

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.

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

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

				CPDO, CENRO, Engineering's Office, BFP, BJMP, COMELEC, DILG, COA, PNP, CTC, Dep.
				<p><u>MARIE A. ABAD</u> Senior Admin. Asst. II (Computer Opr. IV) Legal Office, Population Office and Cooperatives Office</p>
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				<p><u>HAIZEL GEL H. GUILLERMO</u> Administrative Aide I CIMC</p>
				<p>MERCEDES P. YADAO, CPA <i>City Budget Officer</i></p>
				<p>ELVIN N. RIVERO <i>Bookbinder III</i></p>
TOTAL		40 minutes		