



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**LOCAL BUDGET MEMORANDUM**

No. **80**

Date: May 18, 2020

To : Local Chief Executives, Members of the Local Sanggunian, Local Budget Officers, Local Treasurers, Local Planning and Development Coordinators, Local Accountants, and All Others Concerned

Subject : **INDICATIVE FY 2021 INTERNAL REVENUE ALLOTMENT (IRA) SHARES OF LOCAL GOVERNMENT UNITS (LGUs) AND GUIDELINES ON THE PREPARATION OF THE FY 2021 ANNUAL BUDGETS OF LGUs**

**1.0 PURPOSE**

- 1.1 To inform the LGUs of their indicative IRA shares for FY 2021 based on the certification of the Bureau of Internal Revenue (BIR) on the computation of the share of LGUs from the actual collection of national internal revenue taxes in FY 2018 pursuant to the Local Government Code of 1991 (Republic Act [RA] No. 7160); and
- 1.2 To prescribe the guidelines on the preparation of the FY 2021 annual budgets of LGUs.

**2.0 GUIDELINES**

**2.1 Allocation of the FY 2021 IRA**

2.1.1 In the computation of the IRA allocation of LGUs, the following factors are taken into consideration:

2.1.1.1 FY 2015 Census of Population by Province, City, Municipality, and Barangay, as approved through Proclamation No. 1269 dated May 19, 2016;<sup>1</sup> and

2.1.1.2 FY 2001 Master List of Land Area certified by the Land Management Bureau pursuant to Oversight Committee on Devolution Resolution No. 1, s. 2005 dated September 12, 2005.



<sup>1</sup> Declaring as Official the 2015 Population of the Philippines by Province, City/Municipality, and Barangay, Based on the 2015 Census of Population Conducted by the Philippine Statistics Authority

2.1.2 The indicative FY 2021 IRA shares of the individual LGUs were computed based on the number of existing LGUs as of December 31, 2019.

2.1.3 Consistent with Section 86 of the General Provisions of the FY 2020 General Appropriations Act (GAA), RA No. 11465, all valid adjustments, changes, modifications, or alterations in any of the factors affecting the computation of IRA that occurred or happened, including final and executory court decisions made effective, during the current fiscal year (FY 2020), shall only be considered and implemented by the Department of Budget and Management (DBM) in the subsequent fiscal year (FY 2021) from receipt by the DBM of the notice of said change.

Accordingly, all LGUs that may be created/converted by Congress and approved by the President, the corporate existence<sup>2</sup> of which will commence in FY 2020, shall likewise be included in the allocation of the FY 2021 IRA shares of LGUs.

All LGUs concerned shall be informed of the resulting adjustments in the computation of their respective FY 2021 IRA shares through a subsequent Local Budget Memorandum (LBM) to be issued by the DBM for the purpose. It must be noted that the LBM for this purpose will be issued in December 2020 inasmuch as the authorized adjustment to the IRA covers factors that occurred or happened within FY 2020.

2.1.4 Any valid adjustments, changes, modifications or alterations in any of the factors affecting the computation of the IRA that may occur or happen in FY 2021, including final and executory court decisions, shall be governed by the applicable General Provision in the FY 2021 GAA.

2.2 Preparation of the FY 2021 Annual Budgets of LGUs

2.2.1 For the purpose of preparing the FY 2021 annual budgets of LGUs, the total IRA shares of LGUs shall be Php695,492,749,000 per certification of the BIR on the actual national internal revenue taxes collected in FY 2018. The FY 2021 IRA level is Php46,571,503,000 or 7.18% higher than the FY 2020 IRA level.

2.2.2 Pursuant to Sections 284 and 285 of RA No. 7160, summarized below are the total shares by level of LGU in the FY 2021 IRA.

Level of LGU	No. of LGUs	Total IRA Shares (in PhP)
Provinces	82	159,963,332,270
Cities	146	159,963,332,270
Municipalities	1,488	236,467,534,660
Barangays	41,931	139,098,549,800
<b>TOTAL</b>	<b>43,647</b>	<b>695,492,749,000</b>



<sup>2</sup> Consistent with Section 14 of the Local Government Code of 1991 (RA No. 7160), when an LGU is created, its corporate existence shall commence upon the election and qualification of its chief executive and a majority of the members of its sanggunian, unless some other time is fixed therefor by the law or ordinance creating it.

2.2.3 The details by region and by level of LGU are reflected in Annex A hereof. The LGUs shall be notified of their indicative FY 2021 IRA allocation by the DBM Regional Offices (ROs) concerned, which shall be used by LGUs as basis in determining the amounts to be allocated for the budgetary requirements as prescribed under RA No. 7160 and other pertinent laws.

2.2.4 In addition to the IRA, some LGUs are entitled to the following Special Shares in the Proceeds of National Taxes:

- Share in the proceeds from the utilization and development of national wealth within their territorial jurisdiction pursuant to Sections 289 to 291 of RA No. 7160;
- Excise tax on Virginia Tobacco cigarettes pursuant to RA No. 7171;<sup>3</sup>
- Excise tax on Burley and Native Tobacco products pursuant to RA No. 8240,<sup>4</sup> as amended by RA No. 10351;<sup>5</sup>
- Gross income taxes paid by all businesses and enterprises within the ECOZONES pursuant to RA No. 7922,<sup>6</sup> as amended by RA No. 9400;<sup>7</sup>
- Value-added Tax pursuant to RA No. 7643;<sup>8</sup>
- Value-added Tax in lieu of Franchise Tax pursuant to RA Nos. 7953<sup>9</sup> and 8407;<sup>10</sup> and
- Share in Fire Code Fees pursuant to RA No. 9514.<sup>11</sup>

The LGUs concerned are advised to coordinate with appropriate revenue collecting agencies and government corporations to reconcile their records with those of the collecting agencies to determine the amount of their shares from the said taxes.

2.2.5 Priorities in the Use of the IRA and Other Local Resources

2.2.5.1 Pursuant to Section 17 (g) of RA No. 7160, the IRA and other local resources shall first cover the cost of providing basic services and facilities enumerated under Section 17 (b) thereof, particularly those devolved by the Department of Health, Department of Social Welfare and Development, Department of Agriculture, and Department of Environment and Natural Resources, as well as other agencies of the National Government, before applying the same for other purposes.

<sup>3</sup> An Act to Promote the Development of the Farmers in the Virginia Tobacco-Producing Provinces

<sup>4</sup> An Act Amending Sections 138, 139, 140, and 142 of the National Internal Revenue Code, as Amended, and for Other Purposes

<sup>5</sup> The Sin Tax Reform Law

<sup>6</sup> Cagayan Economic Zone Act of 1995

<sup>7</sup> An Act Amending RA No. 7227, as Amended, Otherwise Known as the Bases Conversion and Development Act of 1992, and for Other Purposes

<sup>8</sup> An Act to Empower the Commissioner of Internal Revenue to Require the Payment of the Value-Added Tax (VAT) Every Month and to Allow LGUs to Share in VAT Revenue, Amending for this Purpose Certain Sections of the National Internal Revenue Code

<sup>9</sup> An Act Amending RA No. 6632, entitled, "An Act Granting the Philippine Racing Club, Inc., a Franchise to Operate and Maintain a Race Track for Horse Racing in the Province of Rizal, and Extending the Said Franchise by Twenty-Five Years from the Expiration of the Term Thereof."

<sup>10</sup> An Act Amending RA No. 6631, entitled, "An Act Granting the Manila Jockey Club, Inc., a Franchise to Construct, Operate, and Maintain a Racetrack for Horse Racing in the City of Manila or Any Place within the Provinces of Bulacan, Cavite or Rizal and Extending the Said Franchise by Twenty-Five Years from the Expiration of the Term Thereof."

<sup>11</sup> Revised Fire Code of the Philippines of 2008

- 2.2.5.2 Each LGU shall appropriate in its annual budget no less than twenty percent (20%) of its IRA for development projects, which is commonly known as the 20% Development Fund (DF), as mandated under Section 287 of RA No. 7160.

The 20% DF shall be utilized in accordance with Department of the Interior and Local Government (DILG)-DBM Joint Memorandum Circular (JMC) No. 2017-1 dated February 22, 2017.<sup>12</sup>

Considering that DILG-DBM JMC No. 01 dated March 27, 2020<sup>13</sup> shall only remain in force throughout the duration of the State of Calamity, which is for a period of six (6) months starting March 16, 2020, as declared by the President through Proclamation No. 929, s. 2020, the said JMC shall no longer be used as basis by LGUs in the utilization of the 20% DF under their respective FY 2021 annual budgets, unless the said declaration of State of Calamity is extended up to 2021 as circumstances may warrant.

