



Department of the Interior and Local Government  
National Barangay Operations Office



2020

# Primer on Barangay Development Planning





## ABOUT THE PRIMER

This Primer aims to prepare the Barangays in effectively performing one of its primary duties, which is barangay development planning, by providing them with an overview of the basic elements of the said process.

Also, this publication briefly discusses investment programming and budgeting in the barangay which are integral to operationalize the Barangay Development Plan (BDP).

This document is intended to be user-friendly by simplifying the presentation of the main features of a complex activity such as plan formulation. This Primer is best used with other comprehensive references on local development planning. Readers are encouraged to use and reproduce this Primer for non-commercial purposes, with appropriate attribution to the source.

### **Published by:**

National Barangay Operations Office  
Department of the Interior and Local Government  
2020

### **Editorial Team:**

Assistant Director Dennis D. Villaseñor  
Amie Concepcion V. Pombuena  
Simeon P. Garcia, Jr.  
Cheryl T. Navarro  
Elenita S. Mahinay  
Aleta A. Pagilagan  
Jocelyn P. Reyes  
Jojimar P. Bagunu  
Rose Celine R. Jimenez

*Special acknowledgement to the Support to Local Governance Program-Project Management Office (SLGP-PMO) and the Bureau of Local Government Development (BLGD) for their valuable inputs in the development of this Primer.*

## ***Message from the Secretary***



My sincerest congratulations to the National Barangay Operations Office (NBOO) for the successful publication of the enhanced Primer on Barangay Development Planning.

Consistent with the Department's mandate to better capacitate and promote active participation of barangay-based institutions in policy formulation and the implementation of programs, projects and activities, this primer seeks to provide fundamental information on citizen-centric approach to identification of development goals with action steps, resources, and targeted completion dates.

As an overseer of local government units, I acknowledge that planning is complex and a herculean task, making it very challenging to roll out programs and eventually achieve sustainable and inclusive development. But with the different capacities and necessary guidance discussed in this publication, I am inclined to believe that our plans and programs are feasible and our visions are attainable.

Guided by this primer, I then call on barangay officials, especially the Barangay Development Council, to remain committed in promoting development that provides the needs of the its constituent without compromising the ability of future generations to also meet theirs.

*Tunay na hindi matatawaran ang papel na ginagampanan ng barangay sa pagkamit ng ating mithiing matatag, maginhawa, at panatag na buhay para sa lahat ng mga Pilipino. Kaya naman, sama-sama tayong magsumikap na iangat at pag-ibayuhin ang kalidad ng ating paglilingkod. Gampanan natin nang buong husay ang ating sinumpaang tungkulin tungo sa positibong pagbabago.*

  
**EDUARDO M. AÑO**  
Secretary



## ***Message from the Undersecretary***



Recent statistics show that at least a quarter of the total number of barangays are yet to formulate their respective BDPs. Recognizing the importance of harmonized planning to achieve sustainable development, this publication is just one of DILG's initiatives to address the issue on low compliance to formulation of quality local development plans.

Through this Primer, we hope to impart to barangay officials the significance of Barangay Development Planning as one of the key facets of transformative governance in view of the need to keep up with continuously changing social, economic and environmental contexts. May this Primer be of help to all barangay officials in efficiently fulfilling their roles as our partners in nation-building.

*Tanggapin ninyo at harapin ang kaakibat na hamon ng inyong tungkulin na pataasin ang antas ng paglilingkod sa inyong komunidad sa pamamagitan ng matapat at mabuting pamamahala na tumutugon sa mga suliranin ng lipunan.*

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

**MARTIN B. DIÑO**

Undersecretary for Barangay Affairs



## ***Message from the Director***




A quality and well-thought-out Barangay Development Plan (BDP) spans the past, present and future. It builds on lessons learned from the past, critically assesses current situation and patterns of development, and draws on diverse resources and community vision to map out the direction for future generations.

It is on this premise that we proudly offer you this Primer on Barangay Development Planning. This effort is in line with the Department's commitment to create an environment that empowers citizens through greater transparency, accountability, and meaningful participation.

We, at the NBOO, hope that this Primer will aid the barangays, particularly the Barangay Development Councils, in understanding and appreciating their critical roles in shaping the future of their respective barangay and in ensuring that outcomes of development are reasonable for all members of the community, regardless of wealth or circumstance.

Let us all keep moving forward!

  
**KARL CAESAR R. RIMANDO, CESO IV**  
Director, National Barangay Operations Office



## TABLE OF CONTENTS

<b>I. The Barangay Development Plan (BDP)</b>	<b>Page</b>
Definition	1
Legal Bases	1
Policies Issued Towards Rationalizing Local Planning	1
Importance of BDP	2
Things to Remember in BDP Preparation	3
A. The General Welfare of the Citizenry	3
B. Provision of Basic Services and Facilities	3
Authorities Involved in BDP Preparation	4
Composition of Barangay Development Council (BDC)	4
Frequency of BDC Meetings	5
Duties and Functions of BDC	5
BDC Secretariat	5
<b>II. Barangay Development Planning &amp; Budgeting Process</b>	
<b>A. Barangay Development Planning Process</b>	
Step 1. Organization of BDC-TWG	6
Step 2. Situational Analysis and Problem Identification	7
Step 3. Formulation/Review of Barangay Vision and Mission	9
Step 4. Determination of Vision-Reality Gaps	10
Step 5. Setting of Goals and Objectives	10
Step 6. Identification and Prioritization of Programs, Projects and Activities	11
Step 7. Formulation of the Barangay Development Investment Program (BDIP)	11
Step 8. Adoption and Approval of the BDP	12
Step 9. Submission of Approved BDP to City/Municipal Development Council	13
Step 10. Formulation of the Annual Investment Program (AIP)	13
Step 11. Approval of the AIP by the Sangguniang Barangay	13
Step 12. Monitoring and Evaluation of BDP	13
<b>B. Barangay Budgeting Process</b>	
Step 1. Budget Preparation	15
Step 2. Budget Authorization	19
Step 3. Budget Review	21
Step 4. Budget Execution	22
Step 5. Budget Accountability	23
<b>C. Barangay Planning and Budgeting Calendar</b>	25
<b>Annexes</b>	
Barangay Development Plan (BDP) Template	A
Barangay Development Investment Program (BDIP) Form	B
Annual Investment Program (AIP) Form	C
Barangay Budget Preparation (BBP) Forms	



## TABLE OF CONTENTS

BBP Form No. 1 – Budget of Expenditures and Sources of Financing	D
BBP Form No. 2 – Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results	E
BBP Form No. 2A – List of Projects Chargeable Against the 20% Development Fund	F
BBP Form No. 3 – List of Personnel	G
BBP Form No. 4 – Statement of Indebtedness	H
Sample Barangay Annual Budget/Barangay Expenditure Program	I

