

Issuance Obligation Request

The service of the Municipal budget Office is to keep tract of the Expenditure allotted for the different officer as well as the whole operation of the Local Government Unit.

Office or Division:	Office of the Municipal Budget			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Death Certificate (certified copy) Medical Prescription Barangay Certification of Indigent		Municipal Civil Registrar Municipal Health Office or Hospital Barangay of residency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documents and assessment of Municipal Social Welfare Development Office	1. Accept the attached documents for Financial Assistance	None	1 Minute	<i>Administrative Aide</i> / Municipal Budget Office
	1.2 AICS / Burial Assistance, Financial, Medical , Scholarship Assistance		5 Minutes per OBR	
	1.3 Controls the amount granted in the subsidiary control ledger of donations		1 Minute	
	1.4 Prepares the OBR and assign number		20 seconds per OBR	
	1.5 Presents OBR to Municipal Budget Officer for signature		1 Minute	
	1.6 Record to the subsidiary ledger of the released OBR funded and acted upon			
2. Receives the signed OBR of financial assistance/ AICS / Burial Assistance	2.Assist the client to the Accounting Department for the preparation of Disbursement Voucher	None	1 Minute per OBR	<i>Administrative Aide</i> / Municipal Budget Office
3. Affixes his / her signature in a logbook for releasing	3. Get one copy of OBR for filling purpose	None	1 Minute	<i>Administrative Aide</i> / Municipal Budget Office
TOTAL:		None	10 Minutes and 20 seconds	