



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

LOCAL BUDGET MEMORANDUM NO. 77

Date: May 15, 2018

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 : FY 2019 INTERNAL REVENUE ALLOTMENT AND GUIDELINES ON THE PREPARATION OF THE FY 2019 ANNUAL BUDGETS OF LOCAL GOVERNMENT UNITS

1.0 PURPOSE

- 1.1 To inform the local government units (LGUs) of their Internal Revenue Allotment (IRA) shares for FY 2019 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 2016 pursuant to Article 409 of the Implementing Rules and Regulations (IRR) of the Local Government Code of 1991 (Republic Act [RA] No. 7160); and
- 1.2 To prescribe the guidelines on the preparation of the FY 2019 annual budgets of LGUs.

2.0 GUIDELINES

- 2.1 Allocation of the FY 2019 IRA
 - 2.1.1 In the computation of IRA allocation of LGUs, the following factors are taken into consideration:
 - 2.1.1.1 The FY 2015 Census of Population by Province, City, Municipality, and Barangay, as approved through Proclamation No. 1269 dated May 19, 2016;¹ and
 - 2.1.1.2 The 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.

¹ 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 Any valid adjustments, changes, modifications or alterations in any of the factors affecting the computation of the IRA that occurred or happened during the year, including final and executory court decisions, shall be governed by the applicable General Provision in the FY 2019 General Appropriations Act.

2.2 Preparation of the FY 2019 Annual Budgets of LGUs

2.2.1 For the purpose of preparing the FY 2019 annual budgets, the total IRA shares of LGUs shall be P575.52 Billion per certification of the BIR on the actual national internal revenue taxes collected in FY 2016. The FY 2019 IRA level is P52.772 Billion or 10.10% higher than the FY 2018 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 2019 IRA.

Level of LGU	No. of LGUs	Share Equivalent to the Cost of Devolved Functions/City-Funded Hospitals, as of December 31, 1992	Share Determined on the Basis of Section 285 of RA No. 7160	Total IRA Shares
Provinces	82	2,845,490,826	130,880,161,601	133,725,652,427
Cities	145	1,031,550,030	130,880,161,601	131,911,711,631
Municipalities	1,478	2,599,358,264	193,475,021,502	196,074,379,766
Barangays	41,902	-	113,808,836,176	113,808,836,176
TOTAL	43,607	6,476,399,120	569,044,180,880	575,520,580,000

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 individual IRA allocation by the DBM Regional Offices (ROs) concerned.

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;²
- Excise tax on Burley and Native Tobacco products pursuant to RA No. 8240,³ as amended by RA No. 10351;⁴
- Gross income taxes paid by all businesses and enterprises within the ECOZONES pursuant to RA No. 7922,⁵ as amended by RA No. 9400;⁶

² An Act to Promote the Development of the Farmers in the Virginia Tobacco-Producing Provinces

³ An Act Amending Sections 138, 139, 140, and 142 of the National Internal Revenue Code, as amended, and for Other Purposes

⁴ The Sin Tax Reform Law

⁵ Cagayan Economic Zone Act of 1995

- Value-added Tax pursuant to RA No. 7643;⁷
- Value-added Tax in lieu of Franchise Tax pursuant to RA Nos. 7953⁸ and 8407;⁹ and
- Share in Fire Code Fees pursuant to RA No. 9514.¹⁰

LGUs are advised to coordinate with the 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 above-mentioned 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 the Department of Environment and Natural Resources, as well as other agencies of the National Government, before applying the same for other purposes.
- 2.2.5.2 Each LGU shall appropriate in its Annual Budget no less than twenty percent (20%) of its IRA for development projects as mandated under Section 287 of RA No. 7160. The same shall be utilized in accordance with the Department of the Interior and Local Government (DILG)-DBM Joint Memorandum Circular (JMC) No. 2017-1 dated February 22, 2017.¹¹
- 2.2.5.3 As provided under Section 21 of RA No. 10121,¹² and Rule 18 of its IRR, not less than 5% of the estimated revenue of LGUs from regular sources¹³ 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.

⁶ An Act Amending RA No. 7227, as amended, otherwise known as the Bases Conversion and Development Act of 1992, and for Other Purposes

⁷ 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

⁸ 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."

⁹ 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."

¹⁰ Revised Fire Code of the Philippines of 2008

¹¹ Updated Guidelines on the Appropriation and Utilization of the 20% of the Annual IRA for Development Projects

¹² Philippine Disaster Risk Reduction and Management Act of 2010

¹³ Based on the Bureau of Local Government Finance MC 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.

- 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.

To this end, the LGUs are encouraged 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.

Moreover, in accordance with Executive Order No. 27 dated June 1, 2017, 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.

- 2.2.7 In accordance with DILG Memorandum Circular No. 2018-42 dated March 26, 2018, all LGUs are hereby enjoined to prioritize in the allocation of local funds the PPAs included in their respective local nutrition action plans, which should have been formulated in accordance with the Philippine Plan of Action for Nutrition 2017-2022.