## ACRONYMS

<b>AIP</b>	- Annual Investment Program
<b>AO</b>	- Appropriation Ordinance
<b>APP</b>	- Annual Procurement Plan
<b>BAC</b>	- Bids and Awards Committee
<b>BDC</b>	- Barangay Development Council
<b>BDIP</b>	- Barangay Development Investment Program
<b>BDP</b>	- Barangay Development Plan
<b>BDRRMC</b>	- Barangay Disaster Risk Reduction and Management Committee
<b>BDRRMP</b>	- Barangay Disaster Risk Reduction and Management Plan
<b>CDP</b>	- Comprehensive Development Plan
<b>ELA</b>	- Executive — Legislative Agenda
<b>HLURB</b>	- Housing and Land Use Regulatory Board
<b>IRA</b>	- Internal Revenue Allotment
<b>IRR</b>	- Internal Rules and Regulations
<b>JMC</b>	- Joint Memorandum Circular
<b>LGC</b>	- Local Government Code
<b>MTRDP</b>	- Medium-Term Regional Development Plan
<b>NEDA</b>	- National Economic and Development Authority
<b>NGOs</b>	- Non-Government Organizations
<b>PB</b>	- Punong Barangay
<b>PDPFP</b>	- Provincial Development and Physical Framework Plan
<b>PPAs</b>	- Programs, Projects, and Activities
<b>RBIs</b>	- Registry of Barangay Inhabitants
<b>SK</b>	- Sangguniang Kabataan
<b>SOBA</b>	- State of the Barangay Address





# I. BARANGAY DEVELOPMENT PLAN (BDP)

## 1. What is a BDP?

The BDP is a comprehensive multi-sectoral development plan that is formulated through an inclusive and participatory approach led by the barangay development council and approved by the Sangguniang Barangay.



It is an official document of the barangay that specify policy options, programs, projects and activities intended to contribute towards the achievement of the barangay's developmental goals and objectives. At the minimum, the BDP must include the following information:

- Situational Analysis
- Organizational Philosophy (i.e., Vision, Mission and Goals)
- Policy Options, Programs, Projects and Activities
- Implementation Timelines
- Resource Requirements
- Monitoring and Evaluation System

## 2. What are the legal bases for the preparation of the BDP?



- Each barangay shall have a comprehensive multi-sectoral development plan spearheaded by its development council and approved by its Sanggunian (*Section 106, LGC*).
- The barangay is the primary planning and implementing unit of government policies, plans, programs, projects, and activities in the community (*Section 384, LGC*).
- The budget of the barangay is to be utilized in the implementation of the approved development plan (*Article 405(e), IRR of LGC*).
- The Barangay Development Council is required to submit a copy of its approved BDP and Annual Investment Program (AIP) to the local finance committee (*Article 410, IRR of LGC*).

## 3. What are the policies and guidelines issued by the national government agencies, which have oversight role on local governance, towards rationalizing local planning ?

The policies and guidelines issued by the national government agencies towards rationalizing local planning are as follow:

- DILG-HLURB Joint Memorandum Circular (JMC) No. 001 Series of 2009: Guidelines on the Harmonization of Comprehensive Land Use



Plan (CLUP) and Comprehensive Development Plan (CDP) Preparation, dated 19 October 2009;

- DILG MC No. 2015-77: Guidelines on Mainstreaming Climate Change Adaptation and Disaster Risk Reduction in Local Development Planning;
- DILG, NEDA, DBM and DOF Joint Memorandum Circular (JMC) No. 2016-01: Updated Guidelines on the Harmonization of Local Planning, Investment Programming, Resource Mobilization, Budgeting, Expenditure Management, and Performance Monitoring and Coordination in Fiscal Oversight; and
- DILG-NEDA JMC No. 1 Series of 2018: Guidelines on the Localization of the Philippine Development Plan (PDP) 2017-2022 Results Matrices and the Sustainable Development Goals (SDG).

#### **4. What is the importance of the preparation and rationalization of the BDP?**

- The rationalization of the BDP ensures that its contents directly address the needs of the community and its residents. In this manner, an orderly implementation of programs and projects in the barangay is ensured.



A logical BDP, established through a participatory planning process, shows a positive relationship between development and community-building anchored on mutual responsibility and ownership of strategies that optimize the utilization of resources.

### **REMEMBER**

- The primary purpose of planning is to protect public interest and that of every individual who has a stake in the planning process. Governance in the context of development planning is about upholding the interest of the governed.
- Planning is a key element in governance that is expected to answer the following questions:
  - ✓ **WHY** is there a need for the local government to plan?
  - ✓ **WHO** are involved in planning?
  - ✓ **HOW** is the plan accomplished?
  - ✓ **WHAT** are the activities that will ensure the implementation of the prepared plan?





## Things to Remember in BDP Formulation

### A. THE GENERAL WELFARE OF THE CITIZENRY

The Barangay must perform its mandates in promoting the interest and general welfare of its residents. Within their respective territorial jurisdictions, barangays shall ensure and support, among other things, the following: (Section 16, LGC).

- preservation and enrichment of culture;
- promotion of health and safety;
- enhancement of people's right to a balanced ecology;
- encouragement and support for the development of appropriate and self-reliant scientific and technological capabilities;
- improvement of public morals;
- enhancement of economic prosperity and social justice;
- promotion of full employment;
- maintenance of peace and order; and
- preservation of comfort and convenience of their inhabitants.

### B. PROVISION OF BASIC SERVICES AND FACILITIES

Barangays must ensure the efficient and effective provision of basic services and facilities, such as, but are not limited to the following (Section 17, LGC):



- agricultural support services which include planting materials distribution system and operation of farm produce collection and buying stations;
- health and social welfare services which include maintenance of barangay health center and day-care center;
- services and facilities related to general hygiene and sanitation, beautification, and solid waste collection;
- maintenance of Katarungang Pambarangay;
- maintenance of barangay roads and bridges and water supply systems;
- infrastructure facilities such as multipurpose hall, multipurpose pavement, plaza, sports center, and other similar facilities;
- information and reading center; and
- satellite or public market, where viable.

## 5. Who can participate in BDP processes?

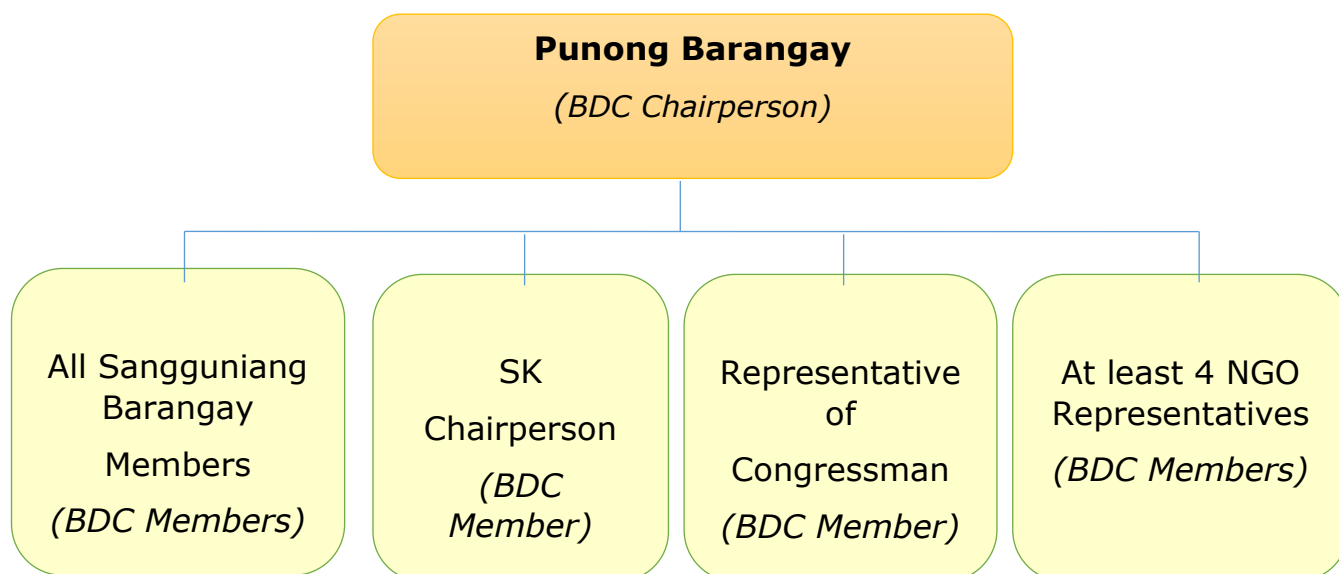
**ALL** stakeholders can participate in BDP processes. The representation and active participation of various groups, especially the marginalized sectors, will ensure that issues that cut-across sectors affecting communities are heard. Through the cooperation of the barangays and communities, issues are provided proper attention, priority, and solutions.



