



Approval of Obligation Request (ObR)-Complex Transaction

To ensure that any financial claim is covered by an approved appropriation. This service is applicable for two (2) or more departments/fund sources.

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	210 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	480 minutes	Budgeting Assistant Administrative Assistant I/ Project Development Officer II



	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	240 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	240 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	240 Minutes	II Administrative Aide
END OF TRANSACTION			1,440 minutes	