



Form SP026 v.01

Checklist of Requirements for **GENERAL FUND ANNUAL BUDGET**

(to be accomplished in 8 sets)

Office: _____

Original Copies of the Following:

- Transmittal letter
- Budget Message
- Local Expenditure Program
- LBP Form No. 1 – Budget of Expenditures and Sources of Financing
- LBP Form No. 2 – Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results
- LBP Form No. 3 - Plantilla of Personnel
- BBP Form No. 4 – Mandate, Vision, Mission
- BBP Form No. 5 – Statement of Indebtedness
- BBP Form No. 6 – Statement of Statutory and Contractual Obligations and Budgetary Requirements
- BBP Form No. 7 – Statement of Fund Allocation by Sector
- Others

Submitted by: _____ Date: _____
(Signature over Printed Name)

Designation: _____

Reviewed by: _____ Date: _____

Received by: _____ Date _____

Remarks:

