

A. Process of Obligation Request and Status (ORS)- includes all transaction

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Obligation Request Status (ORS) with complete supporting Documents	1.1 Receipt of ORS with complete supporting documents where the Box A of the DV was already signed by authorized official	None	1 minute	Budget Officer/Budget Staff
	1.2 Verification of supporting documents and signatures	None	15 minutes	Budget Officer/Budget Staff
	1.2. a. Utility Expenses/RATA/ Extraordinary Expenses/Security Services		5 minutes	Budget Officer/Budget Staff
	1.2. b. SETUP Project Fund		10 minutes	
	1.2. c. Supplies and Materials and other Items procured through alternative modes of procurement (e.g. Equipment for LGIA, office supplies)		10 minutes	
	1.2. d. Travelling and Representation expenses		10 minutes	
	1.2. e. Payroll and remittances (GSIS, Pag-IBIG, PhilHealth, LBP)		15 minutes	
	1.2.f . Replenishment of Petty Cash Fund/Reimbursement of MOOE of PSTCs		20 minutes	
	1.2. g. Property Plant and Equipment, Consultancy Services and Supplies and Materials procured through public bidding		20 minutes	
	1.2. h. Infrastructure Projects to include Repairs and Maintenance of Building and Land and Land Improvements		20 minutes	Budget Officer/Budget Staff
	1.3 Verification of correctness of amount claimed	None	10 minutes	

	1.3. For transactions a. 1.2.a to 1.2.d		5 minutes	Budget Officer/Budget Staff
	1.3. For transactions b. 1.2.e to 1.2.h		10 minutes	
	1.4 Verification of availability of allotment	None	3 minutes	Budget Officer/Budget Staff
	1.5 Assigning of Obligation Request and Status (ORS) number and dates on supporting documents	None	3 minutes	Budget Officer/Budget Staff
	1.6 Certification of availability of allotment	None	2 minutes	Budget Officer