- 2.2.5.3 As provided under Section 21 of RA No. 10121,<sup>14</sup> Rule 18 of its Implementing Rules and Regulations (IRR), and item 4.0 of National Disaster Risk Reduction and Management Council-DBM-DILG JMC No. 2013-1 dated March 25, 2013,<sup>15</sup> not less than 5% of the estimated revenue of LGUs from regular sources<sup>16</sup> shall be set aside as the Local Disaster Risk Reduction and Management Fund, and shall be utilized in accordance with the pertinent provisions of laws, rules and regulations.

- 2.2.5.4 In accordance with Section 329 of RA No. 7160 and Section 20 (a) of RA No. 10742,<sup>17</sup> the barangays shall set aside ten percent (10%) of the general fund of the barangay for the Sangguniang Kabataan (SK). The Sangguniang Barangay shall appropriate the SK funds in lump-sum which shall be disbursed solely for youth development and empowerment purposes.

In the appropriation, release, planning and budgeting process for the SK funds, the barangays and the SKs are enjoined to observe the policies and procedures prescribed under DBM-DILG-National Youth Commission JMC No. 1 dated January 23, 2019.<sup>18</sup>



<sup>12</sup> Updated Guidelines on the Appropriation and Utilization of the 20% of the Annual IRA for Development Projects

<sup>13</sup> Additional Guidelines on the Utilization of the 20% of the Annual IRA for Development Projects in View of the Coronavirus Disease 2019 (COVID-19) Situation

<sup>14</sup> Philippine Disaster Risk Reduction and Management Act of 2010

<sup>15</sup> Allocation and Utilization of the Local Disaster Risk Reduction and Management Fund (LDRRMF)

<sup>16</sup> Refer to local taxes, fees, and receipts that may be collected by the LGU, including the IRA and other shares provided for in Sections 284, 290 and 291 of RA No. 7160, but exclusive of non-recurring receipts such as national aids, grants, financial assistance, loan proceeds, sales of assets, miscellaneous income/receipts and other similar receipts.

<sup>17</sup> Sangguniang Kabataan Reform Act of 2015

<sup>18</sup> Guidelines on the Appropriation, Release, Planning and Budgeting Process for the SK Funds

2.2.6 Pursuant to Section 305 (h) of RA No. 7160, local budget plans and goals shall, as far as practicable, be harmonized with national development plans, goals, and strategies in order to optimize the utilization of resources and to avoid duplication in the use of fiscal and physical resources.

2.2.6.1 To this end, the LGUs are enjoined to align their programs, projects, and activities (PPAs) with the priorities of the National Government, specifically those embodied under the Philippine Development Plan and Public Investment Program for 2017-2022.

2.2.6.2 Moreover, in accordance with Executive Order (EO) No. 27 dated June 1, 2017,<sup>19</sup> the PPAs of LGUs shall have a results-oriented focus on national development goals and shall be in line with *AMBISYON NATIN 2040*, the 2030 Agenda for Sustainable Development, which is anchored on a set of Sustainable Development Goals (SDGs), and the President's 0+10-Point Socio-Economic Agenda.

2.2.6.3 The LGUs are reminded to ensure that the PPAs committed for the attainment of targets in the Provincial/National Capital Region LGUs Results Matrices are prioritized in their respective budgets to ensure convergence and alignment of initiatives at the different levels of government.

2.2.6.4 Finally, the LGUs are advised to align their development plans, investment programs, and budgets to the economic and social recovery plans that may be adopted by the National Government in relation to or after the Coronavirus Disease (COVID-19) pandemic.

2.2.7 Section 305 (i) of RA No. 7160 provides that local budgets shall operationalize approved local development plans. For this purpose, LGUs shall prepare the total resource Annual Investment Program (AIP)<sup>20</sup> for the budget year, which shall be culled-out from the Local Development Investment Program, which in turn shall be based on the approved Barangay Development Plan in the case of barangays, Comprehensive Development Plan in the case of cities and municipalities, and Provincial Development and Physical Framework Plan in the case of provinces.

However, in the case of LGUs that are placed under Enhanced Community Quarantine (ECQ) by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases, which renders the Local Development Councils unable to convene to prepare the AIP, the preparation of their respective FY 2021 annual budgets may commence pending the preparation and approval of their AIPs for FY 2021.



<sup>19</sup> Directing All Government Agencies and Instrumentalities, Including Local Government Units, to Implement the Philippine Development Plan and Public Investment Program for the Period 2017-2022

<sup>20</sup> The template of the AIP for provinces, cities, and municipalities is provided in Annex B, while the template of the AIP for barangays is provided in Annex C.

Nevertheless, the said LGUs are required to have their respective FY 2021 AIPs prepared and approved by the time the local chief executive submits the Local Expenditure Program to the local sanggunian for budget authorization purposes.

2.2.8 In accordance with DILG Memorandum Circular (MC) No. 2018-42 dated March 26, 2018,<sup>21</sup> all LGUs are enjoined to prioritize in the allocation of local funds the PPAs included in their respective local nutrition action plans, which shall be formulated in accordance with the Philippine Plan of Action for Nutrition 2017-2022.

2.2.9 In line with the current Administration's priority to eradicate the problem of illegal drugs in the country, LGUs are enjoined to comply with the pertinent provisions of RA No. 9165,<sup>22</sup> including its IRR, to wit:

"SECTION 51. Local Government Units' Assistance. – The LGUs shall appropriate a substantial portion of their respective annual budgets to assist in or enhance the enforcement of the Act giving priority to preventive or educational programs and the rehabilitation or treatment of drug dependents.

(a) Consistent with the principles of local autonomy, the local sanggunians shall appropriate substantial funds from their annual budgets to be utilized in assisting or enhancing the enforcement of the Act, giving priority to educational programs on drug abuse prevention and control and rehabilitation and treatment of drug dependents, such amount to be determined by the sanggunian concerned based on the perceived need of the locality."

Specifically, LGUs are encouraged to provide funds in their annual budgets for the: (i) conduct of barangay clearing operations, including rehabilitation and after care of drug users in coordination with the Department of Health and the Department of Social Welfare and Development; (ii) establishment of Special Drug Education Centers; and (iii) strengthening of the criminal justice system, among others.

2.2.10 Pursuant to DILG MC No. 2013-98 dated September 10, 2013<sup>23</sup> and DILG MC No. 2017-133 dated September 29, 2017,<sup>24</sup> all LGUs are encouraged to allocate funds for PPAs included in the annual cultural development plans crafted by their respective local culture and arts councils.

2.2.11 Pursuant to EO No. 533 dated June 6, 2006,<sup>25</sup> the LGUs concerned shall allocate adequate funds for the development and implementation of integrated coastal management programs.



<sup>21</sup> Adoption and Implementation of the Philippine Plan of Action for Nutrition (PPAN) 2017-2022

<sup>22</sup> Comprehensive Dangerous Drugs Act

<sup>23</sup> Encouraging LGU Support to Protect and Conserve National Cultural Heritage

<sup>24</sup> Revision of DILG Memorandum Circular No. 2002-81, Titled, "Creation of Local Culture and Arts Councils"

<sup>25</sup> Adopting Integrated Coastal Management as a National Strategy to Ensure the Sustainable Development of the Country's Coastal and Marine Development and Resources and Establishing Supporting Mechanisms for its Implementation

- 2.2.12 Given the uncertainty as to when the COVID-19 pandemic will finally end, LGUs are encouraged to continue to provide funds for COVID-19-related PPAs and expenses, as may be necessary.

The COVID-19-related PPAs and expenses that may be funded by the LGUs may include those that are related to the prevention of the spread of COVID-19, and the provision of basic services to the affected population, including the necessary support to frontline workers. Nevertheless, it is understood that it is still the LGUs, upon their coordination with appropriate and competent authorities, that will determine the specific COVID-19-related PPAs and expenses that may be included in their respective annual budgets, taking into consideration the necessity for such PPAs and expenses and availability of funds, among others.