- The current planning system attempts to avoid having different plans. This is through encouraging the involvement of a broad-based citizenry, including public and private sector leaders, community interest groups and multi-disciplinary professionals, in the BDP formulation process.
- The active participation of the people from various sectors allows them to lay down the various issues affecting them. They can provide proper attention; and recommend priority and solutions to these.

## 6. Who should be involved in Barangay Development Planning?

- The Barangay Development Council (BDC) is mandated to formulate the BDP. The BDC is chaired by the Punong Barangay and has the following membership: (Section 107, LGC)
  1. Sangguniang Barangay members;
  2. A representative of the congressman; and
  3. Representatives of non-governmental organizations (NGOs) operating in the barangay, who shall constitute not less than one fourth (1/4) of the members of the fully organized council.



## **REMEMBER**

- The BDC must be organized within one hundred (100) days after the assumption to office of the newly elected barangay officials; (DILG MC No. 2019-69)
- Within sixty (60) days from the start of its organization, the NGOs shall choose from among themselves their representatives to said council; and (Section 108, LGC)
- The NGO that will be represented in the BDC must be duly recognized or accredited by the Sangguniang Barangay (DILG MC No. 2018-146: Accreditation of Barangay-Based Non-Governmental Organizations (NGOs) and their Membership in the Barangay-Based Institutions (BBIs).

### **7. How often shall the BDC meet?**

- The BDC shall meet at least once every six (6) months or as often as may be necessary (Section 110, LGC).

### **8. What are the duties and functions of the BDC?**

- Assist the corresponding Sanggunian in setting the direction of economic and social development and coordinating development efforts within its territorial jurisdiction (Section 106, LGC).
- Perform the following functions (Section 109 (b), LGC):
  1. Mobilize people's participation in local development efforts;
  2. Prepare a development plan based on local requirements;
  3. Monitor and evaluate the implementation of national or local programs and projects; and
  4. Perform such other functions as may be provided by law or competent authority.

### **9. Who will assist or help facilitate the activities of Barangay Development Council?**

- The BDC Secretariat, headed by the Barangay Secretary, with the assistance of the City/Municipal Planning and Development Coordinator, shall assist the BDC and perform the following functions: (Section 113, LGC)
  1. Assist the BDC with requirements, which are technical in nature;



2. Record meetings or events pertaining to planning;
3. Prepare reports; and
4. Assist in other activities as may be required.



## **REMEMBER**

The BDC may engage any NGO or educational or research institution to provide secretariat services (Section 113, LGC).

## **II. BARANGAY DEVELOPMENT PLANNING AND BUDGETING PROCESS**

### ***A. Barangay Development Planning Process***

#### **1. Organization of Barangay Development Council—Technical Working Group (BDC-TWG)**

- Considering the volume of work for rationalized barangay development planning, it is necessary to organize a BDC-TWG which shall be institutionalized through the issuance of an Executive Order by the Punong Barangay.
- It is also important to conduct an orientation cum workshop among the BDC-TWG members to:
  - ✓ Level off expectations particularly on their roles and responsibilities;
  - ✓ Be oriented on the processes and concepts involved in the planning process; and
  - ✓ Craft a work plan for the preparation/updating of BDP.
- Formation of sectoral planning groups is also highly recommended to ensure that specific concerns of each of the five Development Sectors (Economic, Social, Environment, Infrastructure, and Institutional Development) are considered.



**REMEMBER**

There are numerous Barangay-Based Institutions which may be tapped as Sectoral Planning Groups, such as, but not limited to the following:

• Barangay Anti-Drug Abuse Council (BADAC)	• Barangay Peace and Order Committee (BPOC)
• Barangay Peacekeeping Action Team (BPAT)	• Barangay Council for the Protection of Children (BCPC)
• Barangay Nutrition Council (BNC)	• Lupong Tagapamayapa
• Barangay Fisheries and Agricultural Resources Management Committee (BFARMC)	• Barangay Ecological Solid Waste Management Committee (BESWMC)
• Barangay Physical Fitness and Sports Development Council (BPFSDC)	• Barangay Disaster Risk Reduction and Management Committee (BDRRMC)
• Barangay Health Emergency Response Team (BHERT)	• Barangay Agricultural and Fishery Council (BAFC)

## 2. **Situational Analysis and Problem Identification**

- The soundness and responsiveness of a plan is largely dependent on the wealth of information it was built on. There are a number of ways to determine the prevailing and anticipated conditions of the community, such as:
  - ✓ **INDICATIVE MAPPING** – It refers to the plotting of the location or illustration of current situation of the residents. It also shows the natural resources and other characteristics that the community possesses which can be harnessed to further development.
  - ✓ **PLANNING INDICATORS** – The data sets to be gathered and analyzed on this stage can be categorized into two:
    - ♦ Minimum Planning Indicators – These data sets are applicable to all barangays. It pertains to the minimum requirements of existing laws and policies from the barangay, such as:
      - ⇒ Demography (Population size, Migration rate or Number of residents who work abroad (OFWs);
      - ⇒ Social Development (Health, Education, Peace and Order);
      - ⇒ Environmental Management (DRRM, SWM);
      - ⇒ Local Economy (Employment, Production Areas);
      - ⇒ Inventory of physical structures and facilities; and
      - ⇒ Capacity development inventory of barangay officials.



- ◆ Customized Planning Indicators – These are the data sets required to be gathered by the barangays depending on their local condition or situation. These may include, but are not limited to the following:
  - ⇒ For conflict – affected barangays (primary and secondary issues resulting to armed conflict and infiltration of communist terrorist groups)
  - ⇒ For IP – dominated barangays (land size of the ancestral domains)
  - ⇒ For Geographically Isolated and Disadvantaged Areas (GIDA) (Poverty Incidence and Access to Basic Social Services)
  - ⇒ For disaster – prone barangays (disaster timeline history, hazard maps)

✓ **VALIDATION OF BASELINE DATA**

- ◆ Data on Registry of Barangay Inhabitants (RBIs)
- ◆ Other information relevant to the 5 Development Sectors
- ◆ Delivery of basic services
  - ⇒ Health and Nutrition
  - ⇒ Social Welfare
  - ⇒ Education
  - ⇒ Housing and other basic needs
  - ⇒ Public safety and order

**REMEMBER**

*“We cannot manage what we do not know.”*

Gathering data and other relevant information for development planning has been a challenge that in most cases stalled the planning process. Readily available data and information are accessible in most localities.

