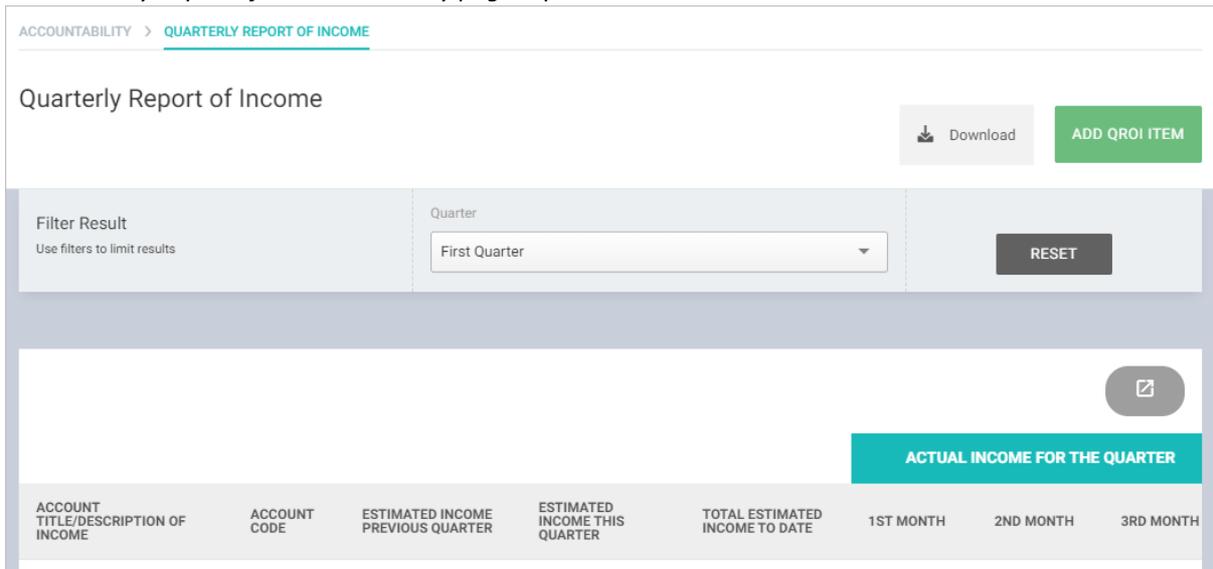
Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit Quarterly Report of Income

On the left-sidebar of the page, click **Accountability** and select **Quarterly Report of Income**.



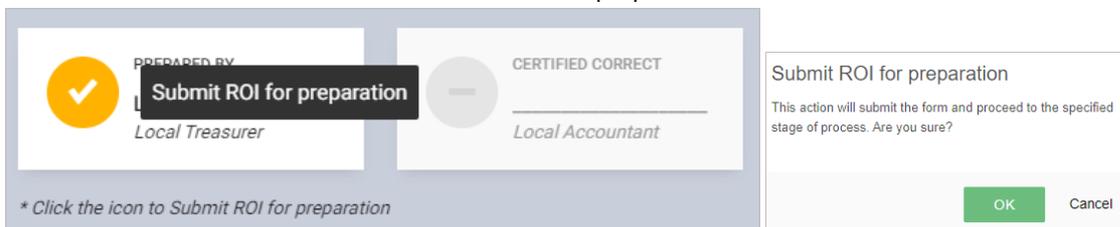
The *Quarterly Report of Income* summary page is presented.



Click the **Download** button and select *PDF/Excel* to view the QROI.



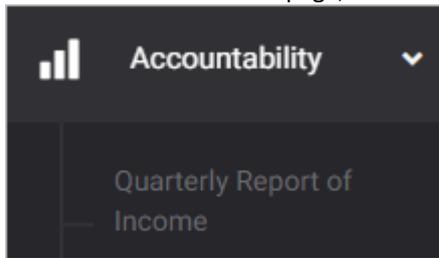
Scroll down the summary page and you will see the approval trail. Mouse over and click the check icon to submit ROI for preparation.



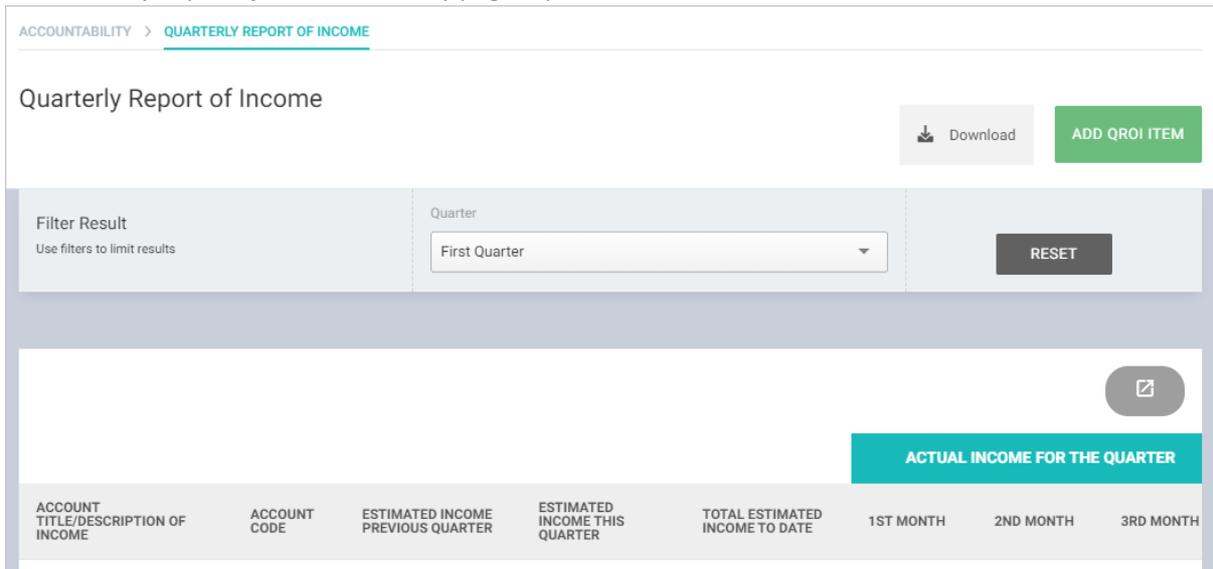
Confirmation message displays. Click **OK** button.

[Return or Approve the Quarterly Report of Income](#)

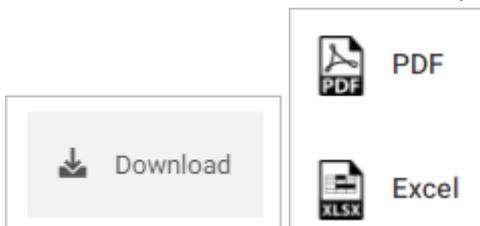
On the left-sidebar of the page, click **Accountability** and select **Quarterly Report of Income**.



The *Quarterly Report of Income summary page* is presented.

A screenshot of a web application interface. At the top, there is a breadcrumb trail: 'ACCOUNTABILITY > QUARTERLY REPORT OF INCOME'. Below this is the title 'Quarterly Report of Income'. To the right of the title are two buttons: a grey 'Download' button with a download icon and a green 'ADD QROI ITEM' button. Below the title is a filter section. On the left, it says 'Filter Result' and 'Use filters to limit results'. In the center, there is a dropdown menu labeled 'Quarter' with 'First Quarter' selected. To the right of the dropdown is a grey 'RESET' button. Below the filter section is a large empty area with a circular refresh icon in the top right corner. At the bottom of the page is a table header. The first part of the header is a teal bar with the text 'ACTUAL INCOME FOR THE QUARTER'. Below this bar is a table with the following columns: 'ACCOUNT TITLE/DESCRIPTION OF INCOME', 'ACCOUNT CODE', 'ESTIMATED INCOME PREVIOUS QUARTER', 'ESTIMATED INCOME THIS QUARTER', 'TOTAL ESTIMATED INCOME TO DATE', '1ST MONTH', '2ND MONTH', and '3RD MONTH'.

Click the **Download** button and select *PDF/Excel* to view the QROI.



Scroll down the summary page and you will see the approval trail. **Note:** The approval of the Local Accountant will be enabled only after the submission of Local Treasurer.

Mouse over and click the **Certified ROI** icon to certified ROI. Otherwise, click the **Return ROI** icon.