- 2.2.13 The FY 2021 annual budgets of provinces, cities, and municipalities shall be prepared in accordance with the procedures and schedules prescribed under RA No. 7160, and the Budget Operations Manual for LGUs, 2016 Edition, which include the following modified Local Budget Preparation (LBP) forms:

- LBP Form No. 1 – Budget of Expenditures and Sources of Financing (Annex D);
- LBP Form No. 2 – Programmed Appropriation and Obligation by Object of Expenditure (Annex E);
- LBP Form No. 2-A – Programmed Appropriation and Obligation for Special Purpose Appropriations (Annex F);
- LBP Form No. 3 – Plantilla of LGU Personnel (Annex G);
- LBP Form No. 3-A – Personnel Schedule (Annex H);
- LBP Form No. 4 – Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets (Annex I);
- LBP Form No. 5 – Statement of Indebtedness (Annex J);
- LBP Form No. 6 – Statement of Statutory and Contractual Obligations and Budgetary Requirements (Annex K); and
- LBP Form No. 7 – Statement of Fund Allocation by Sector (Annex L).

- 2.2.14 In accordance with DBM-Climate Change Commission (CCC)-DILG JMC No. 2015-01 dated July 23, 2015,<sup>26</sup> the provinces, cities, and municipalities shall identify, tag, and prioritize their respective climate change PPAs. Moreover, as required under item 5.1.5 of the same JMC, the LGUs shall submit an electronic copy of the tagged AIP to the CCC.

<sup>26</sup> Revised Guidelines for Tagging/Tracking Climate Change Expenditures in the Local Budget (Amending JMC No. 2014-01 dated August 7, 2014)



The Process Guide for Local Climate Change Expenditure Tagging (Annex M) issued by the CCC shall be used as reference by the provinces, cities, and municipalities in the identification, tagging, and prioritization of their respective climate change PPAs.

2.2.15 Together with the Local Expenditure Program, the following documents shall be prepared and submitted by the local chief executives of provinces, cities, and municipalities to the local sanggunian concerned for budget authorization purposes:

- Budget Message
- Plantilla of LGU Personnel (LBP Form No. 3)
- Statement of Indebtedness (LBP Form No. 5)
- Annual Operating Budget for Local Economic Enterprise(s), if any
- AIP, duly approved by the Sanggunian through a Resolution, and supported by the following:
  - DILG-endorsed Gender and Development Plan and Budget;
  - Local Disaster Risk Reduction and Management Plan as reviewed by the appropriate reviewing authority consistent with RA No. 10121, its IRR, and pertinent issuances of the NDRRMC;
  - Local Climate Change Action Plan;
  - Peace and Order Plan;
  - Local Nutrition Action Plan;
  - Annual Cultural Development Plan approved by the Local Culture and Arts Council;
  - Indicative Annual Procurement Plan;
  - List of PPAs for the Local Council for the Protection of Children;
  - List of PPAs for Senior Citizens and Persons with Disabilities;
  - List of PPAs to Combat Acquired Immune Deficiency Syndrome (AIDS); and
  - List of PPAs to Address the Problem of Illegal Drugs.

2.2.16 The FY 2021 annual budgets of provinces, cities, and municipalities shall be prepared consistent with the Revised Chart of Accounts for LGUs, as prescribed under Commission on Audit (COA) Circular No. 2015-009 dated December 1, 2015.<sup>27</sup>

2.2.17 In the case of barangays, the FY 2021 annual budgets shall be prepared in accordance with the procedures and schedules prescribed under RA No. 7160, using the following Barangay Budget Preparation (BBP) forms:

- BBP Form No. 1 – Budget of Expenditures and Sources of Financing (Annex N);
- BBP Form No. 2 – Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results (Annex O);



<sup>27</sup> Prescribing the Revised Chart of Accounts for Local Government Units

- BBP Form No. 2-A – List of Projects Chargeable Against the 20% DF (Annex P);
- BBP Form No. 3 – Plantilla of Personnel (Annex Q); and
- BBP Form No. 4 – Statement of Indebtedness (Annex R).

2.2.18 Together with the Barangay Expenditure Program (*sample hereto attached as Annex S*), the following documents shall be prepared and submitted by the punong barangay to the sangguniang barangay for budget authorization purposes:

- Budget Message
- Plantilla of Personnel (BBP Form No. 3)
- Statement of Indebtedness (BBP Form No. 4), if any
- AIP, duly approved by the Sanggunian through a Resolution, and supported by the following:
  - Indicative Annual Procurement Plan;
  - DILG-endorsed Gender and Development Plan and Budget;
  - Barangay Disaster Risk Reduction and Management Plan as reviewed by the appropriate reviewing authority consistent with RA No. 10121, its IRR, and pertinent issuances of the NDRRMC; and
  - Barangay Nutrition Action Plan.

2.2.19 The FY 2021 annual budgets of barangays shall likewise include PPAs that can be attributed and built-in within the budget levels for the following:

- Gender and Development pursuant to RA No. 7192,<sup>28</sup> RA No. 9710,<sup>29</sup> and Philippine Commission on Women-DILG-DBM-National Economic and Development Authority JMC No. 2016-01 dated January 12, 2016;<sup>30</sup>
- Senior Citizens and Persons with Disabilities pursuant to RA No. 9994<sup>31</sup> amending RA No. 7432,<sup>32</sup> and RA No. 9442<sup>33</sup> amending RA No. 7277;<sup>34</sup>
- Combatting AIDS pursuant to RA No. 8504;<sup>35</sup> and
- Implementation of the programs of the Local Councils for the Protection of Children pursuant to RA No. 9344.<sup>36</sup>

2.2.20 The FY 2021 annual budgets of barangays shall be prepared consistent with the Manual on Financial Management for Barangays, as prescribed under COA Circular No. 2015-011 dated December 1, 2015.<sup>37</sup>

<sup>28</sup> Women in Development and Nation Building Act

<sup>29</sup> The Magna Carta of Women

<sup>30</sup> Amendments to Philippine Commission on Women-DILG-DBM-National Economic and Development Authority JMC No. 2013 01: Guidelines on the Localization of the Magna Carta of Women

<sup>31</sup> Expanded Senior Citizens Act of 2010

<sup>32</sup> An Act to Maximize the Contribution of Senior Citizens to Nation Building, Grant Benefits and Special Privileges and for Other Purposes

<sup>33</sup> An Act Amending RA No. 7227, Otherwise Known as the "Magna Carta for Disabled Persons," and for Other Purposes

<sup>34</sup> Magna Carta for Disabled Persons

<sup>35</sup> Philippine AIDS Prevention and Control Act of 1998

<sup>36</sup> Juvenile Justice and Welfare Act of 2006

<sup>37</sup> Prescribing the Use of the Manual on Financial Management for Barangays

- 3.0 The LGUs may coordinate with the DBM ROs for the necessary technical assistance in the preparation of their respective FY 2021 annual budgets, including the use of the Electronic Budget (eBudget) System for LGUs for provinces, cities, and municipalities. The barangays may also coordinate with the local budget officers of their mother LGUs for the necessary technical assistance in the preparation of their respective FY 2021 annual budgets.
- 4.0 The responsibility and accountability in the disbursement of funds shall rest upon the local officials concerned. It is also the responsibility of the said local officials to ensure that the funds are utilized strictly in accordance with applicable budgeting, accounting, and auditing rules and regulations, and the provisions of the Government Procurement Reform Act (RA No. 9184) and other pertinent laws.
- 5.0 Please be guided accordingly.