**Data and Information Sources**

Internal Sources (within the Barangay)	External Sources (outside the Barangay)
• Barangay Socio-Economic and Physical Profile	• Philippine Statistics Authority
• Registry of Barangay Inhabitants	• Local PNP Unit
• Statement of Income and Expenditures	• Schools
• Annual Budget	• City/Municipal Ecological Profile
• State of the Barangay Address (SOBA)	• City/Municipal Development Planning Office
• Barangay Agenda for Governance and Development (BAGAD)	• City/Municipal Comprehensive Development Plan
• Barangay Capacity Development Agenda	• City/Municipal Capacity Development Agenda





### 3. **Formulation/Review of Barangay Vision and Mission**

- The crafting of the Barangay Vision and Mission must be consistent with the Vision/Mission of the City/Municipality to where the barangay belongs. This is a basic strategy that will help ensure the implementation of programs and projects and the achievement of desired objectives for the residents.
- The “vision” must be clear to serve as an inspiration and challenge to every barangay resident. A vision statement should be created as an exciting mental picture of your barangay in the future. It should provide direction and focus for the barangay.

**REMEMBER**

#### CHARACTERISTICS OF A WELL-CRAFTED VISION

- **Achievable** – a vision may be a tall order, but it should be attainable and based on reality and on the capacity of the barangay to meet it.
- **Inspiring** – it must evoke a feeling of ownership and provide inspiration and enthusiasm among the stakeholders. It must be mutually agreed upon in order to meet the objectives of the residents.
- **Understandable** – it must be simple to ensure greater comprehension and appreciation by the community.
- **Unique**- it must be based on the distinct characteristic of the barangay.
- **Inter-Barangay Cooperation** - every barangay must coordinate and cooperate with each other and should not compete with the neighboring barangays. Progress is achieved faster if there is unity among the barangays towards one objective.
- **Alignment with City/Municipal Vision** – it is important that the barangay's vision complements the city/municipal vision and ensure cohesive performance towards its realization.

The Vision Statement has two (2) components:

- A. **“Outward-looking”** component is the desired role of the barangay or the best contribution it can make to the development of the localities. It means:
  - Identifying the bigger planning unit to which the barangay relates or makes a unique or substantial contribution; and
  - Defining the desired roles that the barangay will play in that planning unit both at present and in the future.



- B. **“Inward-looking”** component is the desired state of the barangay as an environment for its inhabitants to live in and make a living. It defines the desired conditions of the following:
- Local population (social sector)
  - Local economy (economic sector)
  - Natural environment (environment sector)
  - Built form (infrastructure sector)
  - Local leadership/ governance (institutional sector)

#### 4. **Determination of Vision – Reality Gaps**

- The comparison of the standards with the data based on the actual situation is necessary in order to determine the gaps, if any, which the barangay should aspire to address. Once they determine the gaps, they can identify the necessary interventions to address such gaps.
- The development issues and concerns can be those areas with huge gaps between the standards, as dictated by laws and policies, and the data on the actual situation. An example of such gap is:

Standard states that there should be at least one Material Recovery Facility (MRF) established in every barangay or cluster of barangays but the data shows the absence of it.

#### 5. **Setting of Goals and Objectives**

<p><b>GOAL</b> a desired outcome, and is typically broad and long-term in nature</p>	<p><b>VS</b></p>	<p><b>OBJECTIVES</b> specific, measurable actions to be taken in a defined period of time to achieve the goal</p>
--	------------------	---

- Translate the Vision-Reality Gaps into goals and objectives by answering these guide questions:
  - ✓ *What is the priority of the barangay in relation to assessed conditions? A project should become a priority not just because it was mutually agreed upon by the group. It should also be necessary to ensure that existing conditions do not worsen.*
  - ✓ *Will the identified programs, projects and activities help achieve the objectives of the barangay? The prioritized and implemented programs or projects must have a positive impact on the community.*
  - ✓ *What are the identified activities that will solve assessed conditions? Carefully study and analyze all identified actions and solutions to current problems.*



## 6. Identification and prioritization of Programs, Projects and Activities (PPAs)

- In setting priorities, it is important to note that the Barangay Development Plan should focus on its impact or effect to the community.
- In prioritizing development program, it is also important to consider whether this is beneficial to majority of the barangay population. PPAs such as livelihood and anti-poverty alleviation programs, are essential and necessary in areas that are poverty stricken, particularly in urban poor barangays.

### **REMEMBER**

Setting of priority projects is classified as follows:

- Urgent** - these are projects that cannot be set aside and may solve safety conditions.
- Essential** - these are projects that may complete pending ones, projects necessary to meet deadlines and projects with outside sourcing of fund.
- Necessary** - these are projects that need to be implemented in answer to future requirements, projects that need to replace undesirable facilities, projects that complete and prolong life span of existing facilities.
- Desirable** - these are projects that may expand other programs.
- Acceptable** - these are projects that may be set aside without affecting the current situation.

PPAs classified as urgent shall be the priority.

## 7. Formulation of the Barangay Development Investment Program (BDIP)

- The BDIP is the main instrument for implementing the BDP.
- It is a document that translates the BDP into programs, projects, and activities with its corresponding resource requirements that are projected to be implemented within the timeframe of three (3) years.



### **REMEMBER**

In accordance with Executive Order (EO) No. 27 dated June 1, 2017, the PPAs of LGUs shall have a results-oriented focus on national development goals and shall be aligned with AMBISYON NATIN 2040.

## 8. Adoption and Approval of the BDP



- The BDP shall undergo the following processes:
  - A) Adoption of the BDP by the Barangay Development Council through a resolution;
  - B) Endorsement of the BDP to the Sangguniang Barangay by the BDC; and
  - C) Approval of the BDP by the Sangguniang Barangay.
- In case the Sangguniang Barangay is not amenable to the BDC's approved PPAs, the Sanggunian should return the BDP to BDC with its comments and recommendations for the BDC's appropriate action.

### **REMEMBER**

The BDP should contain the sectoral plans, such as but are not limited to: Gender and Development Plan (GAD Plan), Barangay Disaster Risk Reduction and Management Plan (BDRRMP), Barangay Peace and Order and Public Safety (BPOPS) Plan, Barangay Anti-Drug Abuse Council (BADAC) Plan of Action, Barangay Ecological Solid Waste Management Plan (BESWMP), and Comprehensive Barangay Youth Development Plan (CBYDP), among others.

Further, there are specific plans required based on the local context, such as the Ancestral Domains Sustainable Development and Protection Plan (ADSDPP) formulated by the IP Community which should likewise be integrated in the BDP.

## **9 Submission of Approved BDP to City/Municipal Development Council**

- Endorsement of the BDP by the Sangguniang Barangay to the City/Municipal Development Council prior to the preparation of the City/Municipality's Comprehensive Development Plan will ensure that priority projects, programs, and activities of the barangay are integrated in the CDP.

## **10. Formulation of the Annual Investment Program (AIP)**

- The AIP is the annual slice of the BDIP.
- It contains specific programs, projects, and activities with corresponding costs and indicative schedule of implementation.
- Based on the approved BDP, the Punong Barangay, with the assistance of the Barangay Secretary and Barangay Treasurer shall prepare the AIP.

