

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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client Logbook	1. Give the Logbook to the client	None	2 Minutes	Administrative Aide / Municipal Budget Office
2. Submits to the Mayor the written request (Mayor endorses the request to the Municipal Budget Office for necessary action)	2. Receives the written request/project estimate and records it in the receiving logbook with the name of the requesting person, the subject of the request is received	None	3 Minutes	Administrative Aide / Municipal Budget Office
	2.1 Stamp-received the request with the name of the receiving person and the date of the request			
	2.2 Gives receipt copy to the client and the MBO			
	2.3 Endorses to the MBO the received request for action		1 second per request	
	2.4 Inform to the client of the status of the request (action on the request depends on the needs and the available appropriation)		10 seconds per request	Municipal Budget Officer Municipal Budget Office
	2.5 Orders the preparation of the voucher/OBR if there is an immediate need		1 second per request	
	2.6 Prepares the OBR		15 seconds per request	Administrative Aide / Municipal Budget Office
	2.7 Records in a Logbook of outgoing documents for signature of Municipal Mayor.		15 seconds per request	
TOTAL:		None	5 Minutes and 42 seconds	