

# CITY GOVERNMENT OF ILAGAN



## 1. SERVICE NAME: Processing of Obligation Request (ObR) - INTERNAL

**Description of Service:** The Obligation Request (ObR) is issued to certify the existence of available appropriation.

<b>Office or Division:</b>			<b>CITY BUDGET OFFICE</b>	
<b>Classification:</b>			<b>SIMPLE</b>	
<b>Type of Transactions:</b>			<b>G2C, G2B, G2G</b>	
<b>Who may Avail:</b>			<b>ALL</b>	
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>•Purchase Request (PR)</li> <li>•Purchase Order (PO)</li> <li>•Voucher</li> <li>•Travel Order</li> <li>•Appendix A &amp; B</li> <li>•City Payroll</li> <li>•Program of Work</li> <li>•Obligation Request (ObR)</li> </ul>			General Services Office (GSO) General Services Office (GSO) City Accounting Office City Human Resource Management Office (CHRMO) General Services Office (GSO) General Services Office (GSO) City Engineering Office City Budget Office	
<b>CLIENT STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1) Submit the required documents with complete signature to assigned employee	•Checking of required documents	none	10 minutes	<b><u>CRISELDA S. BALISI</u></b> <b>Supervising Admin. Officer (Budget Officer IV)</b> Sangguniang Panlungsod, 20% EDF, 5% LDRRMF, SEF, Library & Museum and Sports
				<b><u>RONALDO Q. RAMOS</u></b> <b>Supervising Admin. Officer (Budget Officer IV)</b> BPLO, Administrator's Office, CGSO, Budget, Accounting, Treasury, San Antonio Hospital, Opns. of Market & Slaughterhouse, Central Terminal
				<b><u>FRANCILETTE T. YADAO</u></b> <b>Sup. Admin. Officer (Fiscal Controller IV)</b> CHRMO, Registrar's Office, Assessor's Office, OSCA, Tourism Office, Ilagan Sanctuary
				<b><u>MERLA L. DE LEON</u></b> <b>Administrative Officer V (Budget Officer III)</b>

				<p>CPDO, CENRO, Engineering's Office, BFP, BJMP, COMELEC, DILG, COA, PNP, CTC, Dep. Ed., Prosecutor, SOCO, NBI</p> <p><b><u>MARIE A. ABAD</u></b>  <b>Senior Admin. Asst. II</b>  <b>(Computer Optr. IV)</b>  Legal Office, Population Office and Cooperatives Office</p> <p><b><u>ELVIN N. RIVERO</u></b>  <b>Bookbinder III</b>  RHU I, RHU II, CSWDO and Agriculture Office</p> <p><b><u>ROCIELENE C. SALVADOR</u></b>  <b>Admin. Assistant V (Data Controller III)</b>  Mayor's Office, PDAO, CDRRMO</p> <p><b><u>MELANIE A. NICOLAS</u></b>  <b>Bookbinder II</b>  City Architect, LEDIPO, PESO, City Vet.</p> <p><b><u>HAIZEL GEL H. GUILLERMO</u></b>  <b>Administrative Aide I</b>  C/MC</p>
2) Receive the signed Obligation Request (ObR) in the Record Book	●Budget Officer certifies as to availability of appropriation	None	5 minutes	<p><b><u>CRISELDA S. BALISI</u></b>  <b>Supervising Admin. Officer (Budget Officer IV)</b>  Sangguniang Panlungsod, 20% EDF, 5% LDRRMF, SEF, Library &amp; Museum and Sports</p> <p><b><u>RONALDO Q. RAMOS</u></b>  <b>Supervising Admin. Officer (Budget Officer IV)</b>  BPLO, Administrator's Office, CGSO, Budget, Accounting, Treasury, San Antonio Hospital, Opns. of Market &amp; Slaughterhouse, Central Terminal</p> <p><b><u>FRANCILETTE T. YADAO</u></b>  <b>Sup. Admin. Officer (Fiscal Controller IV)</b>  CHRMO, Registrar's Office, Assessor's Office, OSCA, Tourism Office, Ilagan Sanctuary,</p> <p><b><u>MERLA L. DE LEON</u></b>  <b>Administrative Officer V (Budget Officer III)</b></p>
	●Releases Obligation Request (ObR)	None	5 minutes	

				CPDO, CENRO, Engineering's Office, BFP, BJMP,COMELEC, DILG, COA, PNP, CTC, Dep.
				<b><u>MARIE A. ABAD</u></b> <b>Senior Admin. Asst. II (Computer Optr. IV)</b> Legal Office, Population Office and Cooperatives Office
				<b><u>ELVIN N. RIVERO</u></b> <b>Bookbinder III</b> RHU I, RHU II, CSWDO and Agriculture Office
				<b><u>ROCIELENE C. SALVADOR</u></b> <b>Admin. Assistant V (Data Controller III</b> Mayor's Office, PDAO, CDRRMO
				<b><u>MELANIE A. NICOLAS</u></b> <b>Bookbinder II</b> City Architect, LEDIPO, PESO, City Vet.
				<b><u>HAIZEL GEL H. GUILLERMO</u></b> <b>Administrative Aide I</b> CIMC
				<b>MERCEDES P. YADAO, CPA</b> <i>City Budget Officer</i>
				<b>ELVIN N. RIVERO</b> <i>Bookbinder III</i>
TOTAL			40 minutes	