Professional Tax 4-01-01-020  **Certified ROI** 6



 PREPARED BY
Local Treasurer User
Local Treasurer

 CERTIFIED CORRECT
Local Accountant ...
Local Accountant

** Approval process not yet done*

Professional Tax 4-01-01-020  50,000.00 6

 **Return ROI**

 PREPARED BY
Local Treasurer User
Local Treasurer

 CERTIFIED CORRECT
Local Accountant ...
Local Accountant

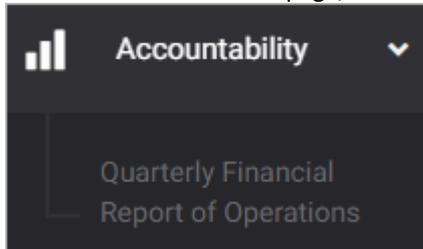
** Approval process not yet done*

Accountability: Quarterly Financial Report of Operations

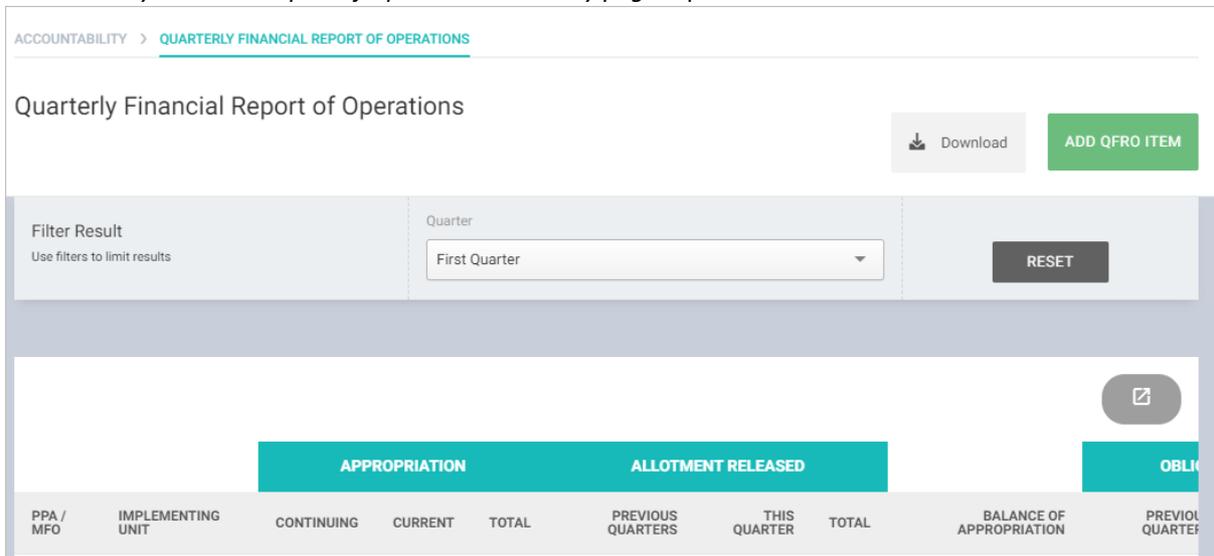
Prepare, Submit the Quarterly Financial Report of Operations

[Prepare Quarterly Financial Report of Operations](#)

On the left-sidebar of the page, click **Accountability** and select **Quarterly Financial Report of Operations**.



The *Quarterly Financial Report of Operations summary page* is presented.



Click **ADD QFRO ITEM**.

The *GFRO Item* data entry form is displayed.

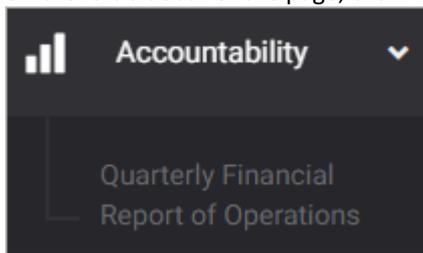
QFRO Item x			
PPA * Select PPA ▼		Remarks Enter Remarks	
Appropriation Amount			
Continuing * 0.00	Current * 0.00	Total * 0.00	
Allotment Amount			
Previous Quarter * 0.00	This Quarter * 0.00	Total * 0.00	
Balance Appropriation Amount			0.00
CANCEL		SAVE AND ADD ANOTHER	SAVE AND CLOSE

Select or Enter appropriate data on the required fields.

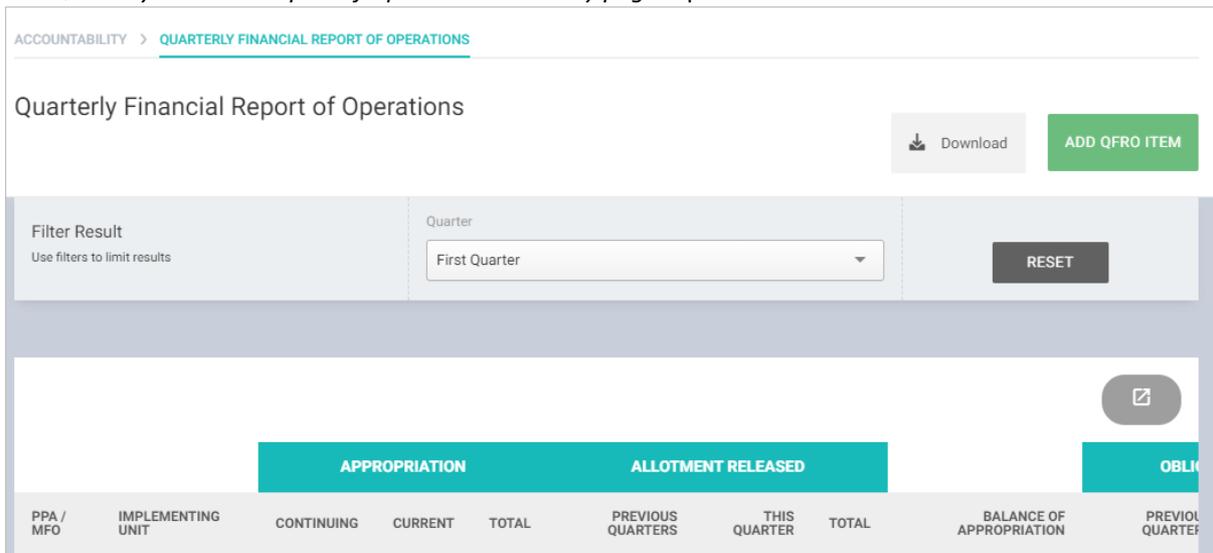
Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit Quarterly Financial Report of Operations

On the left-sidebar of the page, click **Accountability** and select **Quarterly Financial Report of Operations**.



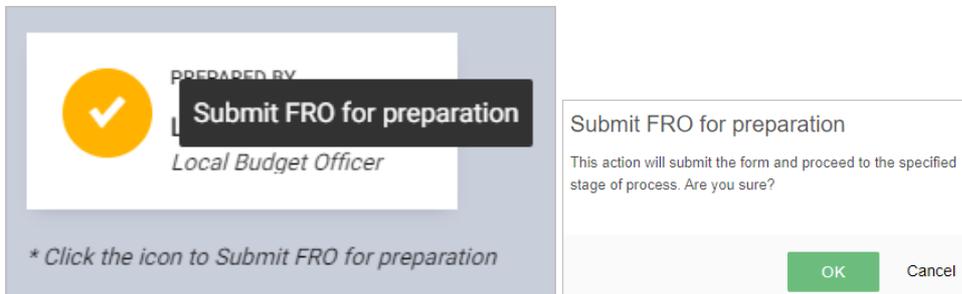
The *Quarterly Financial Report of Operations* summary page is presented.



Click the **Download** button and select *PDF/Excel* to view the QFRO.



Scroll down the summary page and you will see the approval trail. Mouse over and click the check icon to submit FRO for preparation.



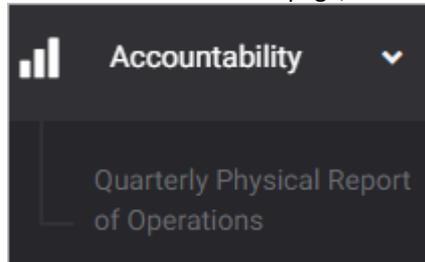
Confirmation message displays. Click **OK** button.

Accountability: Quarterly Physical Report of Operations

Prepare, Submit, and Approve the Quarterly Physical Report of Operations

Prepare Quarterly Physical Report of Operations

On the left-sidebar of the page, click **Accountability** and select **Quarterly Physical Report of Operations**.



The *Quarterly Physical Report of Operations summary page* is presented.

ACCOUNTABILITY > QUARTERLY PHYSICAL REPORT OF OPERATIONS

Quarterly Physical Report of Operations

Filter Result Quarter
Use filters to limit results First Quarter

TARGET OUTPUT

PPA CODE	MAJOR FINAL OUTPUT	PERFORMANCE INDICATOR	1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER

Click **ADD QPRO ITEM**.

The *QPRO Item* data entry form is displayed.

QPRO Item
✕

PPA *
 Program Name 01 GPS / Project GPSS 01

Performance Indicators

Perf Indicator 1						
Rate No	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Actual *	Remarks
1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	<input type="text" value="Enter actual"/>	<input type="text" value="Enter remarks"/>

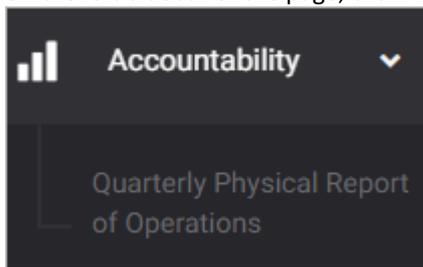
Perf Indicator 2						
Rate No	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Actual *	Remarks
90.00	90.00	90.00	90.00	90.00	<input type="text" value="Enter actual"/>	<input type="text" value="Enter remarks"/>

Select or Enter appropriate data on the required fields.

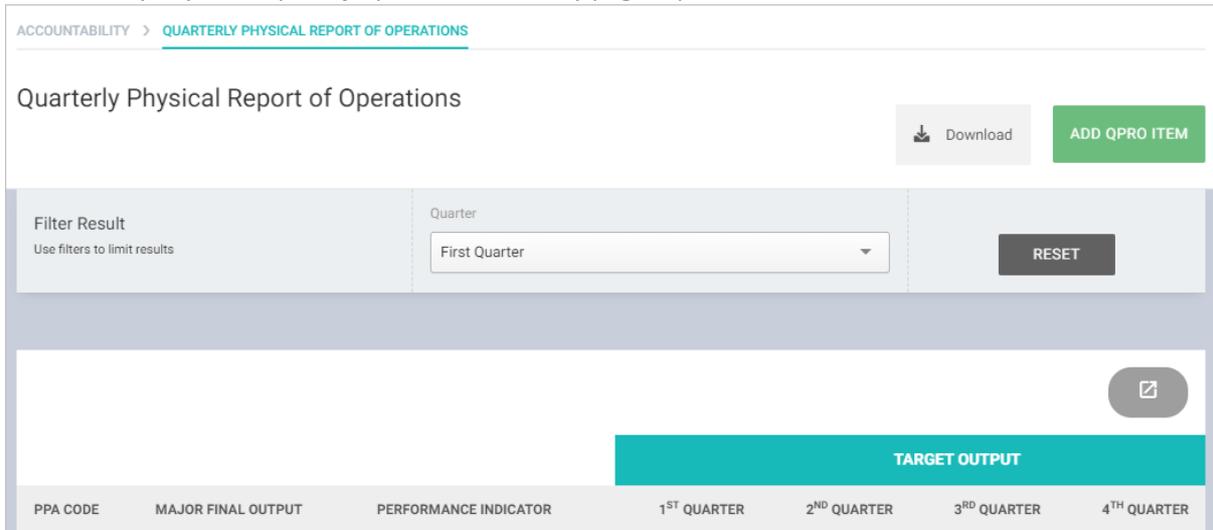
Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit Quarterly Report of Income

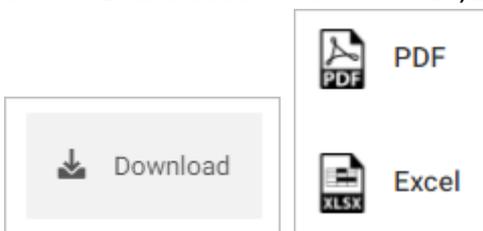
On the left-sidebar of the page, click **Accountability** and select **Quarterly Physical Report of Operations**.



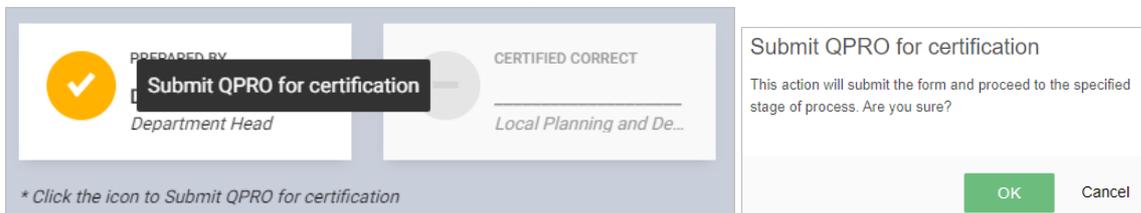
The *Quarterly Physical Report of Operations summary page* is presented.



Click the **Download** button and select *PDF/Excel* to view the QPRO.



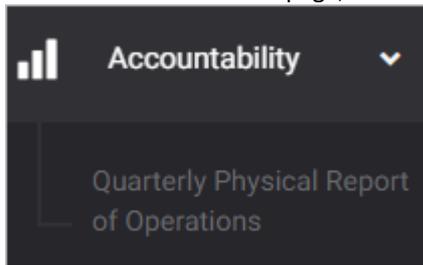
Scroll down the summary page and you will see the approval trail.
Mouse over and click the check icon to submit QPRO for certification.



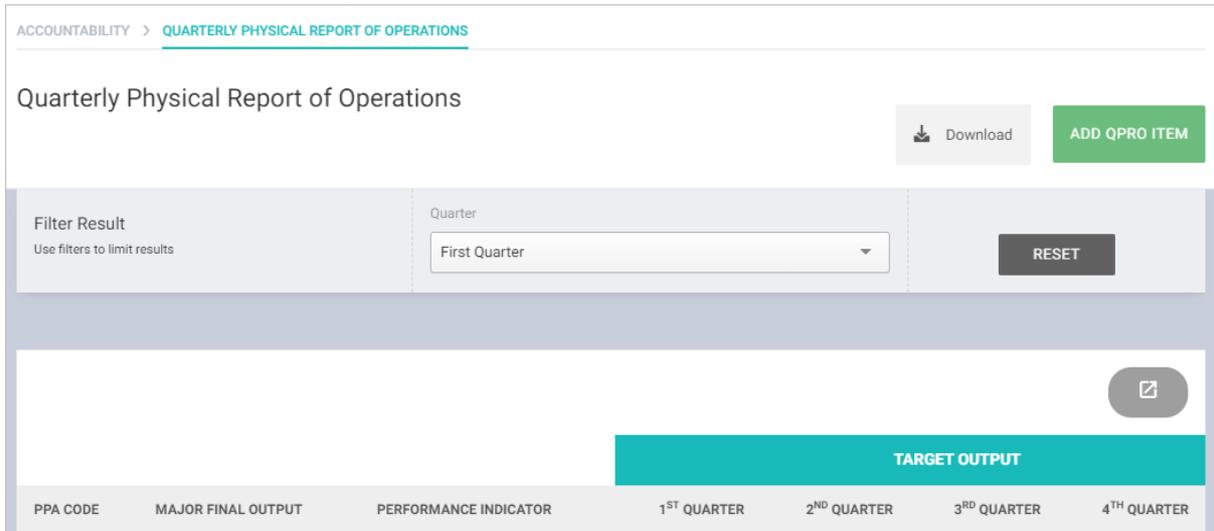
Confirmation message displays. Click **OK** button.

[Return or Approve the Quarterly Physical Report of Operations](#)

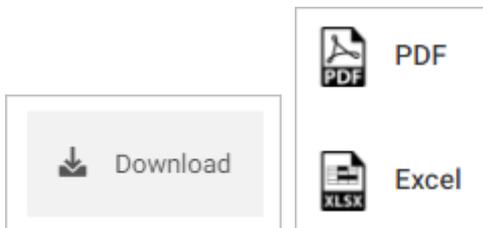
On the left-sidebar of the page, click **Accountability** and select **Quarterly Physical Report of Operations**.



The *Quarterly Physical Report of Operations summary page* is presented.



Click the **Download** button and select *PDF/Excel* to view the QPRO.



Scroll down the summary page and you will see the approval trail. **Note:** The approval of the Local Planning and Development Coordinator will be enabled only after the submission of Department Head.

Mouse over and click the **Certify QPRO** icon to certified QPRO. Otherwise, click the **Return QPRO** icon.

This screenshot shows the 'Certify QPRO' interface. At the top, it displays 'GPSS 01' and 'Output'. A green checkmark icon is visible next to a 'Certify QPRO' button. Below this, there are two approval cards. The left card, titled 'PREPARED BY', shows a green checkmark icon and the name 'Department Head ...' with the role 'Department Head'. The right card, titled 'CERTIFIED CORRECT', shows a yellow minus sign icon and the name 'LPD Coordinator U...' with the role 'Local Planning and De...'. A red circular icon with a white refresh symbol is positioned above the right card. At the bottom, a grey bar contains the text '* Approval process not yet done'.

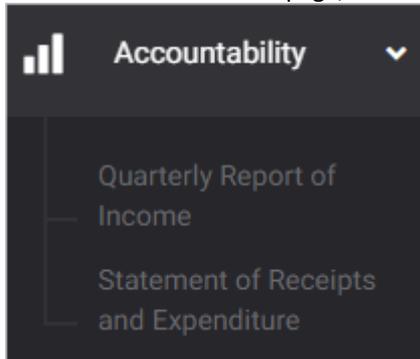
This screenshot shows the 'Return QPRO' interface. It features a similar layout to the 'Certify QPRO' interface. At the top, it displays 'GPSS 01' and 'Output'. A green checkmark icon is visible next to a 'Return QPRO' button. Below this, there are two approval cards. The left card, titled 'PREPARED BY', shows a green checkmark icon and the name 'Department Head ...' with the role 'Department Head'. The right card, titled 'CERTIFIED CORRECT', shows a yellow minus sign icon and the name 'LPD Coordinator U...' with the role 'Local Planning and De...'. A red circular icon with a white refresh symbol is positioned above the right card.

Accountability: Statements of Receipts and Expenditures

Prepare, Submit, and Approve the Statement of Receipts and Expenditures

[Prepare Statement of Receipts and Expenditures](#)

On the left-sidebar of the page, click **Accountability** and select **Statement of Receipts and Expenditures**.



The *Statement of Receipts and Expenditures summary page* is presented.

ACCOUNTABILITY > STATEMENTS OF RECEIPTS AND EXPENDITURES

Statements of Receipts and Expenditures

Download ADD SRE ITEM

PARTICULARS	AMOUNTS		VARIANCE		REMARKS	ACTIONS
	ESTIMATE	ACTUAL	AMOUNTS	%		
I. BEGINNING CASH BALANCE	0.00	0.00	0.00	0.00		
II. RECEIPTS						

Click **ADD SRE ITEM**.

The *SRE Item* data entry form is displayed.

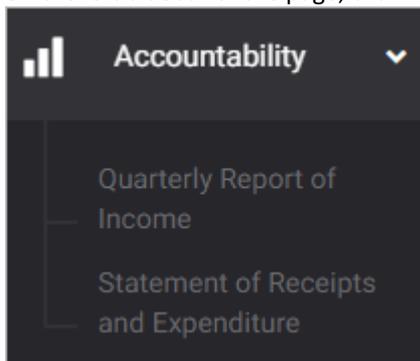
SRE Item ×	
Account Type * Select Account Type ▼	Particulars *
Estimate * Enter Estimate	Actual * Enter This Release
Sector Select Sector ▼	Remarks Enter Remarks
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE	

Select or Enter appropriate data on the required fields.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit Statement of Receipts and Expenditures

On the left-sidebar of the page, click **Accountability** and select **Statement of Receipts and Expenditures**.



The *Statement of Receipts and Expenditures summary page* is presented.

The screenshot shows the "Statements of Receipts and Expenditures" page. At the top, there are "Download" and "ADD SRE ITEM" buttons. Below is a table with columns for "PARTICULARS", "ESTIMATE", "ACTUAL", "AMOUNTS", "%", "REMARKS", and "ACTIONS". The table has two main sections: "I. BEGINNING CASH BALANCE" and "II. RECEIPTS".

