



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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6. PROCEDURE:

ACTIVITY FLOW	RESPONSIBLE	DETAILS
<p align="center">START</p> <p align="center">↓</p> <p align="center">RECEIVE ACCOMPLISHED SIPB FORMS FROM LOCAL TREASURERS</p> <p align="center">↓</p>	<p align="center">Financial Analyst,</p> <p align="center">Records Officer</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 align="center">RECEIVE AND RECORD ALL REQUIRED DOCUMENTS</p> <p align="center">↓</p> <p align="center">A</p>	<p align="center">Secretary (Local Fiscal Policy Service)</p> <p align="center">Admin Aide (CTI) (LDMED)</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 style="text-align: center;"> <pre> graph TD A[A] --> B[ANALYZE DATA VALIDATE AND CONSOLIDATE ANNUAL SIBP REPORT] B --> C[B] </pre> </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
	<p align="center">Division Chief</p>	<p>Reviews the overall accuracy of the report.</p>
	<p align="center">Financial Analyst II</p>	<p>When there are corrections/revisions to be made, the draft is returned to Financial Analyst II for editing /finalization.</p>

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

PREPARED BY: DIVISION CHIEF

REVIEWED BY: L...

APPROVED BY: EXECUTIVE DIRECTOR