  
**WENDEL E. AVISADO**  
Secretary



CY 2021 IRA OF LGUs  
IRA P695,492,749,000

Annex A

REGION	PROVINCES	CITIES	MUNICIPALITIES	BARANGAYS	GRAND TOTAL
NATIONAL CAPITAL REGION	554,082,991.00	29,932,617,968.00	167,849,693.00	12,546,350,725.00	44,200,901,377.00
CORDILLERA ADMINISTRATIVE REGION	6,765,770,946.00	2,207,609,024.00	9,164,524,946.00	3,011,080,282.00	21,088,985,198.00
REGION I	8,680,996,507.00	5,365,609,793.00	14,978,998,300.00	8,565,028,877.00	37,590,633,477.00
REGION II	9,499,133,435.00	5,117,146,453.00	14,832,620,557.00	5,975,331,660.00	35,424,232,105.00
REGION III	16,814,633,751.00	12,276,225,201.00	24,031,399,813.00	13,336,340,655.00	66,458,599,420.00
REGION IV.A	18,893,326,456.00	20,489,179,671.00	23,280,318,788.00	17,199,566,655.00	79,862,391,570.00
REGION IV.B	8,547,363,468.00	3,986,968,950.00	13,241,248,791.00	4,400,034,888.00	30,175,616,097.00
REGION V	10,853,868,913.00	5,115,710,396.00	17,041,449,224.00	9,461,687,534.00	42,472,716,067.00
REGION VI	12,086,795,297.00	14,330,048,919.00	17,370,117,209.00	11,670,292,504.00	55,457,253,929.00
REGION VII	9,669,422,946.00	13,681,799,864.00	15,434,478,649.00	10,121,671,345.00	48,907,372,804.00
REGION VIII	9,742,421,945.00	7,057,850,786.00	16,155,591,160.00	9,633,417,890.00	42,589,281,781.00
REGION IX	6,064,237,788.00	6,768,408,166.00	9,937,995,318.00	5,556,542,524.00	28,327,183,796.00
REGION X	8,505,146,982.00	10,125,659,753.00	12,158,607,969.00	6,540,180,869.00	37,329,595,573.00
REGION XI	7,950,700,698.00	10,700,070,420.00	9,637,549,007.00	5,531,356,074.00	33,819,676,199.00
REGION XII	8,352,958,734.00	4,363,454,112.00	12,335,949,872.00	4,754,616,635.00	29,806,979,353.00
REGION XIII	7,280,714,865.00	5,974,382,768.00	9,887,038,353.00	3,886,055,373.00	27,028,191,359.00
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO	9,761,756,548.00	2,470,590,026.00	16,811,797,011.00	6,908,995,310.00	35,953,138,895.00
GRAND TOTAL	159,963,332,270.00	159,963,332,270.00	236,467,534,660.00	139,098,549,800.00	695,492,749,000.00

## Annex B

FY \_\_\_\_\_ Annual Investment Program (AIP)  
 By Program/Project/Activity by Sector  
 As of \_\_\_\_\_

Province/City/Municipality \_\_\_\_\_

☐ No Climate Change Expenditure (Please tick the box if your LGU does not have any 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 (11) 8+9+10	Climate Change Adaptation	Climate Change Mitigation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
General Services (1000)													
Social Services (3000)													
Economic Services (8000)													
Other Services (9000)													

Prepared by:

Planning Officer

Date: \_\_\_\_\_

Budget Officer

Date: \_\_\_\_\_

Attested by:

Local Chief Executive

Date: \_\_\_\_\_

FY \_\_\_\_\_ Annual Investment Program (AIP)  
By Program/Project/Activity by Sector

Barangay: \_\_\_\_\_  
City/Municipality: \_\_\_\_\_  
Province: \_\_\_\_\_

AIP Reference Code	Program/Project/ Activity Description	Implementing Office/Unit	Schedule of Implementation		Expected Outputs	Funding Source	AMOUNT (In Thousand Pesos)			
			Start Date	Completion Date			Personal Services (PS)	Maintenance and Other Operating Expenses (MOOE)	Capital Outlay (CO)	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11) 8+9+10
General Services (1000)										
Social Services (3000)										
Economic Services (8000)										
Other Services (9000)										

Prepared by:

Attested by:

Barangay Secretary  
Date: \_\_\_\_\_

Barangay Treasurer  
Date: \_\_\_\_\_

Punong Barangay  
Date: \_\_\_\_\_

## Budget of Expenditures and Sources of Financing

LGU: \_\_\_\_\_

## GENERAL FUND

Particulars 1	Account Code 2	Income Classification 3	Past Year (Actual) 4	Current Year Appropriation			Budget Year (Proposed) 8
				First Semester (Actual) 5	Second Semester (Estimate) 6	Total 7	
I. Beginning Cash Balance							
II. Receipts							
A. Local Sources							
1. Tax Revenue							
a. Real Property Tax (RPT) (Basic RPT)							
b. Business Tax							
c. Other Local Tax							
Total Tax Revenue							
2. Non-Tax Revenue							
a. Regulatory Fees							
b. Service/User Charges							
c. Receipts from Economic Enterprise							
d. Other Receipts							
Total Non-Tax Revenue							
Total Local Sources							
B. External Sources							
1. Internal Revenue Allotment							
2. Share from GOCCs (PAGCOR and PCSO)							
3. Other Shares from National Tax Collection							
a. Share from Eczone							
b. Share from EVAT							
c. Share from National Wealth							
d. Share from Tobacco Excise Tax							
4. Inter-Local Transfer							
5. Extraordinary Receipts/Grants/Donations/Aids							
Total External Sources							
C. Non-Income Receipts							
1. Capital Investment Receipts							
a. Proceeds from Sale of Assets							
b. Proceeds from Sale of Debt Securities/Other Entitles							
c. Collection of Loans Receivable							
Total Capital Investment Receipts							
2. Receipts from Loans and Borrowings							
a. Acquisition of Loans							
b. Issuance of Bonds							
Total Receipts from Borrowings and Loans							
Total Non-Income Receipts							
Total Receipts							
III. Expenditures							
Personal Services							
Salaries and Wages							
Salaries and Wages - Regular							
Other Compensation							
Personal Economic Relief Allowance (PERA)							
Personnel Benefit Contributions							
Other Personnel Benefits							

Particulars	Account Code	Income Classification	Past Year (Actual)	Current Year Appropriation			Budget Year (Proposed)
				First Semester (Actual)	Second Semester (Estimate)	Total	
1	2	3	4	5	6	7	8
<b>Maintenance and Other Operating Expenses</b> Traveling Expenses Training and Scholarship Expenses Supplies and Materials Expenses Utility Expenses Communication Expenses Awards/Rewards Expenses Survey, Research, Exploration and Development Expenses Demolition/Relocation and Dredging/Dredging Expenses Generation, Transmission and Distribution Expenses Confidential and Extraordinary Expenses Professional Services General Services Repairs and Maintenance Financial Assistance / Subsidy <b>Financial Expenses</b> <b>Capital Outlays</b> Investment Property Land and Buildings Property, Plant and Equipment Land Land Improvements Biological Assets Intangible Assets <b>Special Purpose Appropriations (SPAs)</b> Appropriation for Development Programs/Projects (20% Development Fund) Appropriation for Local Disaster Risk Reduction and Management (LDRRM) Programs/Projects (6% LDRRM Fund) Appropriations for Debt Service Advances/Loans to Local Economic Enterprises/Public Utilities Aid to Barangays Other Authorized SPAs <b>Total Expenditures</b> <b>IV. Ending Balance</b>							

We hereby certify that the information presented above are true and correct. We further certify that the foregoing showed reports are reasonably projected as collections for the Budget Year.

\_\_\_\_\_  
Local Treasurer

\_\_\_\_\_  
Local Budget  
Officer

\_\_\_\_\_  
Local Planning  
Development  
Officer

\_\_\_\_\_  
Local Accountant

Approved:

\_\_\_\_\_  
Local Chief Executive

## INSTRUCTIONS

Column 1 – Indicate the receipts by major source. The beginning cash balance shall be net of amounts earmarked for specific purposes (e.g., continuing appropriations, 20% Development Fund).

Column 2 – Indicate the account code for each itemized receipt using the Revised Chart of Accounts for LGUs, as prescribed under Commission on Audit Circular No. 2015-009 dated December 1, 2015.

Column 3 – Classify the income into regular (R) or non-regular (NR).

Column 4 – Indicate the past year's actual receipts and expenditures. The past year's actual records and expenditures shall be jointly certified by the Local Treasurer and the Local Accountant.

Columns 5 and 6 – Indicate current year's estimated receipts and expenditures, as follows:

- First semester – actual receipts and expenditures jointly certified by the Local Treasurer and the Local Accountant.
- Second semester – estimated receipts and expenditures prepared by the Local Budget Officer.

\*Column 7 – Indicate the totals of the amounts under Columns 5 and 6.

Column 8 – Indicate the proposed amount of receipts and expenditures for the budget year.

### Note:

1. Prepare the same form for each local enterprise/public utility.

2. Based on the Bureau of Local Government Finance Memorandum Circular No. 16, 2015 dated June 19, 2015 re Local Public Financial Management (LPM) Tools for the Electronic Statement of Receipts and Expenditures (which include the Guidelines for the New Local Government Financial Reporting Monitoring System), regular revenues refer to taxes, fees and receipts actually realized, including the IRA and other shares provided for in Sections 204, 206 and 201 of RA No. 7160, but exclusive of non-recurring receipts such as national arts, grants, loan and assistance, loan proceeds, sales of assets, miscellaneous income/receipts and other similar receipts.

**Programmed Appropriation and Obligation by Object of Expenditure**  
LGU \_\_\_\_\_

Office \_\_\_\_\_

Object of Expenditure	Account Code	Past Year (Actual)	Current Year (Estimate)			Budget Year (Proposed)
			First Semester (Actual)	Second Semester (Estimate)	Total	
Personal Services						
Salaries and Wages						
Salaries and Wages - Regular						
Other Compensation						
Personal Economic Relief Allowance (PERA)						
Personnel Benefit Contributions						
Other Personnel Benefits						
Maintenance and Other Operating Expenses						
Traveling Expenses						
Training and Scholarship Expenses						
Supplies and Materials Expenses						
Utility Expenses						
Communication Expenses						
Awards/Rewards Expenses						
Survey, Research, Exploration and Development Expenses						
Demolition/Relocation and Desilting/Dredging Expenses						
Generation, Transmission and Distribution Expenses						
Confidential and Extraordinary Expenses						
Professional Services						
General Services						
Repairs and Maintenance						
Financial Assistance / Subsidy						
Financial Expenses						
Capital Outlays						
Investment Property						
Land and Buildings						
Property, Plant and Equipment						
Land						
Land Improvements						
Biological Assets						
Intangible Assets						
<b>Total Appropriations</b>						

Prepared:

Reviewed:

Approved:

\_\_\_\_\_  
Department Head\_\_\_\_\_  
Local Budget Officer\_\_\_\_\_  
Local Chief Executive

## INSTRUCTIONS

This form is intended to reflect the following:

Column 1 – Indicate the applicable Objects of Expenditures. Indicate under Financial Expenditures whether the amounts represent bank charges, interest expense, commitment charges, documentary stamp expense and other financial charges, losses incurred relative to foreign exchange transactions and debt service solely to GOCCs consistent with NCAs.

Column 2 – Indicate account code using the Revised Chart of Accounts for LGUs, as prescribed under Commission on Audit Circular No. 2015-009 dated December 1, 2015.

Column 3 – Indicate the actual expenditures incurred in the Past Year.

Columns 4 and 5 – Indicate current year's expenditures, as follows:

- First semester – actual expenditures as certified by the Local Accountant.
- Second semester – estimated expenditures prepared by the Department Head.

The totals of this column for all Departments/Offices should tally with the amount of Expenditures per Column 3 and 6 of LBR Form No. 1.

Column 6 – Indicate the totals of the amounts under Columns 5 and 6.

Column 7 – Indicate the proposed expenditures for the budget year.

Note:

This Local Budget Office shall prepare a cover for all offices using LBR Form No. 1.

LBP Form No. 2-A

## Programmed Appropriation and Obligation for Special Purpose Appropriations

LGU: \_\_\_\_\_

Office: \_\_\_\_\_

AIP Reference Code 1	Sector 2	Program/Project/Activity 3	Past Year (Actual) 4	Current Year		Budget Year (Proposed) 5
				Actual 6	Estimate 7	

Prepared:

\_\_\_\_\_  
Department Head

Reviewed:

\_\_\_\_\_  
Local Budget Officer

Approved:

\_\_\_\_\_  
Local Chief Executive

## Note:

This form is intended to reflect the details of Special Purpose Appropriations lodged under each Department/Office.

LBP Form No. 3

Plantilla of LGU Personnel FY \_\_\_\_\_  
 LGU: \_\_\_\_\_

Item Number		Position Title	Name of Incumbent	Current Year Authorized		Budget Year Proposed		Increase / Decrease
				Rate/Annum		Rate/Annum		
Old	New					SG / Step	Amount	
1	2	3	4	5	6	7	8	9

Prepared:

Human Resource Management Officer

Reviewed by:

Local Budget Officer

Approved:

Local Chief Executive

**INSTRUCTIONS**

Columns 1 and 2 – Indicate the old and new item numbers of the plantilla position.

Columns 3 and 4 – Indicate the position title and the name of the incumbent occupying each position. If the position is unfilled, indicate the word "vacant" under column 4. If the position is proposed for abolition, place the position title inside a bracket. If the position is proposed for reclassification, place the previous position title in a bracket and indicate the proposed position title below it.

Column 5 and 6 – Indicate the current salary grade/step and corresponding rate per annum of each position. Include as a footnote the compensation law/circular being implemented. For the initial implementation of changes, attach a copy of the Position Allocation List.

Column 7 and 8 – Indicate the salary grade/step and corresponding rate per annum of each position proposed for the budget year.

Column 9 – Indicate the difference between the old and the new rates of compensation per annum for the budget year.

Additional Instructions:

1. Prepare the same form for each local economic enterprise/public utility.
2. Separate plantilla using the same format shall be prepared for Casual Employees whose salaries are chargeable against Personal Services Appropriation.
3. Only funded vacant positions shall be included in the plantilla. All unfunded vacant positions shall be removed/deleted from the plantilla.

Note:

This form is a consolidation of all LBP Form No. 3-A of all departments and offices in the LGU.

LBP Form No. 3-A

Personnel Schedule FY \_\_\_\_\_

LGU: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Item Number		Position Title 3	Name of Incumbent 4	Current Year Authorized		Budget Year Proposed		Increase / Decrease 9
				Rate/Annum		Rate/Annum		
Old 1	New 2			SG / Step 5	Amount 6	SG / Step 7	Amount 8	

Prepared:

\_\_\_\_\_  
Department Head

Reviewed:

\_\_\_\_\_  
Human Resource Management Officer

Approved:

\_\_\_\_\_  
Local Chief Executive**INSTRUCTIONS**

Columns 1 and 2 – Indicate the old and new item numbers of the plantilla position.

Columns 3 and 4 – Indicate the position title and the name of the incumbent occupying each position. If the position is unfilled, indicate the word "vacant" under column 4. If the position is proposed for abolition, place the position title inside a bracket. If the position is proposed for reclassification, place the previous position title in a bracket and indicate the proposed position title below it.

Column 5 and 6 – Indicate the current salary grade/step and corresponding rate per annum of each position. Include as a footnote the compensation law/circular being implemented. For the initial implementation of changes, attach a copy of the Position Allocation List.

Column 7 and 8 – Indicate the salary grade/step and corresponding rate per annum of each position proposed for the budget year.

Column 9 – Indicate the difference between the old and the new rates of compensation per annum for the budget year.

Note.

1. Prepare the same form for each local economic enterprise/public utility.
2. Separate plantilla using the same format shall be prepared for Casual Employees whose salaries are chargeable against Personal Services Appropriation.
3. Only funded vacant positions shall be included in the plantilla. All unfunded vacant positions shall be removed/deleted from the plantilla.

## Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY \_\_\_\_\_

LGU \_\_\_\_\_

Department/Office \_\_\_\_\_  
 Mandate \_\_\_\_\_  
 Vision \_\_\_\_\_  
 Mission \_\_\_\_\_  
 Organizational Outcome \_\_\_\_\_

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance / Output Indicator 4	Target for the Budget Year 5	Proposed Budget for the Budget Year			
					PS 6	MOOE 7	CO 8	Total 9

Prepared:

Reviewed: Local Finance Committee

\_\_\_\_\_  
Department Head\_\_\_\_\_  
Local Planning and Development Coordinator\_\_\_\_\_  
Local Budget Officer\_\_\_\_\_  
Local Treasurer

Approved:

\_\_\_\_\_  
Local Chief Executive**INSTRUCTIONS**

Mandate: Quote the provision of the LGC on the mandate of the department/office.

Vision: Indicate the future role of the department/office in the LGU's development.

Mission: Indicate the significant role of the department/office in attaining the vision.

Organizational Outcome: The specific short-term benefits to clients and the community as a result of the LGU's delivery of Major Final Outputs as defined in the organization's results framework.

Column 1- Indicate the PPA reference code reflected in the AIP corresponding to each PPA.

Column 2- Indicated a concise description of the work to be done, as the same with those reflected in AIP under a particular sector to achieve specific objectives.

Column 3- Indicate the good or service that a department/agency is mandated to deliver to external clients through the implementation of PPAs.

Column 4- Indicate the means for measuring the quantity, quality, and timeliness of service delivery to the clients.

Column 5- Indicate the target for the budget year in terms of the performance indicator expressed in quantity, quality, and timeliness.

Columns 6, 7, 8 and 9- Indicate the proposed budget for the PPA, broken down by expense class - Personal Services (PS), Maintenance and Other Operating Expenses (MOOE), and Capital Outlay (CO), including Special Purpose Appropriations attributed to and implemented by the Department/Office.

Note: This Form shall be prepared by the Department Head, reviewed by the Local Planning and Development Coordinator for the targets, and the Local Budget Officer for the proposed budget, and approved by the Local Chief Executive.