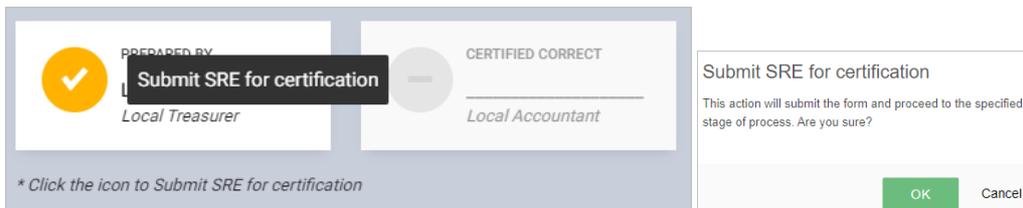
PARTICULARS	AMOUNTS		VARIANCE		REMARKS	ACTIONS
	ESTIMATE	ACTUAL	AMOUNTS	%		
I. BEGINNING CASH BALANCE	0.00	0.00	0.00	0.00		
II. RECEIPTS						

Click the **Download** button and select *PDF/Excel* to view the SRE.



Scroll down the summary page and you will see the approval trail.

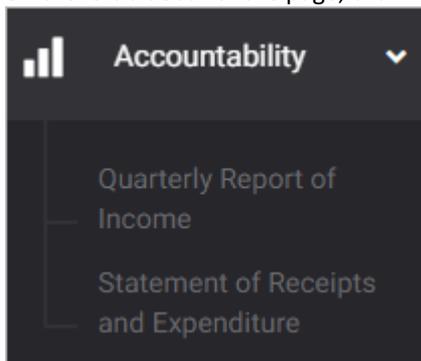
Mouse over and click the check icon to submit SRE for certification.



Confirmation message displays. Click **OK** button.

[Return or Approve the Statement of Receipts and Expenditures](#)

On the left-sidebar of the page, click **Accountability** and select **Statement of Receipts and Expenditures**.



The *Statement of Receipts and Expenditure summary page* is presented.

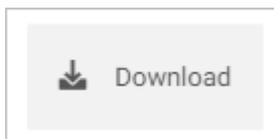
ACCOUNTABILITY > STATEMENTS OF RECEIPTS AND EXPENDITURES

Statements of Receipts and Expenditures

Download ADD SRE ITEM

PARTICULARS	AMOUNTS		VARIANCE		REMARKS	ACTIONS
	ESTIMATE	ACTUAL	AMOUNTS	%		
I. BEGINNING CASH BALANCE	0.00	0.00	0.00	0.00		
II. RECEIPTS						

Click the **Download** button and select *PDF* to view the SRE.



Scroll down the summary page and you will see the approval trail. **Note:** *The approval of the Local Accountant will be enabled only after the submission of Local Treasurer.*

Mouse over and click the **Approve SRE** icon to approved SRE. Otherwise, click the **Return SRE** icon.

III. EXPENDITURE		
TOTAL EXPENDITURES	0.00	0.00

Return SRE

Approve SRE

PREPARED BY
Local Treasurer User
Local Treasurer

CERTIFIED CORRECT
Local Accountant ...
Local Accountant

** Approval process not yet done*

III. EXPENDITURE		
TOTAL EXPENDITURES	0.00	0.00

Return SRE

PREPARED BY
Local Treasurer User
Local Treasurer

CERTIFIED CORRECT
Local Accountant ...
Local Accountant

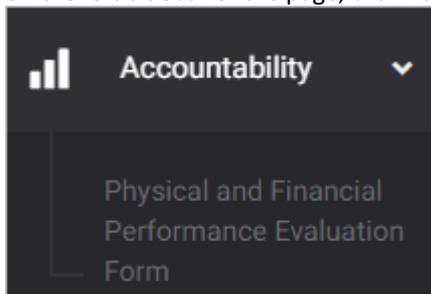
** Approval process not yet done*

Accountability: Physical and Financial Performance Evaluation Form

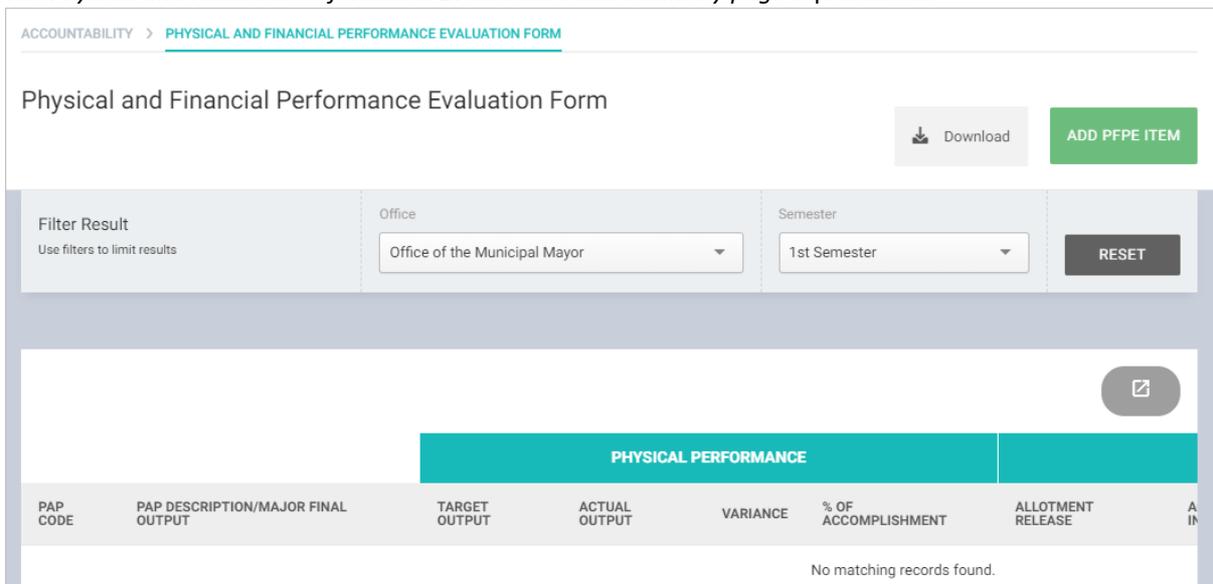
Prepare, Submit the Physical and Financial Performance Evaluation

[Prepare Physical and Financial Performance Evaluation](#)

On the left-sidebar of the page, click **Accountability** and select **Quarterly Financial Report of Operations**.



The *Physical and Financial Performance Evaluation Form summary page* is presented.

A screenshot of a web application interface. At the top, there is a breadcrumb trail: 'ACCOUNTABILITY > PHYSICAL AND FINANCIAL PERFORMANCE EVALUATION FORM'. Below this is the title 'Physical and Financial Performance Evaluation Form'. To the right of the title are two buttons: 'Download' (with a download icon) and 'ADD PFPE ITEM' (in green). Below the title is a filter section with the heading 'Filter Result' and the subtext 'Use filters to limit results'. It contains two dropdown menus: 'Office' (set to 'Office of the Municipal Mayor') and 'Semester' (set to '1st Semester'). To the right of these is a 'RESET' button. Below the filter section is a table. The table has a teal header row with the text 'PHYSICAL PERFORMANCE'. Below the header is a table with columns: 'PAP CODE', 'PAP DESCRIPTION/MAJOR FINAL OUTPUT', 'TARGET OUTPUT', 'ACTUAL OUTPUT', 'VARIANCE', '% OF ACCOMPLISHMENT', 'ALLOTMENT RELEASE', and 'A IN'. The table body is empty, and a message 'No matching records found.' is displayed at the bottom right of the table area. There is also a small square icon in a circle in the top right corner of the table area.

Click **ADD PFPE ITEM**.

The *PFPE Item* data entry form is displayed.

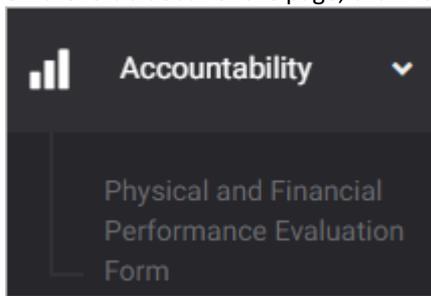
PFPE Item x			
PPA * Select PPA			
Physical Performance			
Target Output * 0.00	Actual Output * 0.00	Variance * 0.00	% of Accomplishment * 0.00
Financial Performance			
Allotment Release * 0.00	Actual Obligation incurred * 0.00	Variance * 0.00	Absorptive Capacity * 0.00
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE			

Select or Enter appropriate data on the required fields.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit Physical and Financial Performance Evaluation

On the left-sidebar of the page, click **Accountability** and select **Physical and Financial Performance Evaluation Form**.



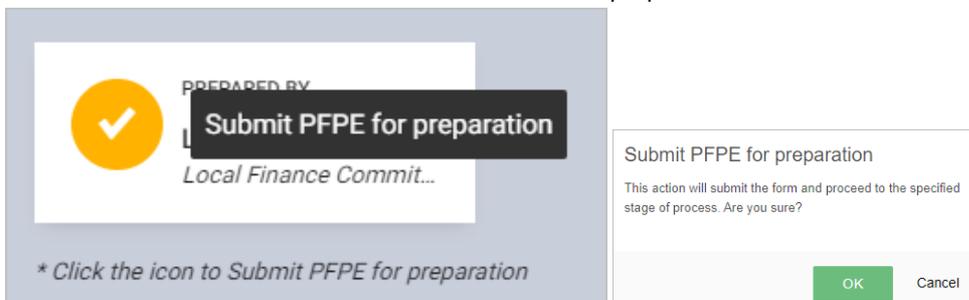
The *Physical and Financial Performance Evaluation summary page* is presented.