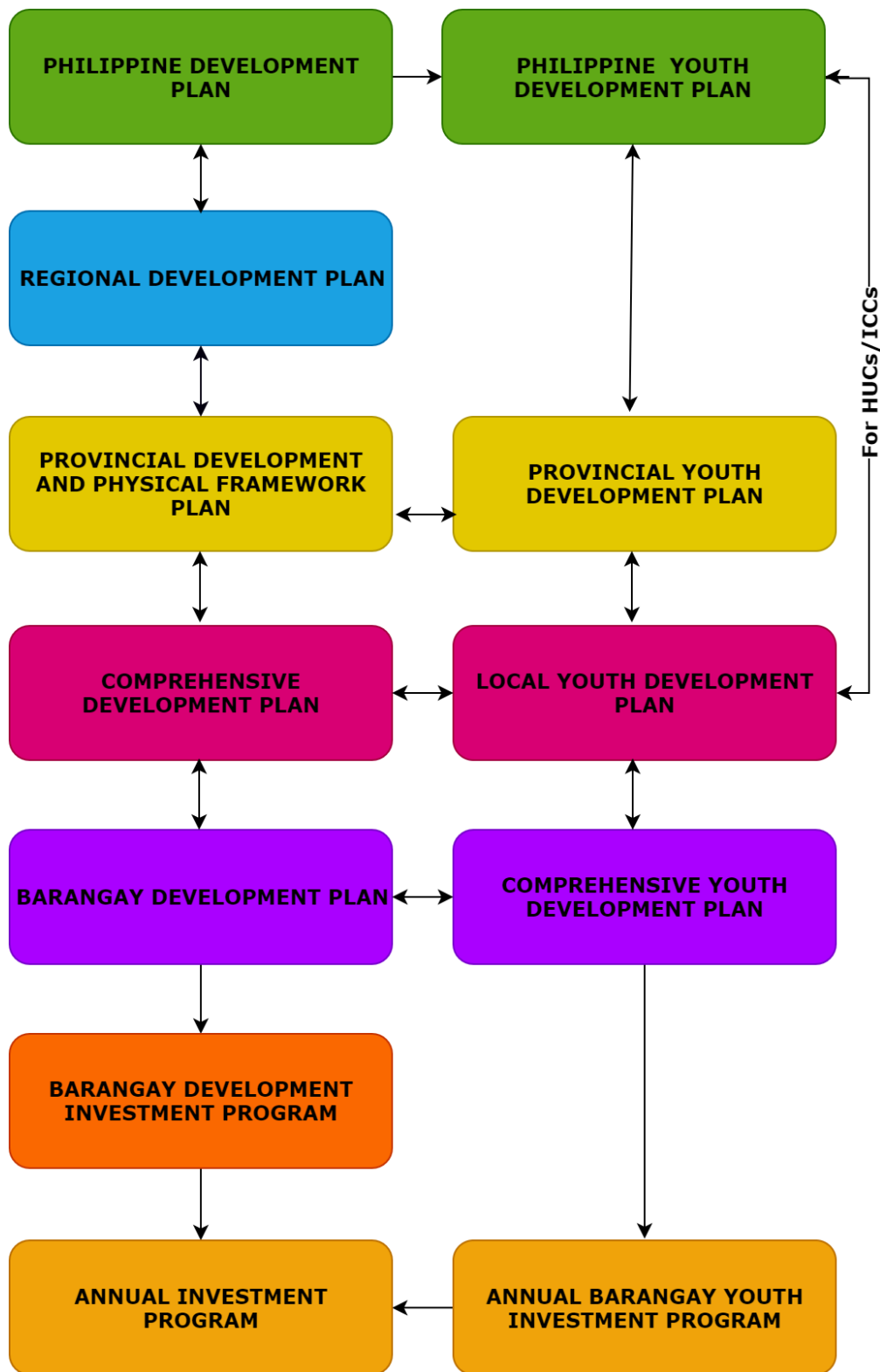
## **11. Approval of the AIP by the Sangguniang Barangay**

- The Sangguniang Barangay approves the AIP through a resolution.

## **12. Monitoring and Evaluation**

- BDP monitoring and evaluation is important as it provides feedback to the implementers, in particular:
  - ✓ Information to validate whether a project is implemented according to plan and make adjustments if necessary
  - ✓ To determine the project's relevance and make decisions to improve the efficiency and effectiveness of the project
  - ✓ Lessons learned which shall serve as guide in reviewing and updating the BDP.

# LINKAGES OF NATIONAL AND LOCAL DEVELOPMENT PLANS



## B. Barangay Budgeting Process



### 1. **BUDGET PREPARATION** – This is the first step in the barangay budget preparation.

#### 1.1. **What is the Barangay Budget?**

- The Barangay Budget is a document that enumerates costs for expenditures in relation to the revenue earned by the barangay in a given period of time.

#### 1.2. **Who prepares the Budget?**

- The Punong Barangay, with the assistance of the Barangay Treasurer and the Barangay Development Council, collectively, prepares the barangay budget consisting of: (a) estimates of income; and (b) total appropriations as proposed by the Punong Barangay. (*Section 389(b)(7), LGC*)

## **REMEMBER**

### **BUDGETARY REQUIREMENTS**

**A. Section 324 of the LG Code of 1991 states that: “The budgets of local government units for any fiscal year shall comply with the following requirements:**

- The total amount appropriated shall not exceed the estimates of income;
- Full provision shall be made for all statutory and contractual obligations of the local government unit concerned: Provided, however, that the amount of appropriations for debt servicing shall not exceed twenty percent (**20%**) of the regular income of the local government unit concerned; and
- Five percent (**5%**) of the estimated revenue from regular sources shall be set aside as an annual lump sum appropriation for unforeseen expenditures arising from the occurrence of calamities: Provided, however, that such appropriation shall be used only in the area, or a portion thereof, of the local government unit or other areas declared by the President in a state of calamity (*R.A. 10121*).

**B. All approved and ratified programs and projects must be properly funded according to the mandate of the law to include, at the minimum:**

- **5%** of the General Fund is earmarked for Gender and Development (*R.A. 7192, R.A. 9710, and PCW-DILG-DBM-NEDA JMC No. 2016-01*);
- **1%** of the IRA is earmarked for Senior Citizens (*R.A. 9994*);
- **1%** of the IRA is allocated for persons with disability (*R.A. 7277*);
- **1%** of the IRA is for the implementation of projects of the Barangay Council for the Protection of Children (BCPC) (*RA 9344*);
- **10%** of the General Fund of the Barangay is allocated for the Sangguniang Kabataan (*R.A. 10742*);
- At least **20%** of the IRA is allocated for development programs (*DILG-DBM JMC No. 2017-01*);
- Substantial portion of the annual budget to assist in or enhance the enforcement of *R.A. 9165 or the Comprehensive Dangerous Drugs Act of 2002*; and
- Necessary funds for the operation of the Barangay Peace and Order Council (BPOC). (*E.O. 366, s. 1996*)





## REMEMBER

### GENERAL LIMITATIONS

The Annual budget for personal services of the barangay shall not exceed 55% of its annual revenue actually realized from the local sources during the next preceding fiscal year. (Section 331, LGC)

### 1.3. How is the barangay budget prepared?

- The steps in the preparation of barangay budget are the following:

#### 1.3.1. Lay out the Budget Call indicating the following:

- The Goal and Objectives of governance for the year covering the budget;
- Spending ceiling for basic services, development projects, SK, calamities, etc.
- Timetable for the Budget Preparation

Activity	Date
Issuance of the Budget Call	September 20
Preparation of Budget Proposals	September 25
Meeting of Barangay Officials and Stakeholders	September 26
Final Preparation of the Barangay Expenditure Program or Appropriation Ordinance	September 30
Preparation of Budget Message	October 10
Submission of the Annual Budget to the Sangguniang Barangay	October 16

### 1.3.2. Prepare Appropriation Ordinance

- The appropriation ordinance is a legislative document authorizing the barangay budget. It contains the following:
  - ✓ Funds allocated based on the mandatory and statutory obligations and on general limitations as embodied in various laws.
  - ✓ Summary of the remaining balance from the previous budget, if any.
  - ✓ Guidelines on the proper utilization of the remaining balance that shall be reverted to the General Fund of the Barangay.