- 2.2.8 Further, in line with the current Administration's priority to eradicate the problem of illegal drugs in the country, LGUs are hereby enjoined to comply with the pertinent provisions of RA No. 9165,¹⁴ 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.

2.2.9 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) (Annex B) for the budget year, which shall be culled-out from the Local Development Investment Program, which in turn shall be based on the approved Comprehensive Development Plan in the case of cities and municipalities, and Provincial Development and Physical Framework Plan in the case of provinces.

2.2.10 The FY 2019 Annual Budgets of LGUs shall be prepared in accordance with the procedures and schedules prescribed under RA No. 7160, and the Budget Operations Manual (BOM) 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 C);
- LBP Form No. 2 – Programmed Appropriation and Obligation by Object of Expenditure (Annex D);
- LBP Form No. 2-A – Programmed Appropriation and Obligation for Special Purpose Appropriations (Annex E);
- LBP Form No. 3 – Plantilla of LGU Personnel (Annex F);
- LBP Form No. 3-A – Personnel Schedule (Annex G);
- LBP Form No. 4 – Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets (Annex H);
- LBP Form No. 5 – Statement of Indebtedness (Annex I);
- LBP Form No. 6 – Statement of Statutory and Contractual Obligations and Budgetary Requirements (Annex J); and
- LBP Form No. 7 – Statement of Fund Allocation by Sector (Annex K).

2.2.11 In accordance with the DBM-Climate Change Commission-DILG JMC No. 2015-01 dated July 23, 2015,¹⁵ the LGUs shall identify, tag, and prioritize their respective climate change PPAs. Moreover, as required under item 5.5 of the same JMC, the LGUs shall submit an electronic copy of the tagged AIP to the Climate Change Commission.

2.2.12 Together with the Annual Budget (Local Expenditure Program), the following documents shall be prepared and submitted to the local sanggunian 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

¹⁵ Revised Guidelines for Tagging/Tracking Climate Change Expenditures in the Local Budget (Amending JMC No. 2014-01 dated August 7, 2014)

- Annual Investment Program, duly approved by the Sanggunian through a Resolution, and supported by the following:
 - DILG-endorsed Gender and Development Plan and Budget;
 - Office of Civil Defense-reviewed Local Disaster Risk Reduction and Management Plan;
 - Local Climate Change Action Plan;
 - Peace and Order Plan;
 - Local Nutrition Action Plan;
 - List of PPAs for the Local Council for the Protection of Children;
 - List of PPAs for Senior Citizens and Persons with Disabilities; and
 - List of PPAs to Combat Acquired Immune Deficiency Syndrome (AIDS).

2.2.13 The FY 2019 Annual Budgets of LGUs shall be prepared consistent with the Revised Chart of Accounts for LGUs, as prescribed under Commission on Audit Circular No. 2015-009 dated December 1, 2015.¹⁶

2.2.14 The FY 2019 Annual Budgets of LGUs shall likewise include PPAs that can be attributed and built-in within the budget level for the following:

- Gender and Development pursuant to RA No. 7192,¹⁷ RA No. 9710,¹⁸ and Philippine Commission on Women-DILG-DBM-National Economic and Development Authority JMC No. 2016-01 dated January 12, 2016;¹⁹
- Senior Citizens and Persons with Disabilities pursuant to RA No. 9994²⁰ amending RA No. 7432,²¹ and RA No. 9442²² amending RA No. 7277;²³
- Combatting AIDS pursuant to RA No. 8504;²⁴ and
- Implementation of the programs of the Local Councils for the Protection of Children pursuant to RA No. 9344.²⁵

3.0 LGUs may coordinate with the DBM ROs for the necessary technical assistance in the preparation of their respective FY 2019 Annual Budgets, including the use of the Electronic Budget (eBudget) System for LGUs.

¹⁶ Prescribing the Revised Chart of Accounts for Local Government Units

¹⁷ Women in Development and Nation Building Act

¹⁸ The Magna Carta of Women

¹⁹ 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

²⁰ Expanded Senior Citizens Act of 2010

²¹ An Act to Maximize the Contribution of Senior Citizens to Nation Building, Grant Benefits and Special Privileges and for Other Purposes

²² An Act Amending RA No. 7227, Otherwise Known as the "Magna Carta for Disabled Persons," and for Other Purposes

²³ Magna Carta for Disabled Persons

²⁴ Philippine AIDS Prevention and Control Act of 1998

²⁵ Juvenile Justice and Welfare Act of 2006

- 4.0 It is understood that the disbursement of funds shall be in accordance with pertinent budgeting, accounting, and auditing rules and regulations.
- 5.0 Please be guided accordingly.


