

*Carrascal, Ato ini!*



# Citizen's Charter

*Office of the* Mun. Budget

**Quick Quality Services  
to all Carrascalanons!**

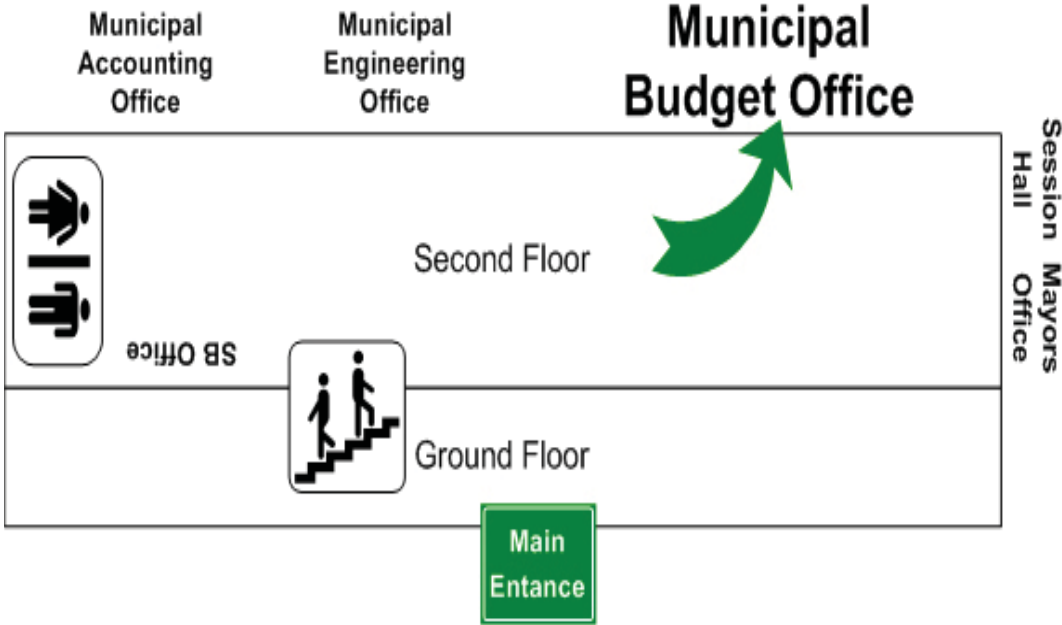
Municipal Hall,  
8318 Carrascal, Surigao del Sur

For more information  
Please Contact:  
EDEN C. URIARTE  
Municipal Budget Officer



# SKETCH MAP

Office of the Municipal Budget



## SECURING ASSISTANCE ON THE PREPARATION OF THE BARANGAY ANNUAL & SUPPLEMENTAL BUDGET

**SERVICE DESCRIPTION:**

NONE

**REQUIREMENTS:** NONE

**FEES:** NONE

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
1. Request assistance in the preparation of Barangay Annual & Supplemental Budgets.	3 minutes	Eden C. Uriarte <i>Municipal Budget Officer</i>  Maricar J. Miolo <i>Administrative Assistant II</i>
2. Prepare and submit budgets.	1 day per Baran- gay	Local Finance Committee

## AVAILING INFORMATION SERVICES PERTAINING TO MUNICIPAL BUDGET

**SERVICE DESCRIPTION:**

Avails information services

**REQUIREMENTS:** NONE

**FEES:** NONE

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
1. Proceed to the Office of the Municipal Budget for inquiry	5 minutes	Mrs. Eden C. Uriarte <i>Municipal Budget Officer</i>  Mrs. Maricar J. Miolo <i>Administrative Assistant II</i>