The page title is 'Physical and Financial Performance Evaluation Form'. It includes a 'Download' button and an 'ADD PFPE ITEM' button. Below is a filter section with 'Filter Result' (Use filters to limit results), 'Office' (Office of the Municipal Mayor), 'Semester' (1st Semester), and a 'RESET' button. A table header is shown with columns: PAP CODE, PAP DESCRIPTION/MAJOR FINAL OUTPUT, TARGET OUTPUT, ACTUAL OUTPUT, VARIANCE, % OF ACCOMPLISHMENT, ALLOTMENT RELEASE, and A IN. The table body contains the text 'No matching records found.' and a checkmark icon in the top right corner.

Click the **Download** button and select *PDF/Excel* to view the PFPE.



Scroll down the summary page and you will see the approval trail.
Mouse over and click the check icon to submit PFPE for preparation.

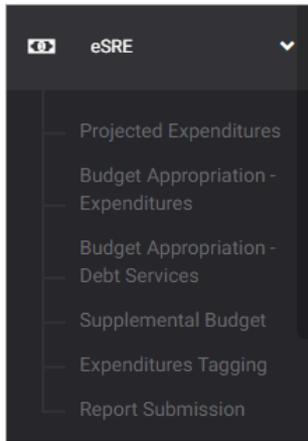


Confirmation message displays. Click **OK** button.

eSRE: Projected Expenditures

Encode Projected Expenditure

On the left-sidebar of the page, click **eSRE** select **Projected Expenditures**



The *Projected Expenditures summary page* is presented.

The screenshot shows the 'Projected Expenditures' summary page in the Itogon system. The page includes a header with the Itogon logo, navigation icons, and a user profile. Below the header, there is a breadcrumb trail 'eSRE > PROJECTED EXPENDITURES'. The main content area features the title 'Projected Expenditures', a 'Refresh' button, and a green 'ADD PROJECTED EXPENDITURE' button. A table below displays the data with columns for Year, Rolling Year Duration, Total, and Actions. The table contains three rows of data for the years 2019, 2021, and 2022. At the bottom, there is a pagination control showing 'Showing 1 to 3 of 3 entries' and 'Previous 1 Next'.

YEAR	ROLLING YEAR DURATION	TOTAL	ACTIONS
2019	2019, 2020, 2021	9,000.00	Search, Edit, Delete
2021	2021, 2022, 2023	150,180.00	Search, Edit, Delete
2022	2022, 2023, 2024	360,000.00	Search, Edit, Delete

Click **ADD EXPENDITURES**.

The *Expenditure* data entry form is displayed.

	GENERAL PUBLIC SERVICES SECTOR	SOCIAL SERVICES SECTOR	ECONOMIC SERVICES SECTOR	OTHER SERVICES	DEBT SERVICES	TOTAL
2021						0.00
PS	0.00	0.00	0.00	0.00	0.00	
MOOE	0.00	0.00	0.00	0.00	0.00	
CO	0.00	0.00	0.00	0.00	0.00	
FE	0.00	0.00	0.00	0.00	0.00	
2022						0.00
PS	0.00	0.00	0.00	0.00	0.00	

Select **Year**, **Sector**, and enter **Rolling Year**.

Enter **General Public Services Sector**.

Enter **Social Services Sector**.

Enter **Economic Services Sector**.

Enter **Other Services**.

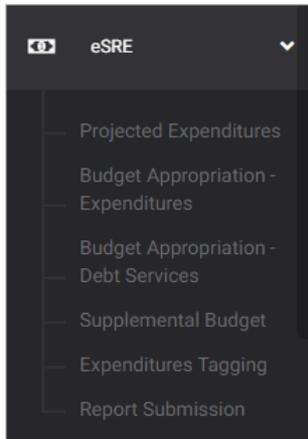
Enter **Debt Services**.

Click **SAVE AND ADD ANOTHER** if you want to save details and add another record, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

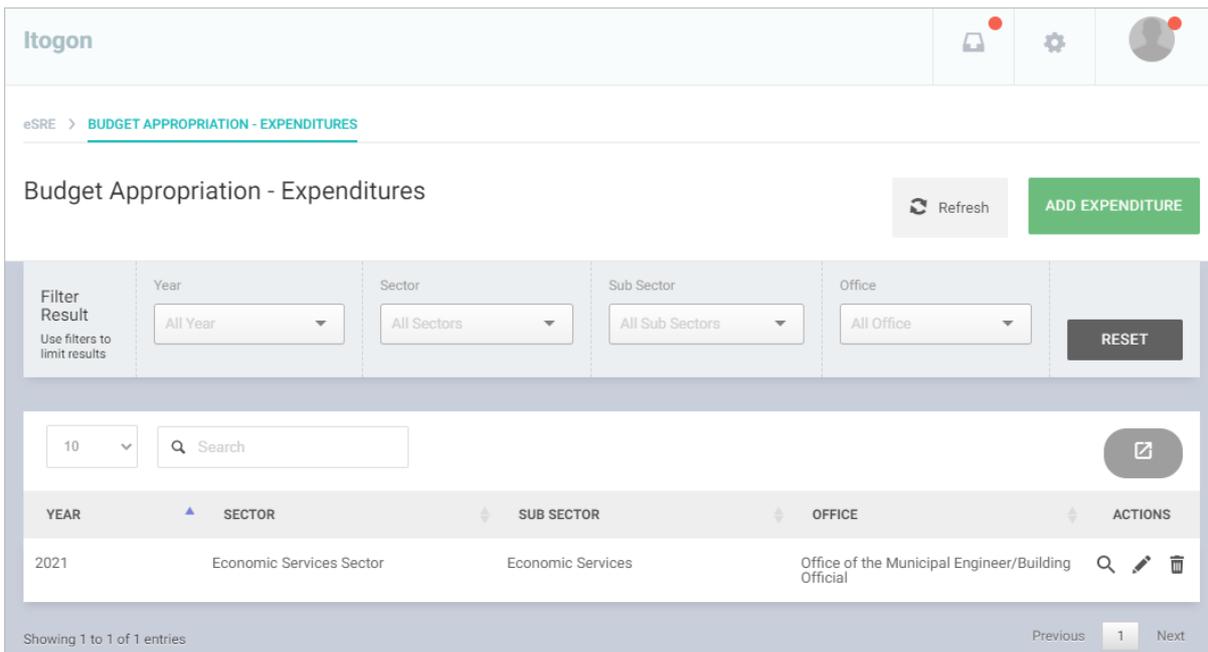
eSRE: Budget Appropriation - Expenditures

Encode Budget Appropriation - Expenditures

On the left-sidebar of the page, click **eSRE** select **Budget Appropriation - Expenditures**



The *Budget Appropriation - Expenditures summary page* is presented.

The screenshot shows the 'Budget Appropriation - Expenditures' summary page. At the top left is the 'Itogon' logo. To the right are icons for a lock, settings, and a user profile. Below the logo is the breadcrumb 'eSRE > BUDGET APPROPRIATION - EXPENDITURES'. The main heading is 'Budget Appropriation - Expenditures'. To the right of the heading are 'Refresh' and 'ADD EXPENDITURE' buttons. Below this is a filter section with dropdowns for 'Year' (All Year), 'Sector' (All Sectors), 'Sub Sector' (All Sub Sectors), and 'Office' (All Office), along with a 'RESET' button. Underneath is a table with a search bar and a dropdown for 10 items. The table has columns for YEAR, SECTOR, SUB SECTOR, OFFICE, and ACTIONS. One entry is visible for the year 2021, Economic Services Sector, Economic Services, Office of the Municipal Engineer/Building Official. At the bottom, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

Click **ADD EXPENDITURES**.

The *Expenditure* data entry form is displayed.

Expenditure				
Year *	Sector *			
2021	Select sector			
Sub Sector *	Office *			
Select sub sector	Select office			
Total PS Amount *	Total MOOE Amount *	Total CO Amount *		
0.00	0.00	0.00		
PPA				
PPA	PS	MOOE	CO	+
Enter PPA	0.00	0.00	0.00	🗑️
CANCEL		SAVE AND ADD ANOTHER	SAVE AND CLOSE	

Select **Year, Sector, and Sub Sector**.

Enter **Total PS Amount, MOOE Amount, and CO Amount**

Click **plus (+) sign** to add PPA.

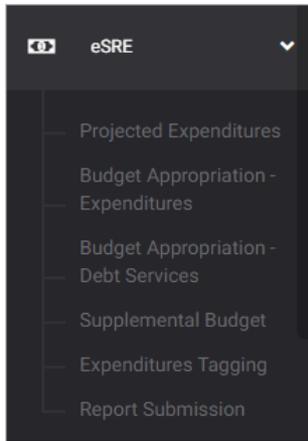
Enter **PPA** and enter **PS, MOOE, CO**

Click **SAVE AND ADD ANOTHER** if you want to save details and add another record, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

eSRE: Budget Appropriation – Debt Services

Encode Budget Appropriation – Debt Services

On the left-sidebar of the page, click **eSRE** select **Budget Appropriation – Debt Services**



The *Budget Appropriation – Debt Services summary page* is presented.

A screenshot of the 'Budget Appropriation - Debt Services' summary page. The page has a light blue header with the 'Itogon' logo and user profile icons. Below the header, there's a breadcrumb trail: 'eSRE > BUDGET APPROPRIATION - DEBT SERVICES'. The main title is 'Budget Appropriation - Debt Services'. To the right of the title are 'Refresh' and 'ADD DEBT SERVICE' buttons. Below the title is a filter section with dropdowns for Year (All Year), Fund Type (All Fund Type), Debt Service Type (All Debt Service Type), Principal Type (All Principal Type), and Loan Type (All Loan Type), along with a 'RESET' button. Below the filters is a table with a search bar and a dropdown for 10 items. The table has columns: YEAR, FUND TYPE, DEBT SERVICE TYPE, PRINCIPAL TYPE, LOAN TYPE, REGION TYPE, TOTAL, and ACTIONS. There are two rows of data:

YEAR	FUND TYPE	DEBT SERVICE TYPE	PRINCIPAL TYPE	LOAN TYPE	REGION TYPE	TOTAL	ACTIONS
2021	General Fund	Principal	Public Debts	Revolving Loan Fund	Domestic	3,000.00	🔍 ✎ 🗑️
2021	General Fund	Retirement/Redemption of Bonds/Debt Securities				6,000.00	🔍 ✎ 🗑️

Click **ADD DEBT SERVICES**.

The *Debt Services* data entry form is displayed.

Debt Service ×		
Year *	Fund Type *	
2021	Select fund type	
Sector *	Debt Service Type *	
Debt Services	Select debt service type	
Region Type *	Principal Type *	Loan Type *
Select region type	Select principal type	Select loan type
Loan Amount	Interest Payment	
0.00	0.00	
Other Charges	Total	
0.00	0.00	
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE		

Select **Year**, **Fund Type**, **Sector**, **Debt Service Type**

Select **Region Type**, **Principal Type**, and **Loan Type**

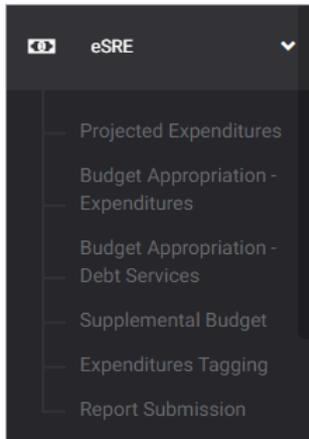
Enter **Loan Amount**, **Interest Payment**, **Other Charges**, and **Total**

Click **SAVE AND ADD ANOTHER** if you want to save details and add another record, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

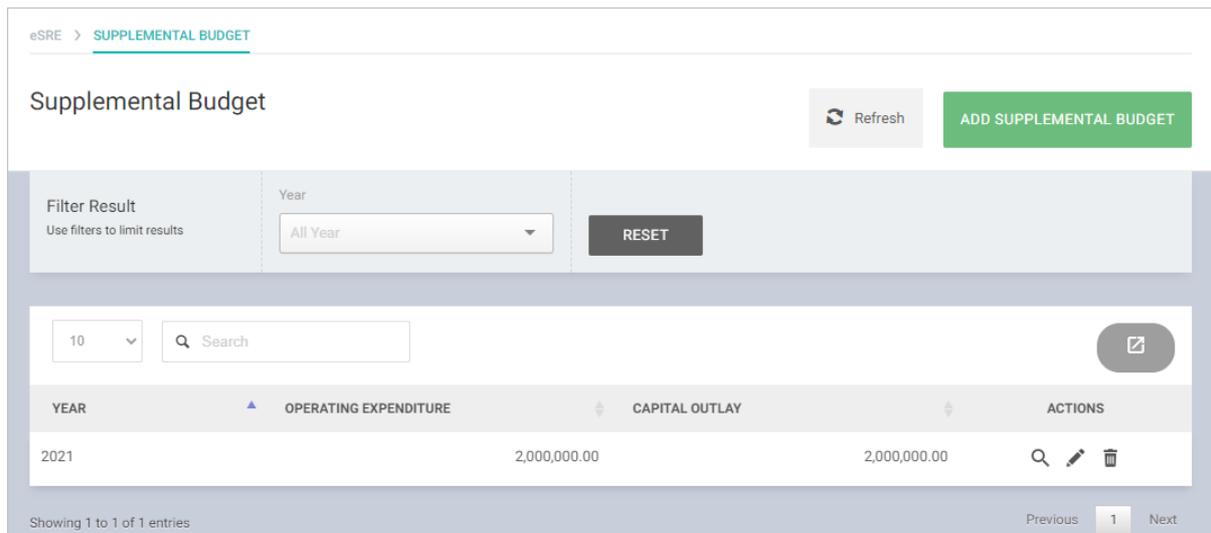
eSRE: Supplemental Budget

Encode Supplemental Budget

On the left-sidebar of the page, click **eSRE** select **Supplemental Budget**.



The *Supplemental Budget summary page* is presented.

The screenshot shows the 'Supplemental Budget' summary page. At the top, there is a breadcrumb 'eSRE > SUPPLEMENTAL BUDGET'. The page title is 'Supplemental Budget'. On the right, there are two buttons: 'Refresh' and 'ADD SUPPLEMENTAL BUDGET'. Below the title, there is a filter section with 'Filter Result' (Use filters to limit results), a 'Year' dropdown menu set to 'All Year', and a 'RESET' button. A table below shows one entry for the year 2021. The table has columns for 'YEAR', 'OPERATING EXPENDITURE', 'CAPITAL OUTLAY', and 'ACTIONS'. The entry for 2021 shows 2,000,000.00 for both Operating Expenditure and Capital Outlay. The 'ACTIONS' column contains search, edit, and delete icons. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation options.

YEAR	OPERATING EXPENDITURE	CAPITAL OUTLAY	ACTIONS
2021	2,000,000.00	2,000,000.00	🔍 ✎ 🗑️

Click **ADD SUPPLEMENTAL BUDGET**

The *SUPPLEMENTAL BUDGET* data entry form is displayed.

Supplemental Budget ✕		
Year * 2021 ▼		
	General Fund	Special Education Fund
For Current Operating Expenditures	0.00	0.00
For Capital Outlay	0.00	0.00
CANCEL SAVE AND ADD ANOTHER SAVE AND CLOSE		

Select **Year**.

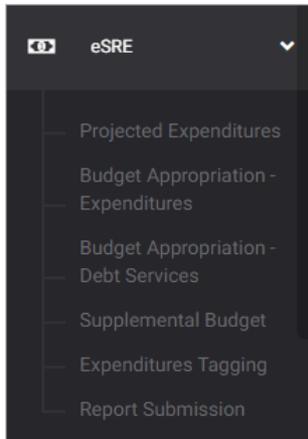
Enter **General Fund** and **Special Education Fund** for **Current Operating Expenditures** and **Capital Outlay**

Click **SAVE AND ADD ANOTHER** if you want to save details and add another record, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

eSRE: Expenditures Tagging

Encode Expenditures Tagging

On the left-sidebar of the page, click **eSRE** select **Expenditures Tagging**



The *Expenditures Tagging* summary page is presented.

The screenshot shows the 'Expenditure Tagging' summary page in the Itogon system. At the top, there's a header with the 'Itogon' logo and user profile icons. Below the header, the breadcrumb 'eSRE > EXPENDITURE TAGGING' is visible. The main title 'Expenditure Tagging' is followed by a 'Refresh' button and a prominent green 'ADD EXPENDITURE TAGGING' button. A filter section includes a 'Filter Result' label, 'Year' (set to 'All Year'), and 'Quarter' (set to 'All Quarter') dropdowns, with a 'RESET' button. Below the filters is a search bar with '10' items per page and a search icon. A table displays one entry with columns: YEAR (2021), QUARTER (1st), SECTOR (Economic Services Sector), SUB SECTOR (Economic Services), OFFICE (Office of the Municipal Engineer/Building Official), PPA (Sample PPA), and ACTIONS (search, edit, delete icons). At the bottom, it shows 'Showing 1 to 1 of 1 entries' and pagination controls for 'Previous', '1', and 'Next'.

Click **ADD EXPENDITURE TAGGING**.

The *Expenditure Tagging* data entry form is displayed.

Expenditure Tagging
✕

Year * 2021	Quarter * Select quarter	Sector * Select sector
Sub Sector * Select sub sector	Office * Select office	PPA * Select PPA

	PS	MOOE	CO	TOTAL
Appropriation	0.00	0.00	0.00	0.00
Obligation	0.00	0.00	0.00	0.00

CANCEL
SAVE AND ADD ANOTHER
SAVE AND CLOSE

Select **Year, Quarter, Sector, Sub Sector, Office, and Program.**

Enter **Appropriation and Obligation – PS, MOOE, and CO**

On **Tagging** tab,

TRACKING
TAGGING

Requirement	Appro PS	Appro MOOE	Appro CO	Obligation PS	Obligation MOOE	Obligation CO	
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Select requirement ▼ </div>	0.00	0.00	0.00	0.00	0.00	0.00	+ ✕

CANCEL
SAVE AND ADD ANOTHER
SAVE AND CLOSE

Click **plus (+) sign** to add requirement.

