



OFFICE OF THE SP SECRETARY
LGU – City of Bayawan
Province of Negros Oriental
(035) 430-0453 (local 1220)
(035)430-0490 (local 1220)
www.bayawancity.gov.ph
www.bayawancitycouncil.com

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:

