

Processing of ORS

Obligation Request and Status (ORS) is a required document by commission on Audit for certification of allotment and obligation and for future adjustments of expense accounts. The Budget Office provides certification of availability of appropriation/allotment that has been made legally for the purpose. Program Implementers are being served in this process as they implement their Programs, Activities and Projects.

Office or Division:	Budget Unit	
Classification :	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	DepEd Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
(All 1 Original Copy, 2 Photocopies) 1. ORS 2. AR / ATC 3. Other Supporting Documents		BAC Secretariat
Procurement (Shopping or Small Value or Other Mode)		
1. Purchase Order / Contract (perfected)		BAC Secretariat
2. Others (WFP, Project Proposal, PR, PPMP, RFQ, Abstract of Quotation and Sub-ARO)		BAC Secretariat
Procurement (Competitive Bidding)		
1. Purchase Order / Contract (perfected)		BAC Secretariat
2. Others (WFP, Project Proposal, PR, PPMP, NOA, Sub-AROs)		BAC Secretariat

Cash Advances for Travels				
1. Approved Travel Order		Requesting Unit		
2. Memorandum		Requesting Unit		
3. Itinerary of Travel		Requesting Unit		
Reimbursement of Travels				
1. Approved Travel Order		Requesting Party		
2. Memorandum		Requesting Party		
3. Itinerary of Travel		Requesting Party		
4. Certificate of Appearance/Participation/Attendance		Requesting Party		
5. Certification of Travel Completed		Requesting Party		
Cash Advances for school MOOE				
1. WFP		School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents	1.1. Receive and record documents in online logbook	None	3 minutes	Clerk
	1.2. Review the documents	None	3 minutes	ADAS I / Budget Officer III
	1.3. Verify the availability of allotments in RAOD, record in RAOD	None	5 minutes	ADAS I / Budget Officer III
	1.4. Record in BMS	None	5 minutes	ADAS III

	1.6. Certification by the Head of the Budget Unit or his authorized representative on the existence of available appropriation (Box B)	None	1 minute	Budget Officer III
	1.7. Assign ORS number, record and release to concerned personnel	None	3 minutes	Clerk
TOTAL:		None	20 minutes per transaction	