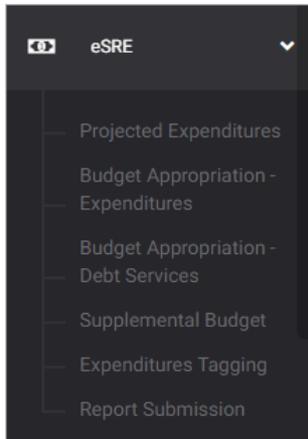
Select **Requirement**, and enter **Appro PS, Appro MOOE, Appro CO, Obligation PS, Obligation MOOE, and Obligation CO.**

Click **SAVE AND ADD ANOTHER** if you want to save details and add another record, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

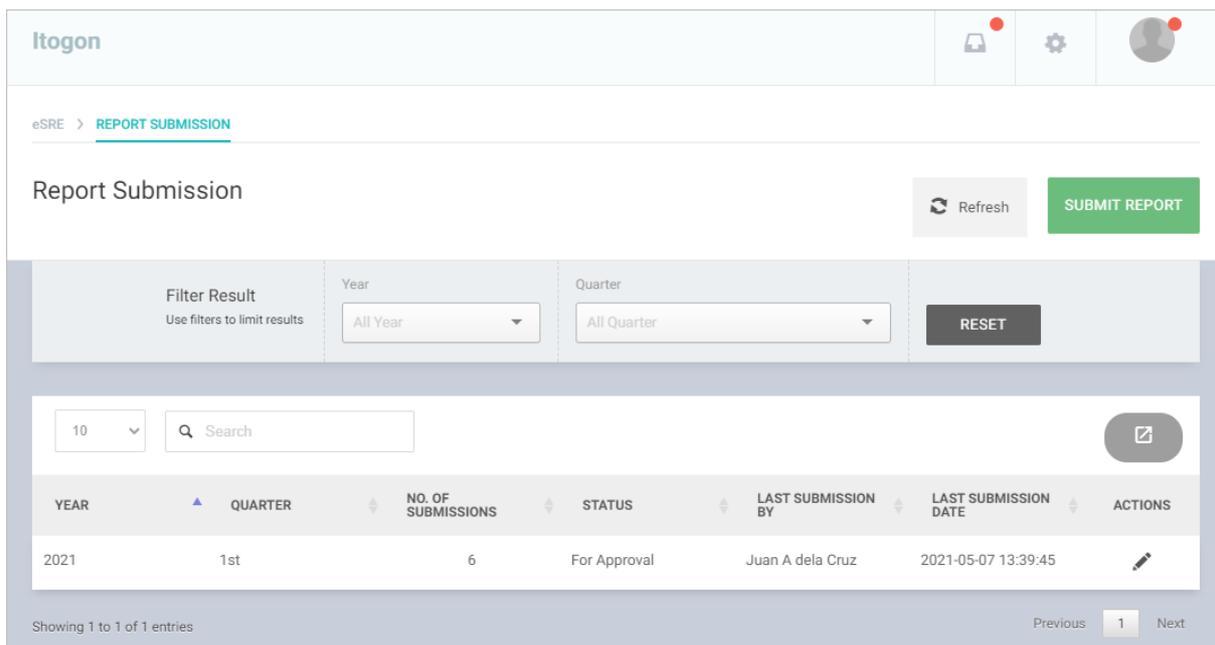
eSRE: Report Submission

Report Submission

On the left-sidebar of the page, click **eSRE** select **Report Submission**



The *Report Submission summary page* is presented.

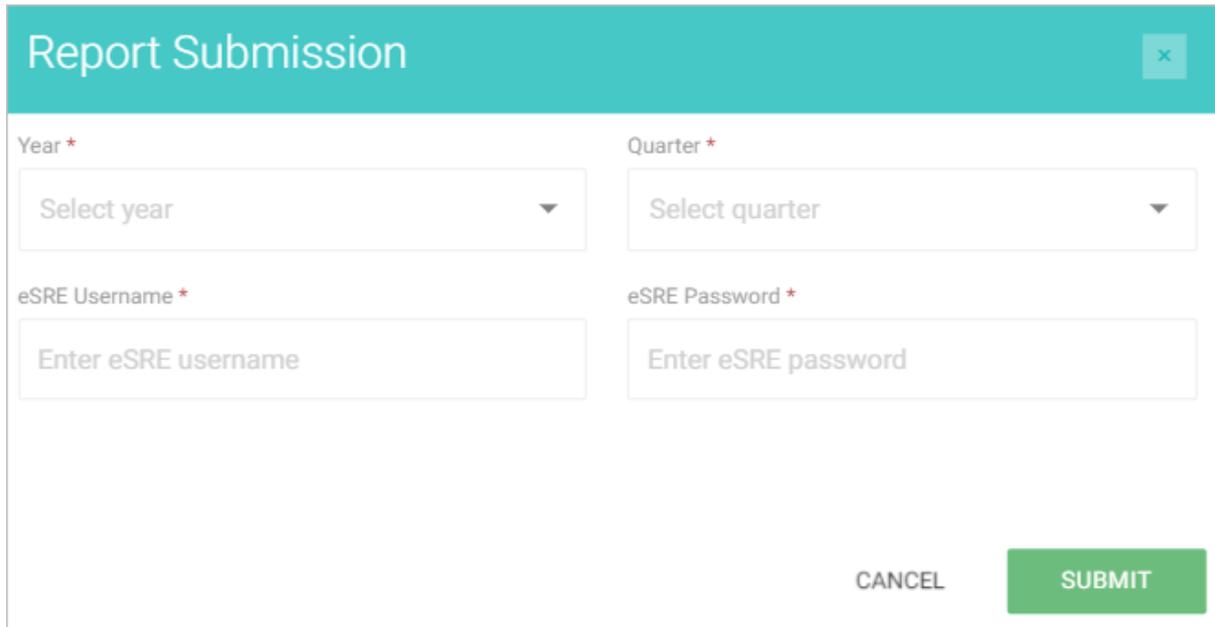
The screenshot shows the 'Report Submission' summary page in the eSRE system. At the top, there's a header with the 'Itogon' logo and user profile icons. Below the header, the breadcrumb 'eSRE > REPORT SUBMISSION' is visible. The main title 'Report Submission' is followed by 'Refresh' and 'SUBMIT REPORT' buttons. A filter section includes 'Filter Result' (Use filters to limit results), 'Year' (All Year), 'Quarter' (All Quarter), and a 'RESET' button. Below the filters is a search bar with '10' items and a search icon. The main content is a table with the following data:

YEAR	QUARTER	NO. OF SUBMISSIONS	STATUS	LAST SUBMISSION BY	LAST SUBMISSION DATE	ACTIONS
2021	1st	6	For Approval	Juan A dela Cruz	2021-05-07 13:39:45	[Edit]

At the bottom, it shows 'Showing 1 to 1 of 1 entries' and pagination controls for 'Previous', '1', and 'Next'.

Click **SUBMIT REPORT**.

The *Report Submission* data entry form is displayed.



The screenshot shows a window titled "Report Submission" with a teal header and a close button (X) in the top right corner. The form contains four input fields arranged in a 2x2 grid. The top-left field is a dropdown menu labeled "Year *" with the placeholder text "Select year". The top-right field is a dropdown menu labeled "Quarter *" with the placeholder text "Select quarter". The bottom-left field is a text input labeled "eSRE Username *" with the placeholder text "Enter eSRE username". The bottom-right field is a text input labeled "eSRE Password *" with the placeholder text "Enter eSRE password". At the bottom right of the form, there are two buttons: a "CANCEL" button and a green "SUBMIT" button.

Select **Year** and **Quarter**.

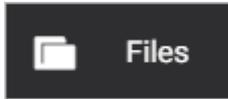
Enter **eSRE Username** and **eSRE Password**.

Click **SUBMIT** to submit report and close window. Otherwise, click **CANCEL** to discard entry.

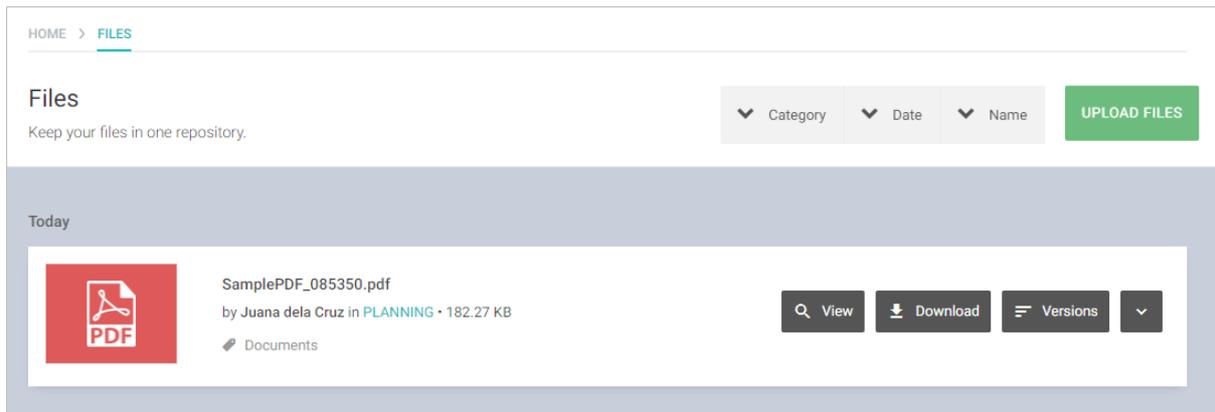
Files

Upload Files

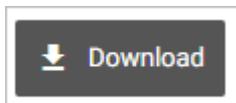
On the left-sidebar of the page, click **Files**



The *Files summary page* is presented.



Click **DOWNLOAD** to download the file.

