

## 1. Certifying Obligation Request

The Certification of Obligation Request is issued to clients/business establishments/ government agencies for existence of available appropriation.

<b>Office or Division:</b>	Provincial Budget Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
<b>Who may avail:</b>	All; Liaison Officers from Different Offices of the Provincial and National Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
At least 2 Original copies of the following: Obligation Request (OBR) -If payroll, (attach payroll) -If purchase order, (purchase request, purchase order, notice of award and abstract of quotation forms) -if travel claim, (travel order, permission to leave official station, itinerary of travel) -if utilities, (disbursement voucher form and statement of account)		Requesting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish the Obligation Request with proper supporting documents.	1.1 Receive OBR	n/a	2 minutes	<i>Administrative Aide II Provincial Budget Office</i>
	1.2 Obligate, validate (print) and forward OBR for signature of the Provincial Budget Officer	n/a	5 minutes	<i>Administrative Officer IV / Sr. Administrative Assistant I and Administrative Aide II Provincial Budget Office</i>
	1.3 Sign/Certify OBR and forward to Administrative Aide II for release	n/a	2 minutes	<i>PG Department Head / PG Assistant Department Head / Supervising Administrative Officer / Signing Official Provincial Budget Office</i>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Receive the certified Obligation Request	2.1 Release the certified Obligation Request	n/a	1 minute	<i>Administrative Aide II</i> Provincial Budget Office
<b>TOTAL:</b>		<b>n/a</b>	<b>10 minutes</b>	