LBP Form No. 5

**Statement of Indebtedness**  
 LGU \_\_\_\_\_

Creditor 1	Date Contracted 2	Term 3	Principal Amount 4	Purpose 5	Previous Payments Made			Amount Due (Budget Year)			Balance of the Principal 12
								Principal 9	Interest 10	Total 11	

Certified Correct:

Noted by:

\_\_\_\_\_  
Local Accountant\_\_\_\_\_  
Local Chief Executive**INSTRUCTIONS**

This form is intended to reflect the following:

Column 1 – Full name of creditors with their corresponding addresses under each fund/special account and under each office.

Column 2 – Date when the obligation is incurred.

Column 3 – Period (months/years) within which to pay the loan.

Column 4 – Principal amount of the loan.

Column 5 – Purpose of the loan incurred.

Columns 6, 7 and 8 – Total payments prior to budget year, including payments within the current year.

Columns 9, 10 and 11 – Amounts due and budgeted for the budget year.

Column 12 – Balance of the principal after deducting previous payments and amount due for the budget year.

Note:

1. In filling-out the form, coordination with the local budget officer and other local officials concerned may be done.
2. Prepare the same form for each local economic enterprise/public utility.

LBP Form No. 6

## Statement of Statutory and Contractual Obligations and Budgetary Requirements FY \_\_\_\_\_

LGU: \_\_\_\_\_

Description 1	Amounts 2
<b>1. Statutory and Contractual Obligations</b> 1.1 5% MMDA Contribution for LGUs in NCR only (RA No. 7924) 1.2 Retirement Gratuity 1.3 Terminal Leave Benefits 1.4 Debt Service 1.5 Employees Compensation Insurance Premiums 1.6 PhilHealth Contributions 1.7 Pag-IBIG Contribution 1.8 Retirement and Life Insurance Premiums <b>2. Budgetary Requirements</b> 2.1 20% of IRA for Development Fund 2.2 5% Local Disaster Risk Reduction and 2.3 Financial Assistance to Barangays (Php 1,000.00 minimum aid) <b>TOTAL</b>	

Certified Correct:

\_\_\_\_\_  
Local Budget Officer\_\_\_\_\_  
Local Treasurer\_\_\_\_\_  
Local Planning and  
Development Coordinator

Approved:

\_\_\_\_\_  
Local Chief Executive

Note:

1. This form presents the statutory and contractual obligations, and budgetary requirements.
2. Prepare the same form for each local economic enterprise/public utility.

Particulars	Account Code	General Public Services	Social Services	Economic Services	Other Services	Total
1	2	3	4	5	6	7
TOTAL APPROPRIATIONS						

Approved:

### Local Chief Executive

The Statement of Fund Allocation is a summary of appropriations covering the proposed expenditures of the budget year.

Column 2 - Indicate account code using the Revised Chart of Accounts for LGUs, as prescribed under Commission on Audit Circular No. 2015-009 dated December 1, 2015.

Columns 3-6 - The classification of PPAs that should fall within a sector shall follow these guidelines

Column 3: General Public Services Sector - All PAPs that provide planning, financial, administrative, legal and legislative services to the frontline services of the LGUs shall be categorized within this sector.

Column 4: Social Services Sector - All PAPs that promote the well-being and general welfare of constituents or people like education, health, public safety, and protection of the marginalized and disadvantaged members of the society shall be classified within this sector.

Column 5: Economic Services Sector - All PAPs directed towards promoting growth in the economy, using all factors in production, like increasing productivity in agriculture and all other industries, generating employment and other livelihood projects, shall fall within this sector.

Column 6: Other Services - PAPs that cannot be categorized in any of the sectors identified above

Note

Prepare the same form for each local economic enterprise/public utility.

## 2.1

Determine climate change adaptation strategies

Together, the CDRA and GHGI form the climate change rationale which serves as the basis for determining adaptation and mitigation strategies in view of development objectives.

Using CDRA outputs as reference in designing and prioritizing adaptation strategies is key to ensuring that these are responsive to current and future issues and opportunities in the planning area.

The CCET Typologies may also be used as reference in designing and deciding on adaptation strategies.

In generating low emission development strategies, one may consider reviewing existing mitigation activities in solid waste management, wastewater control and treatment, forest management, or energy efficiency. This way, GHG emissions reduction is achieved while pursuing sustainable development.

The CCET Typologies may also be used as reference in designing and deciding

[illegible]

It is strongly suggested that the LDIP and AIP with CCET be used in the implementation of adaptation and mitigation options since they are the primary implementation instruments for local plans.

The Climate Change Commission tracks climate actions on the ground and CCET plays a crucial role in it. Monitoring adaptation and mitigation informs policy- and decision-making at the national and local level.

Attachments include the AIP, AIP in CCET Analysis Tool, and Quality Assurance and Review Form.

Send to: lguhelpdesk@climate.gov.ph  
cc: lguhelpdesk.ccet@gmail.com

## Barangay Budget Preparation Form No. 1

## BUDGET OF EXPENDITURES AND SOURCES OF FINANCING, FY \_\_\_\_\_

Barangay \_\_\_\_\_

City/Municipality of \_\_\_\_\_

Province of \_\_\_\_\_

## GENERAL FUND

Particulars	Account Code	Income Classification	Past Year (Actual)	Current Year Appropriation			Budget Year (Proposed)
				First Semester (Actual)	Second Semester (Estimate)	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
I. Beginning Cash Balance							
II. Receipts							
Shares in Real Property Tax							
Business Tax(es)							
Fees and Charges							
Receipts from Economic Enterprise							
Internal Revenue Allotment							
Share from National Wealth							
Inter-Local Transfer							
Extraordinary Receipts/Grants/							
Donations/Aids							
Proceeds from Sale of Assets							
Collection of Loans Receivable							
Acquisition of Loans							
Other Receipts							

Particulars	Account Code	Income Classification	Past Year (Actual)	Current Year Appropriation			Budget Year (Proposed)
				First Semester (Actual)	Second Semester (Estimate)	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>III. Expenditures</b>							
<b>Personal Services (PS)</b>							
Salaries and wages (permanent and casual employees)							
Honoraria							
Cash Gift							
Other Personnel Benefits of permanent and casual employees							
Associated PS costs (GSIS, PAGIBIG, etc.) of permanent and casual employees							
<b>Total PS</b>							
<b>Maintenance and Other Operating Expenses (MOOE)</b>							
Travelling Expenses – Local							
Training Expenses							
Supplies and Materials Expenses							
Utility Expenses							
Communication Expenses							
Professional Services							
General Services							
Repairs and Maintenance							
Taxes, Insurance Premiums and Other Fees							
Other MOOE							
<b>Total MOOE</b>							
<b>Financial Expenses</b>							
Interest Expenses							
Bank Charges							
Other Financial Expenses							

Particulars	Account Code	Income Classification	Past Year (Actual)	Current Year Appropriation			Budget Year (Proposed)
				First Semester (Actual)	Second Semester (Estimate)	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>Capital Outlay (CO)</b> Land and Buildings Property, Plant and Equipment Land Improvements <b>Total Capital Outlay</b>							
<b>Special Purpose Appropriation (SPA)</b> Appropriation for Debt Service Appropriation for Sangguniang Kabataan Appropriation for Development Fund Appropriation for Barangay Disaster Risk Reduction and Management Fund Other Authorized SPAs <b>Total SPA</b>							

*We hereby certify that the information presented above are true and correct. We further certify that the foregoing estimated receipts are reasonably projected as collectible for the Budget Year.*

Prepared by:

Approved by:

\_\_\_\_\_  
Barangay Treasurer

\_\_\_\_\_  
Barangay Secretary

\_\_\_\_\_  
Punong Barangay

## INSTRUCTIONS

Column 1 – Indicate the receipts by major source. The beginning cash balance shall be net of amounts earmarked for specific purposes (e.g., continuing appropriations, 20% Development Fund). The amount for each expense class shall exclude the appropriations for the SPAs.

The breakdown of the MOOE, i.e., supplies and materials expenses, utility expenses, communication expenses, professional services, general services, repairs and maintenance, taxes, insurance premiums and other fees, and other MOOE, shall be provided in a separate list. Example:

Account Title	Account Code	Account Title	Account Code
<b>Utility Expenses</b>		<b>Professional Services</b>	
Water Expenses	5-02-04-010	Auditing Services	5-02-07-010
Electricity Expenses	5-02-04-020	Consultancy Services	5-02-07-020
<b>Communication Expenses</b>		<b>General Services</b>	
Postage and Courier Services	5-02-05-010	Janitorial Services	5-02-08-020
Telephone Expenses	5-02-05-020	Security Services	5-02-08-030
<b>Repairs and Maintenance</b>		<b>Supplies and Materials Expenses</b>	
Land Improvement	5-02-09-010	Office Supplies Expenses	5-02-03-010
Machinery and Equipment	5-02-09-040	Drugs and Medicines Expenses	5-02-03-040

Column 2 – Indicate the account code for each itemized receipt using the Manual on Financial Management for Barangays, as prescribed under Commission on Audit Circular No. 2015-011 dated December 1, 2015.

