



PROCESS MANUAL

BUREAU OF LOCAL GOVERNMENT FINANCE

BLGF-PM-04-02

Revision Code: 00

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Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **LOCAL FISCAL DATA ANALYSIS: STATEMENT OF INDEBTEDNESS PAYMENTS AND BALANCES****1. PURPOSE:**

To provide timely, complete, and accurate consolidation and analysis of data contained in the Statement of Indebtedness Payments and Balances (SIPB) Annual Report.

2. SCOPE:

This procedure covers activities from the receipt of SIPB reports from Central and Regional offices, analysis and consolidation into the Annual SIPB report.

3. DEFINITION OF TERMS:

- a. **SIPB** - Statement of Indebtedness Payments and Balances
- b. **GFI** – Government Financing Institutions
- c. **eSRE** - Electronic Statement of Receipt and Expenditure
- d. **LGU** – Local Government Units
- e. **LFPS** - Local Fiscal Policy Service

4. RECORDS:

TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1. Annual SIPB per LGU	LFPS Files	NAP R.A. 9470	Archived	N/A

5. REFERENCES:**5.1 ISO Clause Reference**

- a. Clause 7 – Resources
- b. Clause 9.1 - Performance Evaluation
- c. Clause 10 – Improvement 10.1

5.2 Any document which supports the implementation of the procedure -
R.A. 7160 Local Government Code of 1991

5.3 Related documents linked to the procedure – Corrective Action Procedure

PREPARED BY: DIVISION CHIEF

REVIEWED BY: LFPS SERVICE DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR



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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<p>START</p> <p>↓</p> <p>RECEIVE ACCOMPLISHED SIPB FORMS FROM LOCAL TREASURERS</p> <p>↓</p> <p>RECEIVE AND RECORD ALL REQUIRED DOCUMENTS</p> <p>↓</p> <p>A</p>	<p>Financial Analyst,</p> <p>Records Officer</p> <p>Secretary (Local Fiscal Policy Service)</p> <p>Admin Aide (CTI) (LDMED)</p>	<p>Receives accomplished SIPB Forms from Local Treasurers (via system), except for NCR LGUs that directly submit their reports to Central Office.</p> <p>For hard copies from NCR LGUs, records date, time, and details of the case with supporting documents in Central Records logbook. Inputs to i2MS and attach bar code.</p> <p>Receives all required documents with endorsement letter from Central Records.</p> <p>Inputs details of the request and supporting documents into the Integrated Information Management System (i2ms).</p> <p>Assigns CCS (Tracking) Number.</p>

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<div><p>A</p><p>↓</p><p>ANALYZE DATA VALIDATE AND CONSOLIDATE ANNUAL SIBP REPORT</p><p>↓</p><p>B</p></div>	<p>Financial Analyst II</p>	<p>For Regions outside NCR, extracts SIPB Reports/data from system.</p> <p>For NCR, reviews the overall accuracy of the Annual SIPB Report based on the following trends:</p> <ul style="list-style-type: none">- historical (5 to 10 years)- previous quarter- year-ago data ;- comparison between the actual data of data from GFIs- eSRE Debt Service data. <p>Ensures that the risk of accepting inaccurate data is prevented by counter-checking with the NCR LGUs about the veracity of the data.</p> <p>For NCR LGUs, once validated encodes the SIPB data into the Debt Management Module/LIFT.</p> <p>Analyzes and consolidates data into an Annual SIPB Report containing the ff:</p> <ul style="list-style-type: none">• Outstanding Loans• Remaining Balance• Loan Purpose• Average Interest Rates <p>Data is grouped into Regional, LGU Type, GFI, and by Income Class.</p>

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
	Division Chief	Reviews the overall accuracy of the report.
	Financial Analyst II	When there are corrections/revisions to be made, the draft is returned to Financial Analyst II for editing /finalization.

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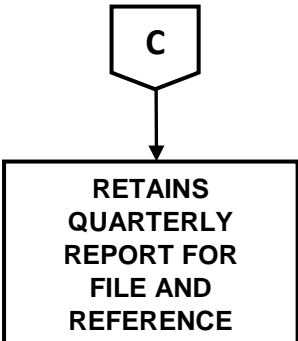
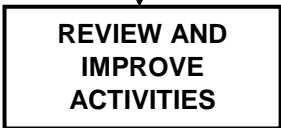
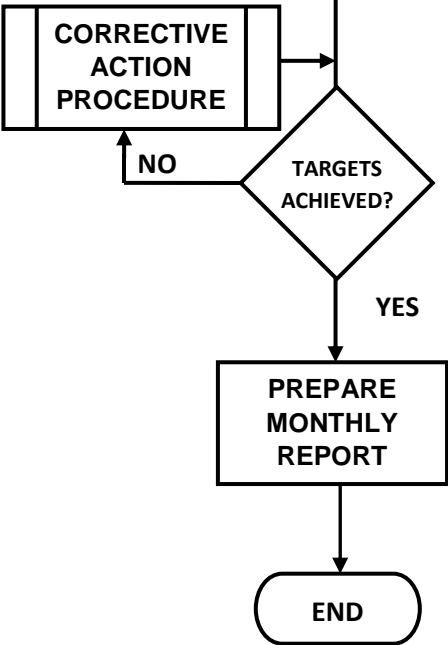
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ACTIVITY FLOW	RESPONSIBLE	DETAILS
	Financial Analyst II	Retains hard and soft copy of the Consolidated SIPB Annual Report . Provides a Compliance Report and copy of the consolidated Annual SIPB to Local Treasurers and other stakeholders upon request.
	Division Chief	Reviews activities of the process to see where quality improvements can be done in the process.
	Division Chief	Determines if performance targets were achieved. For unmet targets: Refer to Corrective Action Procedure. Submits complete monthly accomplishment report and performance report to immediate superior every first week of the month

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