Issuance of Obligation Request (Project)

Office or Division:	Office of the Municipal Accounting
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen / G2G - Government to Government
Who may avail:	Clients & All Government Agencies, LGUS, GOCCs, &other Government Instrumentalities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
-Sub Project Preparations -Purchase Request -PHILGEPS Notice (Second Bidding) -Resolution Declaring Failure of Bidding for the Second Time -Certification to Failed Bidding -Certification BAC Heads Secretariat -PHILGEPS Notice/Negotiated Procurement -Canvass (BAC), (Canvass GSO) -Abstract of Awards & BIDS -Post Qualification (TWG) -Bid Evaluation -Resolution Recommending to the Head of Procuring Entity LCE -Notice of Post- Notice of Award -Contract of Agreement -Accomplished document (Vouchers) -Voucher -Accomplished document (Vouchers)	Accounting Office Mayor's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the attachment needed for Project	1. Prepare for the Purchase Request, Purchase Order, Canvass and other attachment needed 1.1 Prepare the voucher 1.2 Sign the voucher	None	15 Minutes 3 Minutes 1 Minute	*Administrative Aide I* *Municipal Accountant* Office of the Municipal Accountant
2. Walk-in Client Contractor/Supplier received the request	2. Voucher Issuance 2.1 Instruct the Contractor/supplier to the next office for the approval of vouchers	None	1 Minute 1 Minute	*Administrative Aide I* *Municipal Accountant* Office of the Municipal Accountant
	TOTAL:	None	21 Minutes	