### 1.3.3. Draft a Budget Message

- Prepare the Budget Message, which shall include\*:
  - ✓ Policy Directions for the Budget Year.
  - ✓ Estimated Income for the Budget Year.
  - ✓ Income Allocation.
  - ✓ Expected Results to be Accomplished.

*\*DBM (2006), Budget Operations Manual for Barangays*

### 1.3.3. Submit the Barangay Budget to the Sangguniang Barangay

- On the **16<sup>th</sup> of October**, the Punong Barangay shall submit the proposed Barangay Budget to the Sangguniang Barangay for review and approval.

**REMEMBER**

#### Contents of the Barangay Budget

The Barangay Expenditure Program together with the following documents shall be prepared and submitted by the Punong Barangay to the Sangguniang Barangay for budget authorization purposes:

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

*(DBM Local Budget Memorandum No. 78 dated May 15, 2019)*



## 2. BUDGET AUTHORIZATION

### 2.1 What is Budget Authorization?

- A. Budget authorization is the process of adopting and enacting the annual Barangay Budget into an Appropriation Ordinance pursuant to Section 391(a)(3) of the local Government Code of 1991, which provides that “the Sangguniang Barangay shall enact annual and supplemental budgets in accordance with the provisions of this Code”.

#### **REMEMBER**

##### **Approval and Submission of Barangay Budget**

The process of budget authorization begins on **October 17 and continues until November 16**. Once the Sangguniang Barangay receives the proposed barangay budget, which is based on the Statement of the Certified Estimated Income and Budget Proposals by the Punong Barangay, it undergoes scrutiny and study to verify whether it should be approved or not.

If the Sangguniang Barangay does not encounter any problem or issue, they will approve it through the enactment of an Appropriation Ordinance. **Within 10 days from the date of approval**, they shall submit the same to the Sangguniang Panlungsod/Bayan through the City/Municipal Budget Officer for review.

- B. Before the Sangguniang Barangay enacts the Appropriation Ordinance, it performs the following:
1. Examines the Annual Barangay Budget
  2. Scrutinizes the sources of barangay revenues such as:
    - *IRA and national wealth shares*
    - *Locally generated income*
      - ✓ *From taxes (i.e. Real Property Taxes)*
      - ✓ *From fees and charges for services provided*
      - ✓ *From other assets and properties of the Barangay*
  3. Carefully evaluates the budget according to the prioritized and obligated programs or projects such as the following:
    - Priority projects out of the 20% IRA
    - Basic services delivery
    - Performance indicators for each Major Final Output

## **REMEMBER**

### **SOURCES OF BARANGAY FUNDS**

(Section 152, 153, 154, 155 and 156, LGC & Budget Operations Manual for Barangays, DBM, 2006)

#### **A. Internal Sources**

1. Fees and Charges
  - Taxes on stores and retailers with fixed business establishments and gross sales or receipts in the preceding year of Php 50,000 or less in cities and Php30,000 or less in municipalities (1% of annual gross);
  - Service fees or charges for the use of barangay property or facilities;
  - Barangay clearance and Certification Fee; and
  - Fees and Charges on:
    - ✓ Commercial breeding of fighting cocks and on cockpits and cockfights;
    - ✓ Places of recreation with admission fees
    - ✓ Billboards, sign boards, neon signs and other outdoor advertisements; and
    - ✓ Toll fees or charges for the use of any public road, pier or wharf, waterway, bridge, ferry, or telecommunications system funded and constructed by the barangay.
2. Share in the Community Tax in case deputized by the City or Municipality
3. Revenues from the operation of public utilities and barangay enterprises (markets, slaughterhouses, etc.)
4. Share from Real Property Tax
5. Share on Sand, Gravel and other Quarry Tax
6. Other Sources
  - Fund raising activities (dance, singing and beauty contests; bingo socials, raffles, etc.);
  - Fines for violation of barangay ordinances;
  - Filing fees for complaints subject to amicable settlement;
  - Proceeds from the sale or lease of barangay property; and
  - Cooperative undertakings among LGUs.

#### **B. External Sources**

1. Share from Internal Revenue Allotment (IRA);
2. Share from National Wealth
3. Share from E-VAT;
4. Subsidy from higher LGUs; and
5. Contributions and Donations.



### C. Appropriation Ordinance

- Appropriation ordinance is a legislative instrument authorizing the budget, the primary aim of which is to appropriate local funds for purposes allowed by existing laws.
- It becomes effective at the beginning of the budget year upon the approval of the majority of the Sangguniang Barangay members and shall be signed by the Punong Barangay.
- In case the sanggunian fails to pass the appropriation ordinance, the approved budget of the previous year shall be deemed reenacted and shall remain in force and effect until the ordinance is approved.

## 3. BUDGET REVIEW

### 3.1. What is Budget Review?

A budget review is a process of examining the barangay appropriation ordinance by the Sanggunian Bayan or Panlungsod to ensure compliance of the barangay on all requirements and limitations provided by laws

#### **REMEMBER**

Section 305 (i) of LGC provides that local budgets shall operationalize approved local development plans. For this purpose, LGUs shall prepare the total resource Annual Investment Program (AIP) 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.

### 3.2. What is the purpose of the Budget Review?

- The purpose of the budget review is to determine the following:
  - ✓ The budgetary requirements and general limitations mandated by laws are complied with;
  - ✓ The budget does not exceed the estimated income and resources; and
  - ✓ That the projects or activities indicated in the annual budget are in accordance with the mandates of the barangay



### **3.3. When and how is budget review done?**

- Within 60 days from receipt of the Appropriation Ordinance from the Sangguniang Barangay, the Sangguniang Panlungsod/Bayan through the City/Municipal Budget Officer scrutinizes and reviews the barangay budget .
- Should the Sangguniang Panlungsod/Bayan fails to act within the said number of days, the barangay budget shall be deemed approved and effective.
- Should the Sangguniang Panlungsod/Bayan finds the appropriation ordinance in order, the same shall continue to be in full force and effect.
- Should the Sangguniang Panlungsod/Bayan declares that the barangay budget is unacceptable, this shall be returned to the Punong Barangay for proper revision. In this instance, the Barangay Treasurer shall refrain from utilizing the budget. Instead, the barangay shall be allowed to utilize the said budget in accordance with the previous Appropriation Ordinance until such time that the revision is made and that the new barangay budget is declared approved.
- The barangay may appeal in case of conflict in the review of its barangay budget to the following: a) City/Municipal Legal Officer/s assigned to review and submit recommendation on approved ordinances and executive order issued; and b) DBM Regional Office for technical assistance. (*DBM, (2006), Budget Operations Manual for Barangays*)

