



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





MUNICIPAL BUDGET OFFICE

ADMINISTRATIVE SERVICES





5. CERTIFY THE OBLIGATION REQUEST (ObR) AS TO EXISTENCE OF APPROPRIATIONS

The Municipal Budget Office certifies the existence of appropriation/allotment that has been legally made for the purpose.

Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Present the Obligation Request to the MBO in quadruplet copies with completeness supporting documents		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Obligation Request to the MBO in quadruplet copies with completeness supporting documents		None		Department/Section Head
	2. Check the attached documents or completeness	None	5 mins.	Budget Staff
	3. Receive the Obligation Request (ObR) with supporting documents	None	1 min.	Budget Staff
	4. Verify as to existence of appropriation	None	6 mins.	Budget Staff
	5. Assign the Obligation Request (ObR) Number	None	3 mins.	Budget Staff
	6. Classifying of the expenditure and posting of the same to the control book	None	4 mins.	Budget Staff
	7. Certify and signing of the Obligation Request; and detached one copy of the ObR	None	3 mins.	Municipal Budget Officer
	8. Release the Obligation Request to the client/forward to proper or concerned office/personnel	None	1 min.	Municipal Budget Officer/Budget Staff



9. Get the approved Obligation Request and proceed to the Accounting Office for processing of the voucher		None	1 min.	Department/ Section Head
TOTAL:		None		