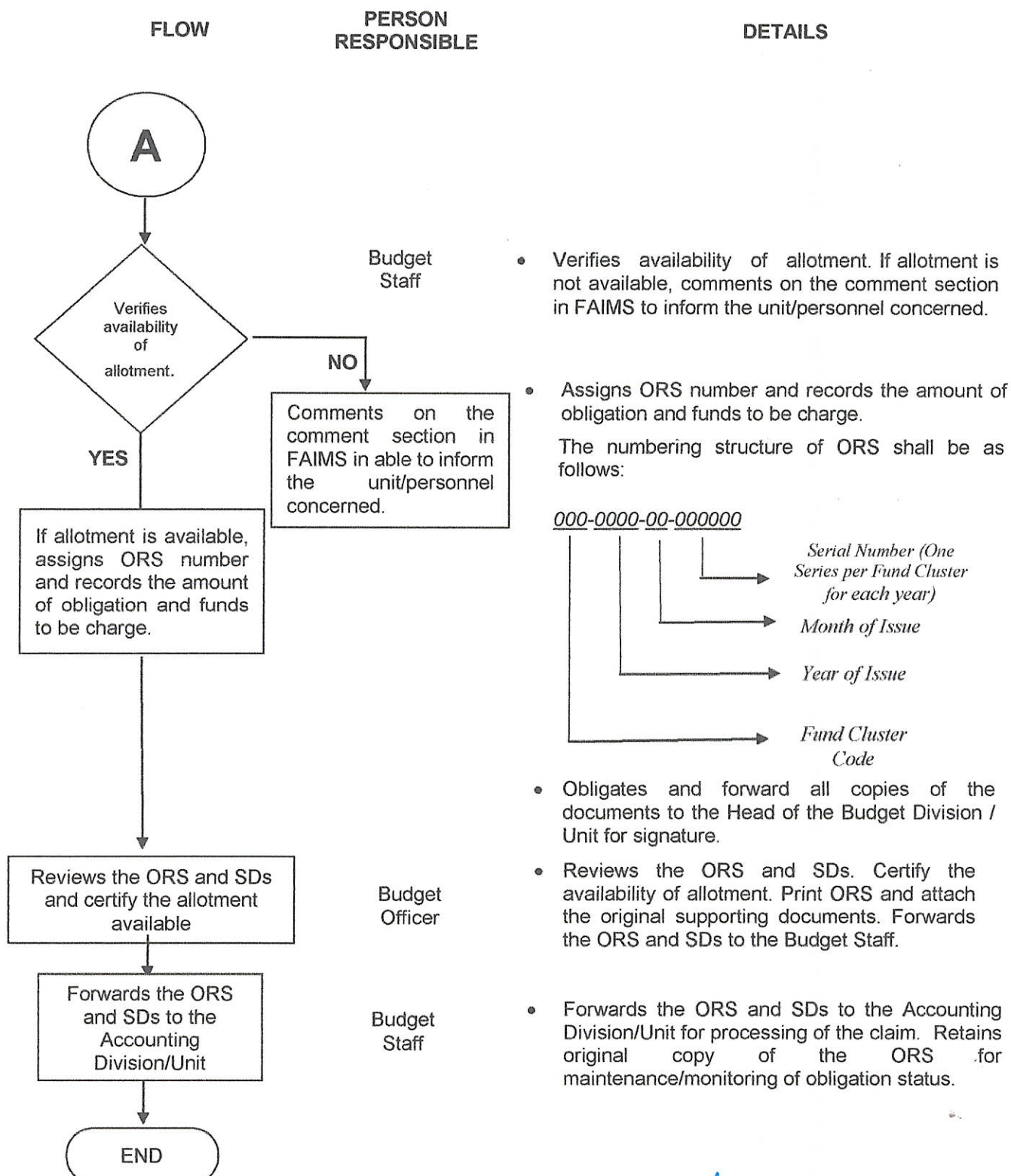


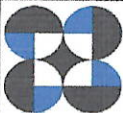
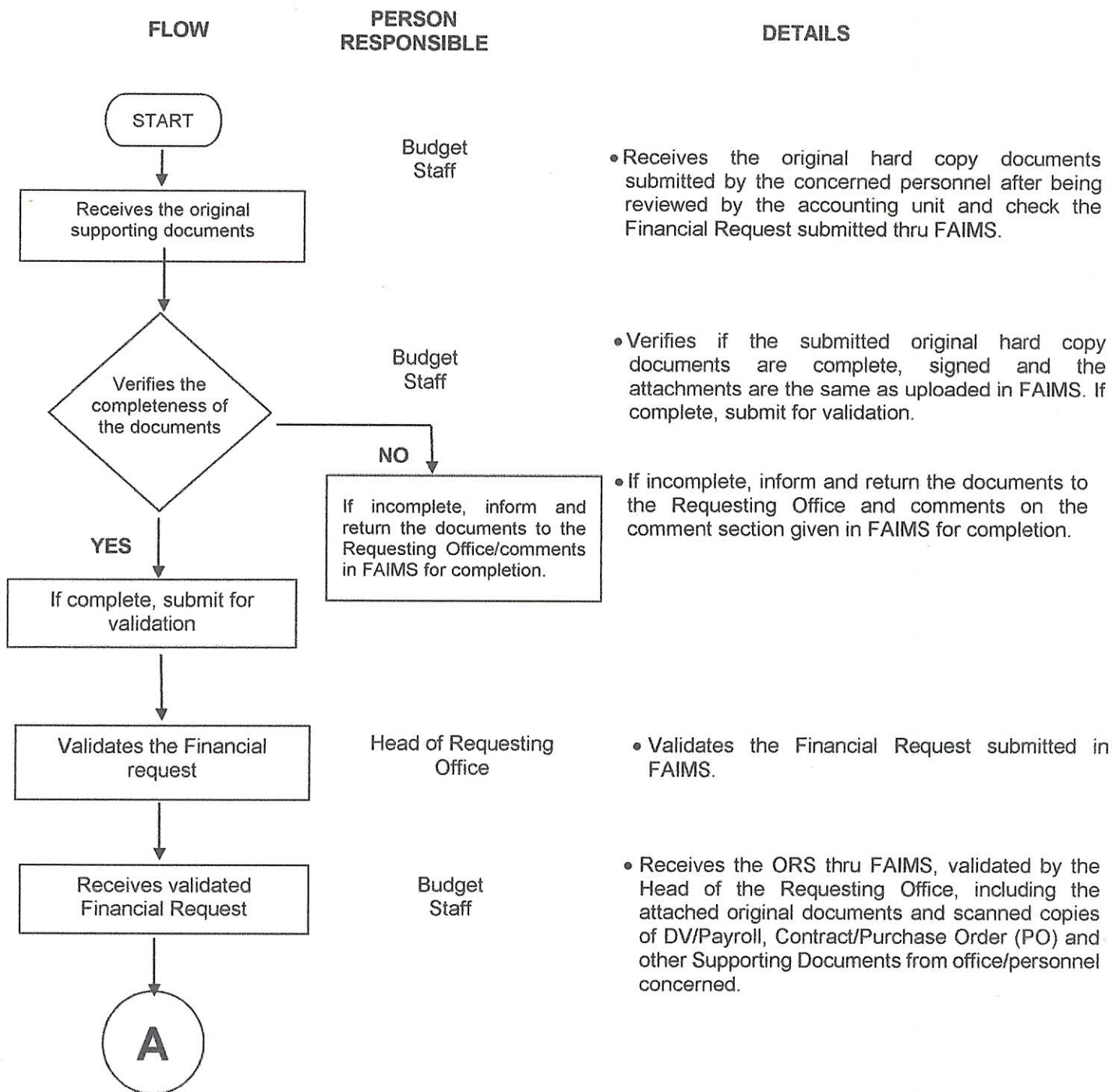
	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-BUD 05-01
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	1
		PAGE NUMBER	5 of 5
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 JULY 2023
SUBJECT	PROCEDURES IN RECORDING OBLIGATION		



Prepared by:  Budget Officer	Approved by:  Quality Management Representative
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### ONLINE PROCESSING (FAIMS)



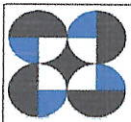
Prepared by:

  
Budget Officer

Approved by:

  
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DEPARTMENT OF SCIENCE AND TECHNOLOGY  
DOST Regional Office No. IX

