



Approval of Obligation Request (ObR)-Simple Transaction

To ensure that any financial claim is covered by an approved appropriation. This service is applicable for department/fund source only.

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| Office or Division | : City Budget Office-Budget Operation: BUDGET EXECUTION SECTION | | | |
| Classification | : Complex | | | |
| Type of Transaction: | G2G-Government to Government | | | |
| Who may avail | : All LGU Government Employees, NGA Employees, NGO/PO Personnel Liaison Officers | | | |
| CHECKLIST OF REQUIREMENT/S | | WHERE TO SECURE | | |
| 1. Appropriate Tracer Slip | | City Accountant's Office | | |
| 2. ObR - 4 copies) | | City Budget Office | | |
| 3. Transaction encoded in the OFDATS | | End-User Department | | |
| 4. Basic requirements per nature of transaction-see checklist | | City Budget Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | | | | |
| 1. Approach frontline personnel, hand-in the financial document. | 1.1 Receive financial document, check completeness of the minimum basic requirements; encode financial claim in the database/incoming control system; attach monitoring slip, indicate time ; and also indicate the Date and Time to Tracer Slip | None | 90 Minutes | Administrative Assistant I |
| | 1.2.Forward to Fund Controller/Registry Holder the financial claim | None | 30 minutes | Administrative Assistant I |
| | 1.3 check existence of appropriation and corresponding PPA; Record the obligation of the financial claim in the RAAO, assign reference number, | None | 120 minutes | Budgeting Assistant Administrative Assistant I/ Project Development Officer II |



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| | record in the Daily Obligation Control Logbook, sign and forward to Validation Personnel. | | | |
| | 1.4 Validates the details of the financial claim and other review aspects; sign and forward to the Approving Personnel | None | 120 Minutes | Budget Officer IV/ Budget Officer III/ Budget Officer II |
| | 1.5 Approve ObR of the financial claim, affix signature in the Tracer Slip and forward to Releasing Personnel. | None | 90 Minutes | City Government Department Head II/ Budget Officer IV/ Budget Officer III/ Budget Officer II |
| | 1.6. Assign ObR Control Number based on the ONLINE FINANCIAL DOCUMENT TRACKING SYSTEM, indicate date, encode in the Database, detach one (1) copy of approved ObR for CBO file; prepare transmittal summary and release approved ObR to the City Accounting Office/or there is a Waiting Client. | None | 30 Minutes | II Administrative Aide |
| END OF TRANSACTION | | | 480 minutes | |