## **4. BUDGET EXECUTION**

### **4.1 Who is responsible for the execution of the barangay budget?**

- The Punong Barangay is primarily responsible for the execution of the barangay budget to include the following:
  - ✓ Realization of estimated barangay income for the year;
  - ✓ Implementation of the development projects based on the approved development plan and annual budget, and delivery of the basic services;
  - ✓ Proper utilization of the funds in accordance with approved Appropriation Ordinance and other implementing guidelines on budget utilization; and
  - ✓ Proper utilization of funds in accordance with accounting and auditing rules



## 4.2. How is the Barangay Budget executed?

- The Barangay Treasurer prepares the following documents for the implementation of the Appropriation Ordinance:
  - ✓ **Cash Program (CP)** – This is a financial statement that contains the monthly barangay income and expenses.
  - ✓ **Quarterly Performance Targets** – This is a document that states the expenditures and their corresponding results or benefits.
  - ✓ **Obligation Request Form, Disbursement Voucher** – These are required documents by the Commission on Audit (COA) that refers to the implementation of identified projects contained in the Appropriation Ordinance and Supplemental Budget, if any; and
  - ✓ **Project Procurement Management Plan (PPMP)** – This is a document that is required in the procurement of commonly-used supplies under Basic Services Delivery and all development projects.

### **REMEMBER**

The ordinance enacting the **annual budget** shall take effect at the beginning of the ensuing calendar year.

An ordinance enacting a **supplemental budget**, however, shall take effect upon its approval or on the date fixed therein.  
(Section 332, LGC)

## 5. BUDGET ACCOUNTABILITY

### 5.1. What is budget accountability?

Budget Accountability is the last step in the implementation of the Appropriation Ordinance. Through this, the capability of the barangay to utilize their budget is measured. It determines if the activities and projects are consistent with the objectives stated in the development plan. Matters inconsistent with the plan are evaluated and addressed.

## 5.2. How is the accountability of the budget done?\*

The responsibility for the execution of the annual and supplemental budgets and the accountability therefore shall be vested primarily in the punong barangay concerned pursuant to Section 332 of the 1991 Local Government Code. Thus, the Punong Barangay, together with the Barangay Treasurer shall ensure the following:

- Record all collections from taxes, fees, charges and contributions due or accruing to the barangay in the Income Books of Account under the General Fund.
- Issue an official receipt for all taxes, fees, charges and contributions collected.
- Deposit all cash collection in a bank where the barangay has its own account or account name within 5 days after receipt.
- Collect real property taxes and such other taxes as maybe imposed by the Province, City/Municipality that are due in the barangay only after being deputized for the purpose.
- Record all obligations and disbursements in the Expenditure Books of Accounts under the General Fund.
- Segregate all expenditure levels by sector.
- Post in a conspicuous place in the barangay the income earned for the quarter and where it was spent.
- Post in a conspicuous place the budget accountability forms as prescribed by competent authority.
- Monitor and evaluate performance of the barangay through the following:
  - ✓ Monitor actual results of service delivery and implementation of development projects.
  - ✓ Compare actual results with planned targets.
  - ✓ Provide corrective actions for negative deviations.

\*DBM (2006), Budget Operations Manual of the Barangays





## **REMEMBER**

The recording of all income from barangay transactions is necessary to:

- Ensure that the funds used to pay for barangay debts are included in the approved ordinance;
- Ensure that all payments or expenses, whether from the present or past year and other debts incurred before the end of the current year, are duly recorded;
- Inform the public of all transactions and income generating activities of the barangay, preferably during Barangay Assembly Day; and
- Utilize all recorded information or transactions as basis of the next barangay budget preparation.

### **C. Barangay Planning and Budgeting Calendar**

Consistent with JMC No. 6, s. 2016 dated November 18, 2016 or the Synchronized Local Planning and Budgeting Calendar, presented below is the timeline and process of Barangay Development Planning and Budgeting:

<b>Timeline</b>	<b>Barangay Development Planning (Upon Assumption to Office)</b>
JULY, YEAR 1	1. Organization of BDC-Technical Working Group (TWG)
AUGUST - SEPTEMBER	2. Situational Analysis and Problem Identification
AUGUST	3. Formulation/Review of Barangay Vision and Mission
SEPTEMBER	4. Determination of Vision – Reality Gaps
OCTOBER	5. Setting of Goals and Objectives
OCTOBER	6. Identification and prioritization of programs/projects/activities (PPAs)
NOVEMBER - JANUARY, YEAR 2	7. Formulation of the Barangay Development Investment Program (BDIP)
FEBRUARY	8. Adoption and Approval of the BDP
MARCH	8.1. Presentation of BDP to the Barangay Assembly
	9. Submission of approved BDP to City/ Municipal Development Council

<b>Timeline</b>	<b>Barangay Budgeting Process</b>
APRIL - JUNE	10. Formulation of the Annual Investment Program (AIP)
JUNE 7*	11. Approval of the AIP by the Sangguniang Barangay
JULY 5*	12. Participation to the Budget Forum of the City/Municipal
JULY 15*	13. Preparation and Submission of Budget Proposals of PPAs identified to be sourced out from City/Municipality
AUGUST*	13.1. Participation to Budget Meetings of City/Municipality, when necessary
SEPTEMBER 15*	14. Submit detailed and itemized revenues and expenditures for the current year by the Barangay Treasurer to the Punong Barangay
SEPTEMBER 16*	15. Prepare annual barangay budget
OCTOBER 17– NOVEMBER 16*	16. Approval of the Barangay Budget by the Sangguniang Barangay
OCTOBER*	17. Present the Annual Budget to the Barangay Assembly
OCTOBER – NOVEMBER 26* <i>(within 10 days upon enactment of Appropriation Ordinance)</i>	18. Submit appropriation ordinance to the Sangguniang Panlungsod/Bayan
NOVEMBER – ONWARDS* <i>(within 90 days upon receipt of the Appropriation Ordinance)</i>	19. Budget Review
JANUARY – DECEMBER*	20. Budget Execution
	21. Budget Accountability

LEGEND: \* - OCCURS EVERY YEAR





# ANNEXES

---

## BARANGAY DEVELOPMENT PLANNING

**TEMPLATE AND CONTENT OF THE BARANGAY DEVELOPMENT PLAN  
3-YEAR PLAN**

I. HISTORY	This contains brief history of the barangay which describes the characteristics of the locality. This may include, but in brief narrative, the basis of creation, significant events and previous administrations.
II. SITUATIONAL ANALYSIS	This contains the validated data gathered that serve as guide in the formulation of the BDP. This may be presented by area or sector. This shows the current situation of the barangay by identifying issues and concerns in the locality.
III. ORGANIZATIONAL PHILOSOPHY	
A. VISION	This is an exciting mental picture of your barangay in the future. It should provide direction and focus for the barangay.
B. MISSION	This provides the specific commitment of the barangay towards the fulfillment of its vision. It contains broad policy directions in accordance to their mandates.
C. GOALS AND OBJECTIVES	This contains specific outcomes the barangay need to implement to be able to achieve its vision in the future.
IV. BARANGAY DEVELOPMENT INVESTMENT PROGRAM	This translates the BDP into programs, projects, and activities with its corresponding resource requirements that are projected to be implemented within the timeframe of three (3) years.
V. MONITORING AND EVALUATION SYSTEM	This provides the plan of the barangay in monitoring the implementation of the PPAs as reflected in the BDP. This shows whether results and outcomes are achieved.

