



Internal

1. SERVICE NAME: PROCESSING OF OBLIGATION REQUEST (OBR)

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

Office or Division:	CITY BUDGET OFFICE
Classification:	SIMPLE
Type of Transaction:	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 STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents with complete signature to assigned employee	<ul style="list-style-type: none"> ●Checking of required documents <i>SP Office, 20%</i> <i>DF, 5%</i> <i>LDRRMF,SEF,</i>	None	10 minutes	<u>CRISELDA S. BALISI</u> <i>Supervising Admin. Officer (Budget Officer IV)</i>



	<p><i>Sports, Library & Museum</i></p> <p><i>BPLO, Administrator's Office, CGSO, Treasury, Operations of Market & Slaughterhouse, Central Terminal</i></p> <p><i>CHRMO, Registrar's Office, Assessor's Office, OSCA, Tourism Office, Ilagan Sanctuary</i></p> <p><i>CPDO, CENRO, Engineering Office</i></p> <p><i>Legal Office, Population Office and Cooperatives Office</i></p> <p><i>CHO-I, CHO-II, CSWDO and Agriculture Office</i></p>			<p><u>RONALDO Q. RAMOS</u> <i>Supervising Admin. Officer (Budget Officer IV)</i></p> <p><u>FRANCILETTE T. YADAO</u> <i>Supervising Admin. Officer (Fiscal Controller IV)</i></p> <p><u>MERLA L. DE LEON</u> <i>Supervising Admin. Officer (Budget Officer IV)</i></p> <p><u>MARIE A. ABAD</u> <i>Administrative Officer V (Budget Officer III)</i></p> <p><u>ELVIN N. RIVERO</u> <i>Administrative Assistant V (Data controller III)</i></p> <p><u>ROCIELENE C. SALVADOR</u> <i>Administrative Officer IV (Budget Officer II)</i></p>
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		<p>Mayor's Office, PDAO, CDRRMO, POSMO, CITCO</p> <p>City Architect, LEDIPO, PESO, City Vet.</p> <p><i>CIMC, Abuan, SACIH, National Agencies (BFP, BJMP, Dep. Ed., COMELEC, DILG, PNP, CTC, COA, SOCO)</i></p> <p><i>City Budget Office</i></p> <p><i>City Accounting Office</i></p> <p><i>City of Ilagan College, CICRO</i></p>		<p><u>MELANIE A. NICOLAS</u> <i>Administrative Officer I (Records Officer I)</i></p> <p><u>HAIZEL GEL H. GUILLERMO</u> <i>Administrative Aide VI (D.E.M.O. I)</i></p> <p><u>SHERLYN A. BALISI</u> <i>Administrative Officer I (Records Officer I)</i></p> <p><u>MONALYN A. ULAY</u> <i>Senior Admin. Asst. II (Computer Operator IV)</i></p> <p><u>EDEN CAMIA C. YAP</u> <i>Administrative Aide I</i></p>
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<p>2. Secure/request for Obligation Request (ObR) for signature of the Head of the requesting department</p>	<ul style="list-style-type: none"> ●Preparation of Obligation Request (ObR) ●Undertakes preliminary processing, assigns ObR number, account code, enters the transaction in the appropriate Record book for verification of available appropriation 	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>10 minutes</p>	<p><u>CRISELDA S. BALISI</u> <i>Supervising Admin. Officer (Budget Officer IV)</i></p> <p><u>RONALDO Q. RAMOS</u> <i>Supervising Admin. Officer (Budget Officer IV)</i></p> <p><u>FRANCILETTE T. YADAO</u> <i>Supervising Admin. Officer (Fiscal Controller IV)</i></p> <p><u>MERLA L. DE LEON</u> <i>Supervising Admin. Officer (Budget Officer IV)</i></p> <p><u>MARIE A. ABAD</u> <i>Administrative Officer V (Budget Officer III)</i></p> <p><u>ELVIN N. RIVERO</u> <i>Administrative Assistant V (Data controller III)</i></p> <p><u>ROCIELENE C. SALVADOR</u> <i>Administrative Officer IV (Budget Officer II)</i></p> <p><u>MELANIE A. NICOLAS</u> <i>Administrative Officer I (Records Officer I)</i></p>
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				5 minutes	<u>HAIZEL GEL H. GUILLERMO</u> <i>Administrative Aide VI</i> <i>(D.E.M.O. I)</i> MERCEDES P. YADAO, CPA <i>City Budget Officer</i>
	●Budget Officer certifies as to availability of appropriation	None			
3. Receive the signed Obligation Request (ObR) in the Record Book	●Releases Obligation Request (ObR)	None		5 minutes	<u>ELVIN N. RIVERO</u> <i>Administrative Assistant V</i> <i>(Data controller III)</i>
				40 minutes	
			TOTAL		