

|  |
| --- |
| Republic of the Philippines |
| DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS |
| **MINDORO OCCIDENTAL** |
| **DISTRICT ENGINEERING OFFICE** |
| MIMAROPA REGION (IV-B) |
| Mamburao, Occidental Mindoro |

MEMORANDUM

FOR

|  |  |
| --- | --- |
| **:** | The Budget Officer II Accounting Section  This District |

SUBJECT

|  |  |
| --- | --- |
| **:** | Obligation Request |
|  | This is to request for the issuance of an Obligation for the following: |

FUND AMOUNT

|  |  |  |
| --- | --- | --- |
| **:** | {fund} |  |
| **:** | **₱** | **{amount}** |
|  | {amountInWords} | |

PAYEE

|  |  |
| --- | --- |
| **:** | **{contractor}** |
|  | Tin no.{contractorTIN} |

PAYEE OFFICE/ADDRESS

|  |  |
| --- | --- |
| **:** | {contractorAddress} |

PARTICULARS

|  |  |
| --- | --- |
| **:** | To obligate payment for **{contractID}-**{contractName} |

{contractID}

|  |
| --- |
| Labor |
| Materials |
| Equipment |
| **TOTAL** |

|  |
| --- |
| Contract ID: |
| PMS ID: |

{total}

|  |
| --- |
| {labor} |
| {material}  {equipment} |

SARO/SUB-ALLOTMENT NO.; {saro}

SOURCE OF FUND : {sourceOfFund}

UACS No. : {uacs}

FISCAL YEAR OF ALLOTMENT : FY {year}

I certify that charges to appropriate/allotment are necessary, lawful and under my direct supervision. I also certify that the supporting documents are valid, proper and legal.

Your attention to this matter would be appreciated

|  |
| --- |
| **{endUser}** |
| {designation} |
| {endUserTitle} |