Column 3 – Classify the income into regular (R) or non-regular (NR).

Column 4 - Indicate the past year's actual receipts and expenditures. The past year's actual receipts and expenditures shall be certified by the Barangay Treasurer.

Columns 5 and 6 – Indicate current year's estimated receipts and expenditures, as follows:

- First semester – actual receipts and expenditures certified by the Barangay Treasurer.
- Second semester – estimated receipts and expenditures prepared by the Barangay Treasurer.

Column 7 – Indicate the totals of the amounts under Columns 5 and 6.

Column 8 – Indicate the proposed amount of receipts and expenditures for the budget year.

Note:

Based on the Bureau of Local Government Finance Memorandum Circular No. 16-2015 dated June 19, 2015 re Local Public Financial Management (PFM) Tools for the Electronic Statement of Receipts and Expenditures (which include the Guidebook for the New Local Government Financial Performance Monitoring System), regular revenues refer to taxes, fees and receipts actually realized, including the IRA and other shares provided for in Sections 284, 290 and 291 of RA No. 7160, but exclusive of non-recurring receipts such as national aids, grants, financial assistance, loan proceeds, sales of assets, miscellaneous income/receipts and other similar receipts.

## Barangay Budget Preparation Form No. 2

PROGRAMMED APPROPRIATION BY PPA, EXPENSE CLASS, OBJECT OF EXPENDITURE AND EXPECTED RESULTS, FY \_\_\_\_\_

Barangay \_\_\_\_\_  
 City/Municipality of \_\_\_\_\_  
 Province of \_\_\_\_\_

Program, Projects, Activities (By Expense Class and Object of Expenditure) (1)	AIP Reference Code (2)	Account Code (3)	Proposed Amount (Budget Year) (4)	Expected Results (5)
<b>1. GENERAL ADMINISTRATION PROGRAM</b> <b>Personal Services (PS)</b> Salaries and wages (permanent and casual employees) Honoraria Cash Gift Other Personnel Benefits of permanent and casual employees Associated PS costs (GSIS, PAGIBIG, etc.) of permanent and casual employees <b>Total PS</b>  <b>Maintenance and Other Operating Expenses (MOOE)</b> Travelling Expenses – Local Training Expenses Supplies and Materials Expenses Utility Expenses Communication Expenses Professional Services General Services Repairs and Maintenance Taxes, Insurance Premiums and Other Fees Other MOOE <b>Total MOOE</b>				

Program, Projects, Activities (By Expense Class and Object of Expenditure) (1)	AIP Reference Code (2)	Account Code (3)	Proposed Amount (Budget Year) (4)	Expected Results (5)
<b>Financial Expenses</b> Interest Expenses Bank Charges Other Financial Expenses  <b>Capital Outlay (CO)</b> Land and Buildings Property, Plant and Equipment Land Improvements <b>Total Capital Outlay</b>  <b>Special Purpose Appropriation (SPA)</b> Appropriation for Debt Service Appropriation for Sangguniang Kabataan Other Authorized SPAs <b>Total SPA</b>				
<b>2. BASIC SERVICES AND FACILITIES PROGRAM (BSFP)</b> <b>Day Care</b> PS MOOE CO <b>Total</b>  <b>Health and Nutrition</b> PS MOOE CO <b>Total</b>  <b>Peace and Order</b> PS MOOE CO <b>Total</b>				

Program, Projects, Activities (By Expense Class and Object of Expenditure) (1)	AIP Reference Code (2)	Account Code (3)	Proposed Amount (Budget Year) (4)	Expected Results (5)
<b>Agricultural Services</b> PS MOOE CO <b>Total</b>				
<b>Katarungang Pambarangay</b> PS MOOE CO <b>Total</b>				
<b>Infrastructure</b> CO – 20% DF Non – DF <b>Total</b>				
<b>BDRRMF</b> Quick Response Fund Disaster Preparedness, Prevention & Mitigation, Response <b>Total</b>				
<b>Information and Reading Center</b> PS MOOE CO <b>Total</b>				
<b>Other Services</b> GAD (if provided through direct appropriation) Senior Citizens & Persons with Disability VAWC Others (specify)				
<b>TOTAL BSFP</b>				

Program, Projects, Activities (By Expense Class and Object of Expenditure) (1)	AIP Reference Code (2)	Account Code (3)	Proposed Amount (Budget Year) (4)	Expected Results (5)
<b>TOTAL PPA (GAP + BSFP)</b>				

We hereby certify that the information presented above are true and correct.

Prepared by:

Approved by:

\_\_\_\_\_  
Barangay Treasurer

\_\_\_\_\_  
Barangay Secretary

\_\_\_\_\_  
Punong Barangay

Note:

This form is intended to reflect the details of programmed appropriation by program, project and activity, expense class, object of expenditure and expected results in the Barangay Budget.

### **INSTRUCTIONS**

Column 1 - The breakdown of the MOOE, i.e., supplies and materials expenses, utility expenses, communication expenses, professional services, general services, repairs and maintenance, taxes, insurance premiums and other fees, and other MOOE, shall be provided in a separate list.

Column 2 - Indicate the PPA reference code reflected in the AIP corresponding to each item of appropriation.

Column 3 – Indicate the account code for each of the itemized expenses using the Manual on Financial Management for Barangays, as prescribed under Commission on Audit Circular No. 2015-011 dated December 1, 2015.

Column 4 – Indicate the proposed amount for the budget year

Column 5 – Indicate the good or service that the barangay is expected to deliver through the implementation of the items of appropriation.

## Barangay Budget Preparation Form No. 2A

## LIST OF PROJECTS CHARGEABLE AGAINST THE 20% DEVELOPMENT FUND, FY \_\_\_\_\_

Barangay \_\_\_\_\_  
 City/Municipality of \_\_\_\_\_  
 Province of \_\_\_\_\_

AIP Reference Code	Details of the Project	Amount	Implementation Schedule (Start Date and Completion Date)	Expected Output
(1)	(2)	(3)	(4)	(5)
<b>Total</b>				

Prepared by:

Approved by:

\_\_\_\_\_  
Barangay Secretary\_\_\_\_\_  
Punong Barangay**INSTRUCTIONS**

Column 1 - Indicate the PPA reference code reflected in the AIP corresponding to each item of appropriation

Column 2 - Indicate a concise description and details of each of the development projects to be implemented

Column 3 - Indicate the amount allocated for each development project

Column 4 - Indicate the timelines of the implementation of each development project

Column 5 - Indicate the good or service that the barangay is expected to deliver through the implementation of each development project

## Barangay Budget Preparation Form No. 3

## PLANTILLA OF PERSONNEL, FY \_\_\_\_\_

Barangay \_\_\_\_\_

City/Municipality of \_\_\_\_\_

Province of \_\_\_\_\_

Item Number (1)	Position Title (2)	Name of Incumbent (3)	Compensation				Increase/Decrease (8)
			Current Year		Budget Year		
			SG (4)	Rate (5)	SG (6)	Rate (7)	

Prepared by:

Approved by:

\_\_\_\_\_  
Barangay Secretary\_\_\_\_\_  
Punong Barangay**INSTRUCTIONS**

Column 1 – Indicate the item number of the plantilla position.

Columns 2 and 3 – Indicate the position title and the name of the incumbent occupying each position. If the position is unfilled, indicate the word "vacant" under column 3. If the position is proposed for abolition, place the position title inside a bracket. If the position is proposed for reclassification, place the previous position title in a bracket and indicate the proposed position title below it.

Column 4 and 5 – Indicate the current salary grade/step and corresponding rate per annum of each position. Include as a footnote the compensation law/circular being implemented. For the initial implementation of changes, attach a copy of the Position Allocation List.

Column 6 and 7 – Indicate the salary grade/step and corresponding rate per annum of each position proposed for the budget year.

Column 8 – Indicate the difference between the old and the new rates of compensation per annum for the budget year.