## PROCEDURES MANUAL

SECTION

PRODUCT REALIZATION

SUBJECT

PROCEDURES IN RECORDING OBLIGATION

DOCUMENT CODE

PM-FASS-BUD 05-01

REVISION NUMBER

1

PAGE NUMBER

3 of 5

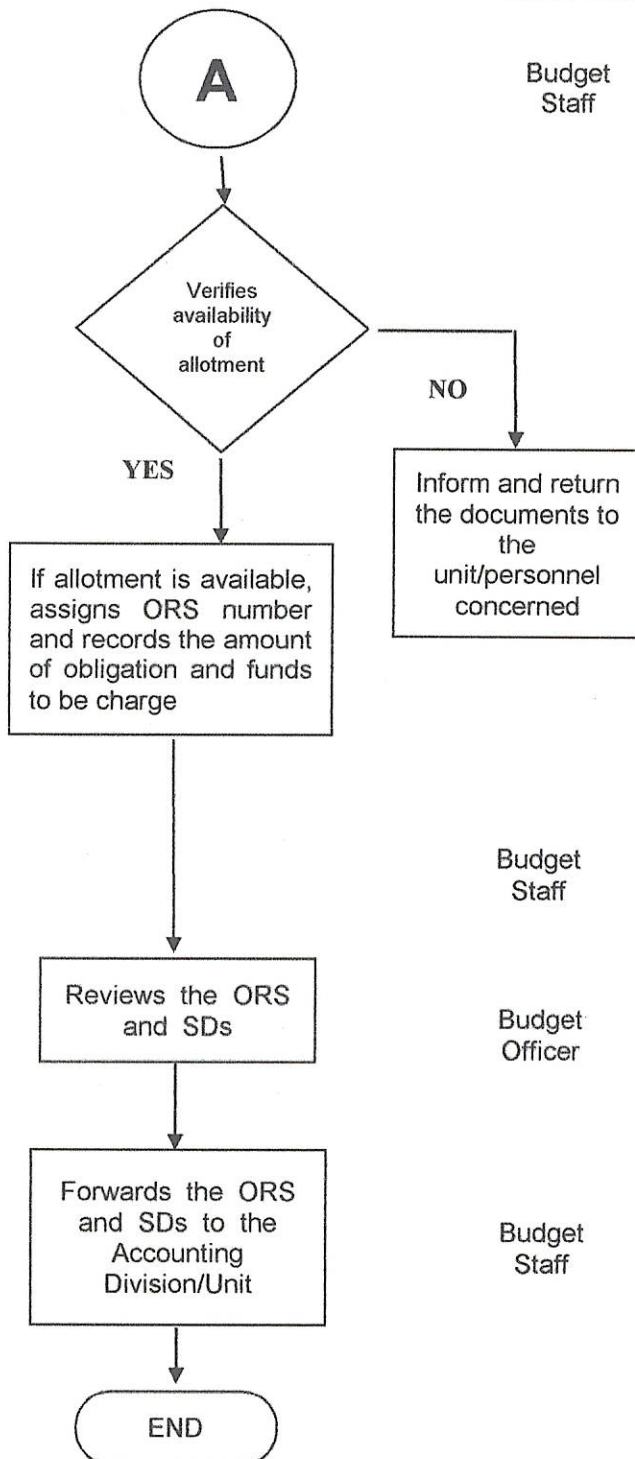
EFFECTIVITY DATE

01 JULY 2023

### FLOW

### PERSON RESPONSIBLE

### DETAILS



- Verifies availability of allotment. If allotment is not available, returns the documents to the unit/personnel concerned.

- Assigns ORS number and records the amount of obligation and funds to be charge.

The numbering structure of ORS shall be as follows:

000-0000-00-000000

Serial Number (One Series per Fund Cluster for each year)

Month of Issue

Year of Issue

Fund Cluster Code

- Initials in Section B of the ORS and forward all copies of the documents to the Head of the Budget Division / Unit for signature.
- Reviews the ORS and SDs. If in order, signs the certification in Section B of the ORS. Forwards the ORS and SDs to the Budget Staff.
- Forwards the ORS and SDs to the Accounting Division/Unit for processing of the claim. Retains original copy of the ORS for maintenance/monitoring of obligation status.

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## 1.0 OBJECTIVE

To ensure all obligations made are authorized only in the performance of activities which are in pursuit of its functions and programs authorized in appropriations acts/laws within the limit of the allotment released by the DBM.

## 2.0 SCOPE

This procedure covers the process to effectively monitor the budget as well as the required information disclosure and presentation of budget information.

## 3.0 ACCESS

This procedures manual is uploaded to the DOST IX Document Management System and accessible to all DOST IX personnel. The original copy of this document is managed by the DOST IX's document custodian

## 4.0 DEFINITIONS OF TERMS

**4.1 Allotment** – is an authorization issued by the DBM to NGAs to incur obligations for specified amounts contained in a legislative appropriation in the form of budget release documents. It is also referred to as Obligational Authority.

**4.2 Appropriation** – is the authorization made by a legislative body to allocate funds for purposes specified by the legislative or similar authority.

**4.3 Approved Budget** – is the expenditure authority derived from appropriation laws, government ordinances, and other decisions related to the anticipated revenue or receipts for the budgetary period.

**4.4 Obligation** – is an act of a duly authorized official which binds the government to the immediate or eventual payment of a sum of money. Obligation maybe referred to as a commitment that encompasses possible future liabilities based on current contractual agreement.



**4.5 Obligation Request and Status (ORS)** – a document certifying the availability of allotment to pay for the item/s and services to be procured.

## 5.0 RESPONSIBILITIES

The person responsible for this Procedures Manual are as follows:

**5.1 Requestor/End-user** is responsible in preparing the Obligation Slips (OS) and Disbursement Voucher (DV) which serves as basis for the Budgeting Unit in approving and releasing of request/s.

**5.2 Budget Officer and Budget Staff** facilitates the processing of obligation request and status for approval.

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