**REPUBLIC OF THE PHILIPPINES**  
**PROVINCE OF \_\_\_\_\_**  
**CITY/MUNICIPALITY OF \_\_\_\_\_**  
**BARANGAY \_\_\_\_\_**

**OFFICE OF THE SANGGUNIANG BARANGAY**

**SANGGUNIANG BARANGAY RESOLUTION**  
No. \_\_\_\_\_

**A RESOLUTION ADOPTING AND APPROVING THE THREE (3) YEAR BARANGAY DEVELOPMENT PLAN (20\_\_ - 20\_\_) FOR BARANGAY \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_**

**WHEREAS**, the Barangay Development Council has endorsed for approval and adoption by the Sangguniang Barangay the three (3) year Barangay Development Plan (20\_\_ - 20\_\_) for Barangay \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_;

**WHEREAS**, after review, the said Barangay Development Plan, as attached, is found to be aligned with the development policies of the Barangay Government and the City/Municipal Development Council;

**NOW THEREFORE**, on motion of Sangguniang Barangay Member \_\_\_\_\_ duly seconded by Sangguniang Barangay Member \_\_\_\_\_,

**BE IT RESOLVED**, by the Sangguniang Barangay of Barangay \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, in session duly assembled, as it is hereby resolved to approve and adopt the Barangay Development Plan (20\_\_ - 20\_\_) as endorsed by the Barangay Development Council;

**RESOLVED FURTHER**, that copies of this Resolution be forwarded to all concerned for their information and consideration.

**ADOPTED AND APPROVED** by the Sangguniang Barangay this day of \_\_\_\_\_, 20\_\_ at Barangay \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

_____	_____	_____
SB Member	SB Member	SB Member
_____	_____	_____
SB Member	SB Member	SB Member
_____	_____	_____
SB Member	SK Chairperson	

Attested by:

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

X-----X

SECRETARY'S CERTIFICATION

**I HEREBY CERTIFY** to the correctness of the foregoing Sangguniang Barangay Resolution No. \_\_\_\_\_ Series of 20\_\_ entitled "**A RESOLUTION APPROVING AND ADOPTING THE THREE (3) YEAR BARANGAY DEVELOPMENT PLAN (20\_\_-20\_\_) FOR BARANGAY \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_**", and that it was approved by the Sangguniang Barangay during its Regular Session held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at the Barangay Hall \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

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

**BARANGAY DEVELOPMENT AND INVESTMENT PROGRAM**

For Planning Period: \_\_\_\_\_

Years Covered: \_\_\_\_\_

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

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

AIP Reference Code	Program/Project/Activity Description	OPR	Schedule of Implementation		Expected Outputs	Funding Source	Amount (In Thousand Pesos)			Total
			Start Date	Completion Date			Personal Services (PS)	Maintenance and Other Operating Expenses (MOOE)	Capital Outlay (CO)	

Prepared by: \_\_\_\_\_

Barangay Secretary

Attested by: \_\_\_\_\_

Punong Barangay

Barangay Treasurer

**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: \_\_\_\_\_

## Barangay Budget Preparation Form No. 1

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

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

## GENERAL FUND

Particulars  (1)	Account Code  (2)	Income Classification  (3)	Past Year (Actual)  (4)	Current Year Appropriation		Budget Year (Proposed)  (8)
				First Semester (Estimate)  (5)	Second Semester (Estimate)  (6)	
<b>I. Beginning Cash Balance</b>						
<b>II. Receipts</b>						
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 (1)	Account Code (2)	Income Classification (3)	Past Year (Actual) (4)	Current Year Appropriation			Budget Year (Proposed) (8)
				First Semester (Estimate) (5)	Second Semester (Estimate) (6)	Total (7)	
<b>III. Expenditures</b>							
Personal Services (PS)							
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							
Total PS							
<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 (1)	Account Code (2)	Income Classification (3)	Past Year (Actual) (4)	Current Year Appropriation			Budget Year (Proposed) (8)
				First Semester (Estimate) (5)	Second Semester (Estimate) (6)	Total (7)	
<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:

Barangay Treasurer

Approved by:

Barangay Secretary

Punong Barangay

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 \_\_\_\_\_

<b>Program, Projects, Activities                      (By Expense Class and Object of Expenditure)</b>  (1)	<b>AIP                      Reference                      Code</b>  (2)	<b>Account                      Code</b>  (3)	<b>Proposed                      Amount                      (Budget                      Year)</b>  (4)	<b>Expected Results</b>  (8)
<p><b>1. GENERAL ADMINISTRATION PROGRAM</b></p> <p><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></p> <p><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></p>				

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

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



**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 (1)	Details of the Project (2)	Amount (3)	Implementation Schedule (4)	Expected Output (5)
<b>TOTAL:</b>				

Prepared by:

Approved by:

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

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

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)	
<b>TOTAL:</b>							

Prepared by:

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

Approved by:

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



**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			Previous Payments Made			Balance of the Principal (12)
					Principal (6)	Interest (7)	Total (8)	Principal (6)	Interest (7)	Total (8)	

Prepared by:  
 \_\_\_\_\_  
 Barangay Treasurer

Approved by:  
 \_\_\_\_\_  
 Punong Barangay

### Sample Barangay Annual Budget

(Accounts provided are based on COA Manual)

Objective 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	4-01-03-010	7,000		
Fees and charges on commercial breeding of fighting cocks, cockfights and cockpits				
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				
Goods and Services Permit Fees	4-01-05-010	8,000		
Others	4-01-05-020	2,500		
	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 Grants and Donations	4-03-01-010 4-03-02-010	600,000 12,000	
Service and Business Revenue Clearance and Certification Fees Other Service Revenue	4-04-01-010 4-04-01-990	12,000 6,000	
<b>TOTAL ESTIMATED FUNDS AVAILABLE FOR APPROPRIATION</b>		<b><u>3,766,200</u></b>	
<b>Part II. Expenditure Program</b>			
<b>GENERAL ADMINISTRATION PROGRAM: CURRENT OPERATING EXPENDITURES</b>			
Personal Services (PS) 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>	
Maintenance and Other Operating Expenses (MOOE)			
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	

## BRIEF ON THE NBOO

As one of the key units of DILG, the National Barangay Operations Office (NBOO) is primarily responsible for implementing programs, projects and activities that enhance and strengthen the capabilities of barangays as instruments for development, and promote community well-being and upliftment.

NBOO also provides technical assistance and guidance in developing and enhancing knowledge and skills of barangay officials on different areas of governance.

For a more meaningful participation in nation-building, NBOO provides information, education and communication to all barangays on national development efforts.

Moreover, NBOO is mandated to promote and effect engagement and participation of barangay-based institutions in policy formulation and in the implementation of programs, projects and activities.

## CONTACT US

Department of the Interior and Local Government  
National Barangay Operations Office  
24/F, DILG-NAPOLCOM Center,  
EDSA cor. Quezon Avenue, West Triangle  
Quezon City

Phone: (02) 876-3454 loc. 4407

E-mail: [nboo.dilgco2018@gmail.com](mailto:nboo.dilgco2018@gmail.com)