**Additional Instructions:**

1. This form shall cover both elective and appointive officials of the barangay whose salaries are chargeable against Personal Services Appropriation.
2. Only funded vacant positions shall be included in the plantilla. All unfunded vacant positions shall be removed/deleted from the plantilla.

## Barangay Budget Preparation Form No. 4

## STATEMENT OF INDEBTEDNESS, FY \_\_\_\_\_

Barangay \_\_\_\_\_

City/Municipality of \_\_\_\_\_

Province of \_\_\_\_\_

Creditor (1)	Date Contracted (2)	Term (3)	Purpose (4)	Principal Amount (5)	Previous Payments Made			Amounts Due for the Budget Year			Balance of the Principal (12)
					Principal (6)	Interest (7)	Total (8)	Principal (9)	Interest (10)	Total (11)	

Prepared by:

Approved by:

\_\_\_\_\_  
Barangay Treasurer\_\_\_\_\_  
Punong Barangay**INSTRUCTIONS**

This form is intended to reflect the following:

Column 1 – Full name of creditors with their corresponding addresses.

Column 2 – Date when the obligation is incurred.

Column 3 – Period (months/years) within which to pay the loan.

Column 4 – Principal amount of the loan.

Column 5 – Purpose of the loan incurred.

Columns 6, 7 and 8 – Total payments prior to budget year, including payments within the current year.

Columns 9, 10 and 11 – Amounts due and budgeted for the budget year.

Column 12 – Balance of the principal after deducting previous payments and amount due for the budget year.

## Sample Barangay Annual Budget

(Accounts provided are based on COA Manual)

Object of Expenditure	Account Code	Budget Year Expenditures (Proposed)	Expected Results	Performance Indicator
Part I. Receipts Program				
Shares in Real Property Tax	4-01-01-010	60,000		
Tax Revenue – Goods and Services				
Business Tax	4-01-02-010	7,000		
Share on the tax from sand, gravel and other quarry products	4-01-02-020	12,000		
Tax Revenue - Permit Fees				
Fees and charges on commercial breeding of fighting cocks, cockfights and cockpits	4-01-03-010	7,000		
Fees and charges on places of recreation which charge Admission fees	4-01-03-020	5,000		
Fees and charges on billboards, signboards, neon signs and outdoor advertisements	4-01-03-030	6,000		
Tax Revenue – Others				
Share from IRA	4-01-04-010	3,000,000		
Tax Revenue – Fines and Penalties				
Property	4-01-05-010	8,000		
Goods and Services	4-01-05-020	2,500		
Permit Fees				
Others	4-01-05-030	1,200		
Assistance and Subsidy				
Subsidy from National Government	4-02-01-010	25,000		
Subsidy from LGUs	4-02-01-020	2,500		

Shares, Grants and Donations			
Share from National Wealth	4-03-01-010	600,000	
Grants and Donations	4-03-02-010	12,000	
Service and Business Revenue			
Clearance and Certification Fees	4-04-01-010	12,000	
Other Service Revenue	4-04-01-990	6,000	
<b>TOTAL ESTIMATED FUNDS AVAILABLE FOR APPROPRIATION</b>		<b><u>3,766,200</u></b>	
Part II, Expenditure Program			
GENERAL ADMINISTRATION PROGRAM: CURRENT OPERATING EXPENDITURES			
<b>Personal Services (PS)</b>			
Salaries and Wages (permanent/casual employees)			
a. Honoraria	5-01-02-050	500,000	
b. Cash Gift	5-01-02-070	50,000	
c. Other Personnel Benefits	5-01-02-990	50,000	
d. Associated PS costs (GSIS, Pag-IBIG, etc.)	5-01-02-070	55,000	
<b>TOTAL PS</b>		<b>655,000</b>	
<b>Maintenance and Other Operating Expenses (MOOE)</b>			
Traveling Expenses – Local	5-02-01-010	10,000	
Training Expenses	5-02-02-010	10,000	
Office Supplies Expenses	5-02-03-010	20,000	
Accountable Forms Expenses	5-02-03-020	20,000	
Welfare Goods Expenses	5-02-03-030	5,000	

Drugs and Medicines Expenses	5-02-03-040	5,000	
Fuel, Oil and Lubricant Expenses	5-02-03-050	50,000	
Other Supplies and Material Expenses	5-02-03-990	10,000	
Water Expenses	5-02-04-010	24,000	
Electricity Expenses	5-02-04-020	120,000	
Postage and Courier Services	5-02-05-010	10,000	
Telephone Expenses	5-02-05-020	12,000	
Internet Subscription Expenses	5-02-05-030	15,000	
Auditing Service	5-02-07-010	60,000	
Environment/Sanitary Services	5-02-08-010	50,000	
Janitorial Services	5-02-08-020	120,000	
Security Services	5-02-08-030	120,000	
Repairs and Maintenance			
Land Improvements			
Infrastructure Assets	5-02-09-010	100,000	
Buildings and Other Structures	5-02-09-020	50,000	
Machinery and Equipment	5-02-09-030	50,000	
Transportation Equipment	5-02-09-040	50,000	
	5-02-09-050	50,000	
Other MOOE			
Advertising Expenses			
Transportation and Delivery Expenses	5-02-99-010	5,000	
Rent/Lease Expenses	5-02-99-030	10,000	
Membership Dues and Contributions	5-02-99-040	14,000	
to Organizations	5-02-99-050	30,800	
Subscription Expenses			
Donations	5-02-99-060	6,000	
	5-02-99-070	10,000	
<b>TOTAL MOOE</b>		<b>1,036,800</b>	
<b>Capital Outlay (CO)</b>			
Land and Buildings			
Property, Plant and Equipment		300,000	
		300,000	
<b>TOTAL CO</b>		<b>600,000</b>	

<b>Special Purpose Appropriations (SPA)</b>				
Appropriation for Debt Service			123,380	
Appropriations for SK			376,620	
<b>TOTAL SPA</b>			<b>400,000</b>	
<b>TOTAL GENERAL ADMINISTRATION PROGRAM</b>			<b><u>2,691,800</u></b>	
<b>BASIC SERVICES AND FACILITIES PROGRAM</b>				
a. <u>Day Care</u>				
PS				
Honoraria				More pre-schoolers
MOOE		12,000		enrolled in Day Care
Supplies and Expenses				centers
CO		18,000		
<b>Total</b>			<b>30,000</b>	
b. <u>Health and Nutrition</u>				
PS				
Honoraria				Improvement of health
MOOE		12,000		services
Drugs and Medicine				Number of medicines
CO		22,000		distributed to the constituents
<b>Total</b>			<b>34,000</b>	Number of patients served in
				health centers
c. <u>Peace and Order (includes BADAC)</u>				
PS				
Honoraria		21,200		Peaceful community
MOOE				
Uniform/Food Supplies		10,000		Percentage decrease of
CO				crime rate in the barangay
<b>Total</b>			<b>31,200</b>	

d.	<u>Agricultural Support Services</u>				
	PS		12,000		
	MOOE				
	Supplies and Materials		12,000	Increase in agricultural production	Number of farm inputs, such as pesticides and fertilizers, distributed
	CO				
	<b>Total</b>		<b>24,000</b>		
e.	<u>Katarungang Pambarangay</u>				
	PS		12,000		
	MOOE				
	Supplies and Materials		12,000	Peaceful community	Percentage decrease of crime rate in the barangay
	CO				
	<b>Total</b>		<b>24,000</b>		
f.	<u>Infrastructure</u>				
	20% Development Fund		600,000		
	Others				
	<b>Total</b>		<b>600,000</b>	Improved facilities in the barangay	Number of buildings repaired/rehabilitated
g.	<u>BDRRMF</u>				
	QRF		60,000		
	Disaster Preparedness, Prevention & Mitigation, Response, Rehabilitation & Recovery		140,000	Resilient community	Number of relief goods distributed Decrease in the number of casualties during calamities
	<b>Total</b>		<b>200,000</b>		
h.	<u>Information and Reading Center</u>				
	PS				
	Honoraria		12,000	More students and researchers in the barangay can access the reading center	Number of books purchased Number of students accommodated
	MOOE		12,000		
	<b>Total</b>		<b>24,000</b>		
i.	<u>Other Services</u>				
	Senior Citizen/PWD		30,000		
	Others		77,200		
	<b>Total</b>		<b>107,200</b>		
<b>Total for Basic Services &amp; Facilities Program</b>			<b>1,074,400</b>		

TOTAL EXPENDITURE PROGRAM		<u>3,766,200</u>		
ENDING BALANCE		- 0 -		