BENJAMIN E. DIOKNO
Secretary



CY 2019 IRA OF LGUs
IRA P575,520,580,000

Annex A

REGION	PROVINCES	CITIES	MUNICIPALITIES	BARANGAYS	GRAND TOTAL
NATIONAL CAPITAL REGION	453,344,341.00	25,008,574,941.00	143,389,348.00	10,227,348,576.00	35,832,657,206.00
CORDILLERA ADMINISTRATIVE REGION	5,633,922,586.00	1,822,075,665.00	7,639,503,418.00	2,458,815,158.00	17,554,316,827.00
REGIONAL OFFICE NO. I	7,305,798,003.00	4,444,047,876.00	12,486,270,091.00	7,023,103,241.00	31,259,219,211.00
REGIONAL OFFICE NO. II	7,936,750,232.00	4,218,077,445.00	12,322,444,851.00	4,901,563,346.00	29,378,835,874.00
REGIONAL OFFICE NO. III	14,051,665,410.00	10,182,589,629.00	19,976,293,044.00	10,901,027,164.00	55,111,575,247.00
REGIONAL OFFICE NO. IV.A	15,744,684,444.00	16,306,948,078.00	19,652,753,236.00	14,004,460,914.00	65,708,846,672.00
REGIONAL OFFICE NO. IV.B	7,140,980,166.00	3,280,980,727.00	10,972,680,557.00	3,603,544,630.00	24,998,186,080.00
REGIONAL OFFICE NO. V	9,120,201,273.00	4,237,154,826.00	14,218,703,799.00	7,758,858,243.00	35,334,918,141.00
REGIONAL OFFICE NO. VI	10,168,758,361.00	11,821,473,954.00	14,492,294,158.00	9,566,754,779.00	46,049,281,252.00
REGIONAL OFFICE NO. VII	8,121,224,478.00	11,329,671,926.00	12,861,542,284.00	8,290,172,682.00	40,602,611,370.00
REGIONAL OFFICE NO. VIII	8,246,959,005.00	5,835,928,078.00	13,464,085,018.00	7,911,265,174.00	35,458,237,275.00
REGIONAL OFFICE NO. IX inc. ARMM	8,467,947,693.00	6,163,321,735.00	12,939,970,934.00	6,514,904,512.00	34,086,144,874.00
REGIONAL OFFICE NO. X	7,100,393,896.00	8,370,818,264.00	10,135,127,888.00	5,351,246,146.00	30,957,586,194.00
REGIONAL OFFICE NO. XI	6,590,804,413.00	8,860,864,537.00	7,999,645,736.00	4,523,640,558.00	27,974,955,244.00
REGIONAL OFFICE NO. XII inc. ARMM	11,541,247,777.00	5,092,756,257.00	18,547,149,778.00	7,589,936,684.00	42,771,090,496.00
REGIONAL OFFICE NO. XIII	6,100,970,350.00	4,936,427,693.00	8,222,525,625.00	3,182,194,369.00	22,442,118,037.00
GRAND TOTAL	133,725,652,428.00	131,911,711,631.00	196,074,379,765.00	113,808,836,176.00	575,520,580,000.00

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	Climate Change Adaptation	Climate Change Mitigation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11) 8+9+10	(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: _____

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 Ecozone							
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 of Other Entities							
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 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	
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 Special Purpose Appropriations (SPAs) Appropriation for Development Programs/Projects (20% Development Fund) Appropriation for Local Disaster Risk Reduction and Management (LDRRM) Programs/Projects (5% LDRRM Fund) Appropriations for Debt Service Advances/Loans to Local Economic Enterprises/Public Utilities Aid to Barangays Other Authorized SPAs Total Expenditures IV. Ending Balance							

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.

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 receipts 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 economic 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 (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.

LBP Form No. 2

Programmed Appropriation and Obligation by Object of Expenditure

LGU: _____

Office: _____

Object of Expenditure 1	Account Code 2	Past Year (Actual) 3	Current Year (Estimate)			Budget Year (Proposed) 7
			First Semester (Actual) 4	Second Semester (Estimate) 5	Total 6	
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						
Total Appropriations						

Prepared: _____

Department Head

Reviewed: _____

Local Budget Officer

Approved: _____

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 subsidy to GOCCs consistent with NGAs.

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 Columns 5 and 6 of LBP 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:

The Local Budget Officer shall prepare a summary for all offices using LBP 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) 7
				Actual 5	Estimate 6	

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 1	New 2			3	4	SG / Step 5	Amount 6	

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 LBM 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.

LBP Form No. 4

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- Indicate a concise description of the work to be done 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 official(s) 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
1. Statutory and Contractual Obligations 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 2. Budgetary Requirements 2.1 20% of IRA for Development Fund 2.2 5% Local Disaster Risk Reduction and Management 2.3 Financial Assistance to Barangays (Php 1,000.00 minimum aid) TOTAL	

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.

LBP Form No. 7

Statement of Fund Allocation by Sector CY _____

LGU: _____

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

Certified Correct:

Approved:

Local Budget Officer_____
Local Chief Executive**INSTRUCTIONS**

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

Column 1 - Indicate all allocations by sector/service and specific object of expenditures, inclusive of lump-sum appropriations for 5% Disaster Risk Reduction Management Fund, 20% Development Fund, Aid to Barangays and Financial Expenses.

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.