Issuance of Obligation Request

This service of the Municipal budget Office is to keep track 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 / G2G – Government to Government
Who may avail:	Clients & All Government Agencies, LGUS, GOCCs, &other Government Instrumentalities

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Purchase request Purchase Order BAC Resolution	Municipal Accounting Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. (Supplier) Submit to GSO the needed documents	1. Receive from GSO voucher for funding/payment	None	10 Seconds	*Administrative Aide /* Municipal Budget Office
2. GSO prepares the vouchers and submits them to the Budget Office	2. Records in a logbook for incoming voucher/OBR 2.1 Affixes the funding source at the second page OBR 2.2 Controls voucher in subsidiary control ledger 2.3 Presents to MBO for signature 2.4 Signs the OBR and other documents 2.5 Assigns OBR # 2.6 Gets one copy of OBR for filing purposes	None	 5 seconds per voucher 10 seconds per voucher 10 seconds per voucher 5 seconds per voucher 10 seconds per voucher 10 seconds per voucher	*Administrative Aide /* Municipal Budget Office
3. Affixes his/her signature in a logbook for releasing	3. Releases to the Accounting Department the funded OBR/Voucher	None	10 seconds per voucher	
	TOTAL:	None	1 Minute	