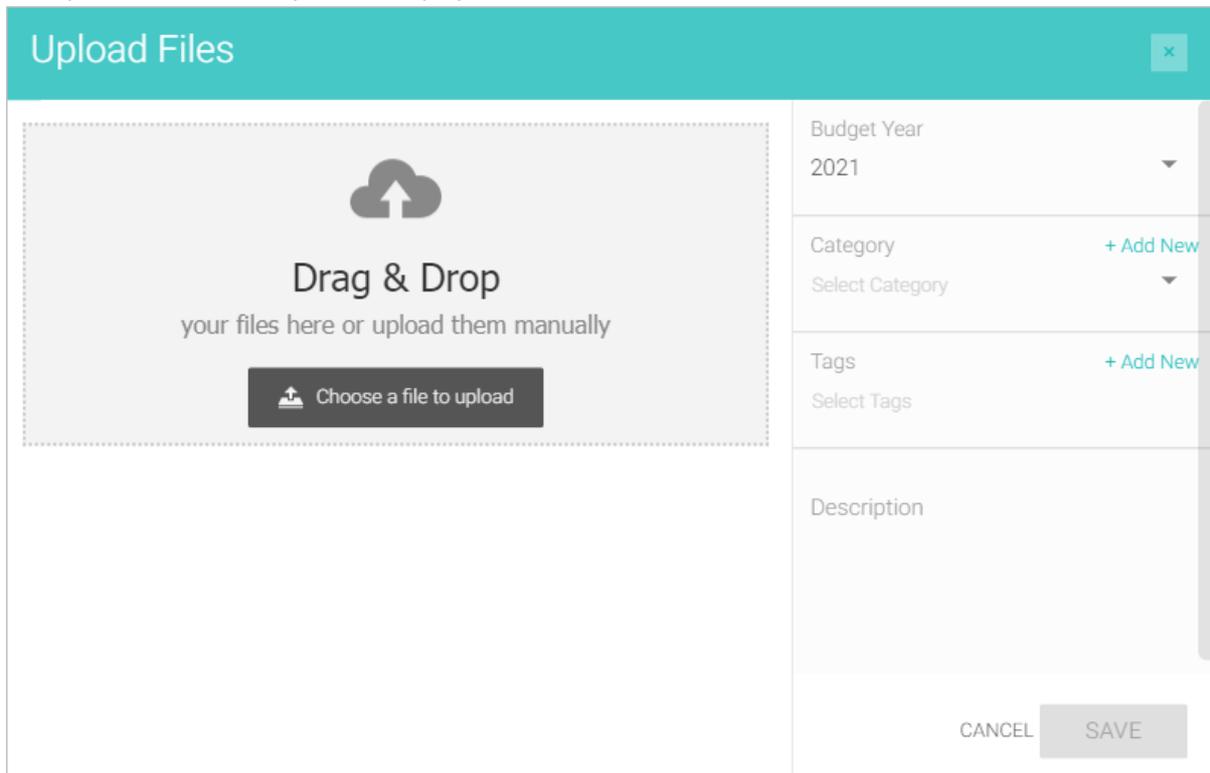


Click **Versions** to view version of files.



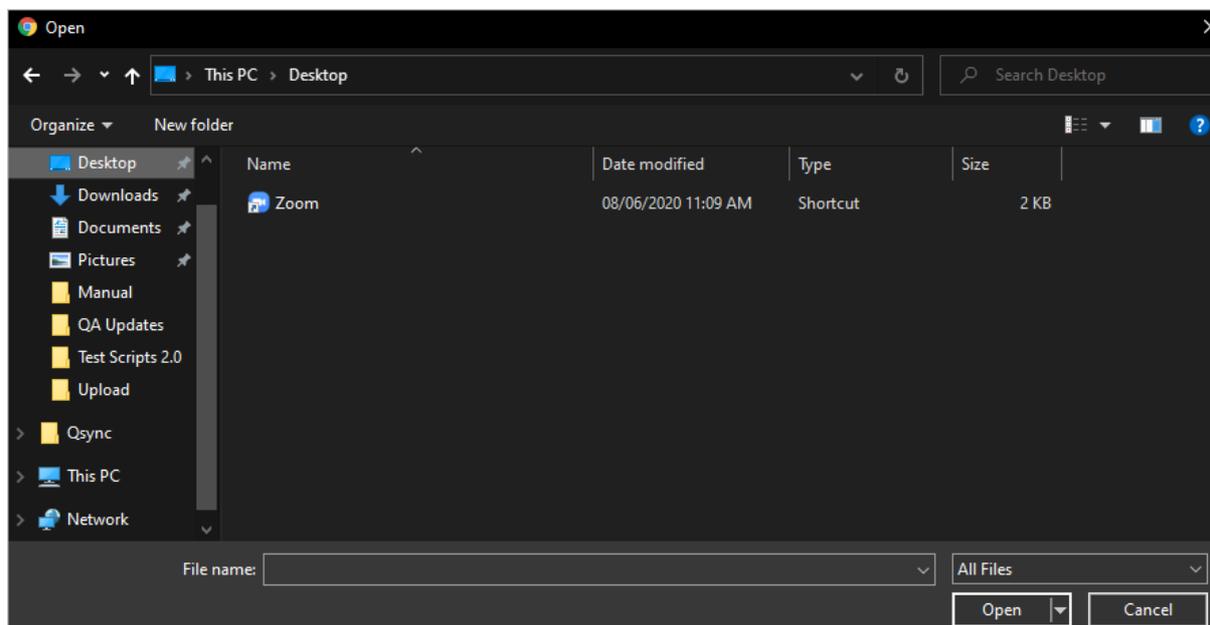
Click **UPLOAD FILES**.

The *Upload Files* data entry form is displayed.



The screenshot shows a web form titled "Upload Files" with a teal header. On the left, there is a large grey box with a cloud and arrow icon, containing the text "Drag & Drop your files here or upload them manually" and a button labeled "Choose a file to upload". On the right, there are several form fields: "Budget Year" with a dropdown menu set to "2021"; "Category" with a dropdown menu set to "Select Category" and a "+ Add New" link; "Tags" with a dropdown menu set to "Select Tags" and a "+ Add New" link; and a "Description" text area. At the bottom right, there are "CANCEL" and "SAVE" buttons.

Click **Choose a file to upload** and select the specific file to be uploaded.



Select **Budget Year**.

Enter **Description**.

Upload Files

Drag & Drop
your files here or upload them manually

Choose a file to upload

Budget Year
2021

Category
Select Category + Add New

Tags
Select Tags + Add New

Description

CANCEL SAVE

Select **Category** or click **Add New** to add new category, then click **SAVE**.

File Category

Category

CANCEL SAVE

Select **Tags** or click **Add New** to add new tag, then click **SAVE**.

Tags

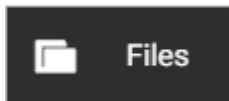
Tags

CANCEL SAVE

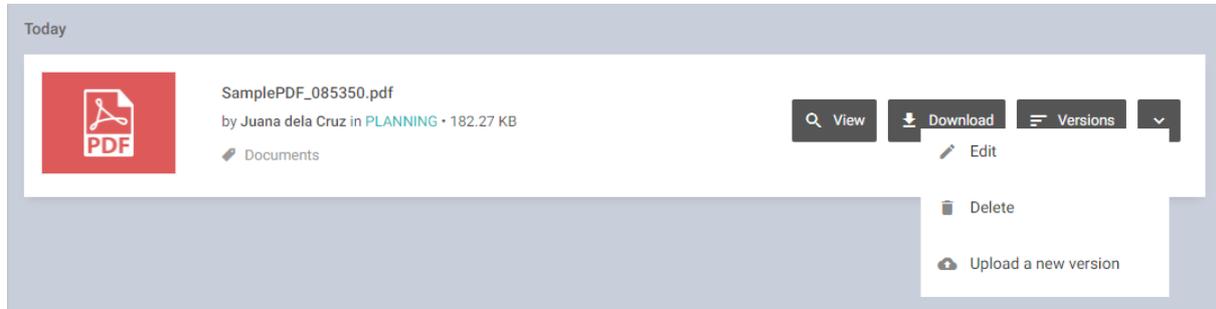
Click **SAVE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Upload a new version

On the left-sidebar of the page, click **Files**



The *Files summary page* is presented.

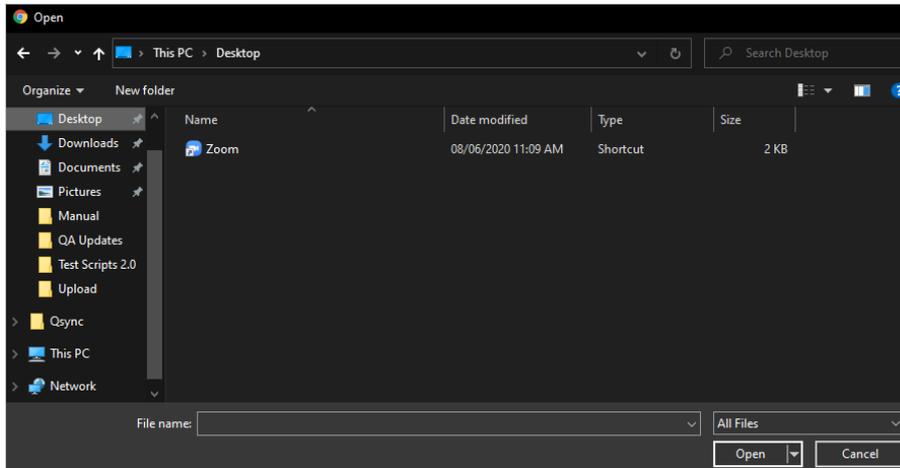


Click the **Arrow Down** icon and select **Upload a new version**.

The *Upload File Version* data entry form is displayed.

A screenshot of the "Upload File Version" form. The title bar is teal with a close button. Below the title bar, there's a section for "FILE TO REPLACE" showing "Version 1.0 » SamplePDF_085350.pdf". The main form area is split into two columns. The left column has the heading "Upload a File" and the instruction "Select and upload the latest version of this attachment." Below this is a dark grey button with a white upload icon and the text "Choose a file to upload". The right column has a "Category" dropdown menu with "+ Add New" and "Select Category" options. Below that is a "Description" text area. At the bottom of the right column, there's a radio button option "I have made minor revisions only". At the very bottom right, there are "CANCEL" and "SAVE" buttons.

Click **Choose a file to upload** and select the specific file to be uploaded.



Select **Category** or click **Add New** to add new category, then click **SAVE**.

A screenshot of a 'File Category' dialog box. The title bar is teal with the text 'File Category' and a close button. Below the title bar is a large white text input field with the placeholder text 'Category'. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is teal, while the 'CANCEL' button is white with a grey border.

Enter **Description**.

Tag if **I have made minor revisions only**.

Click **SAVE** to save details and close window. Otherwise, click **CANCEL** to discard entry.