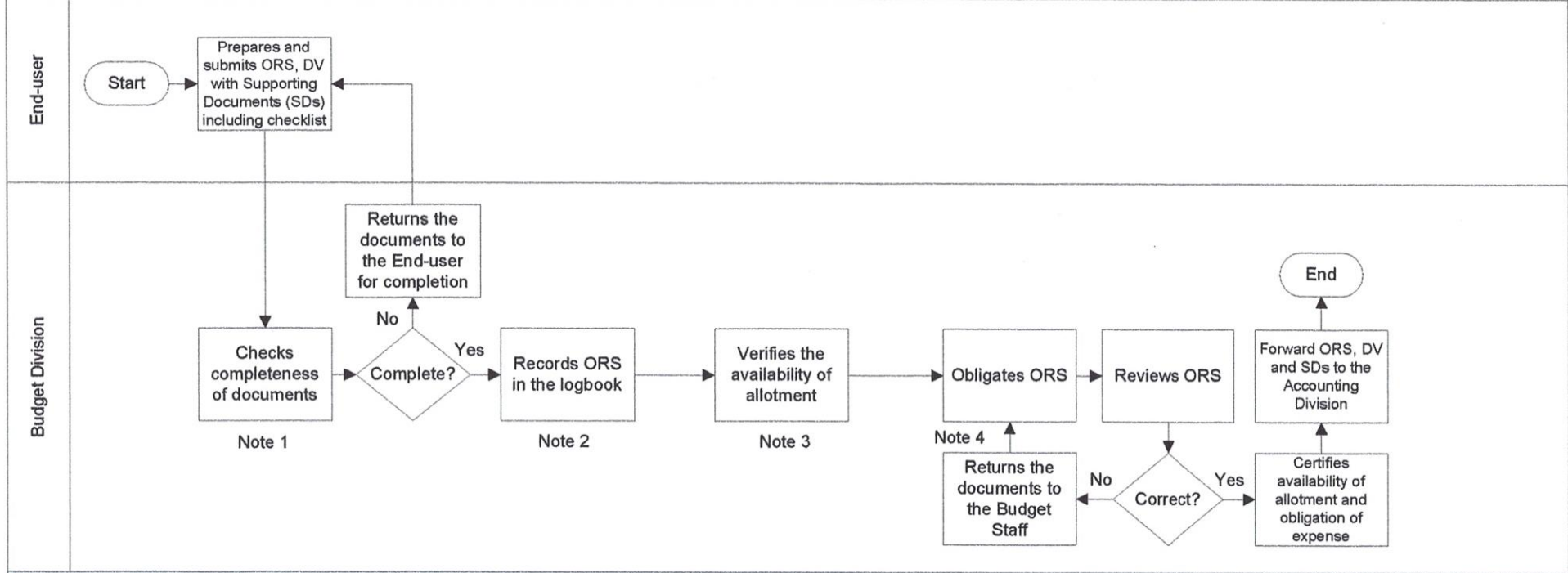




Process Title	Obligation of Funds
Objective	To guide the end-user/public officer concerned in the process involve in the obligation of fund.

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Forms

WORK INSTRUCTIONS

- Note 1. Checks completeness of documents based on checklist of requirements.
- Note.2. Records the date of receipt, name of payee and the amount.
- Note 3. If allotment is not available or insufficient, returns to the end-user with advise on necessary action.
- Note 4. Obligates ORS as follows:
 - Assigns ORS number;
 - Fills-up ORS as to MFO/PAP and UACS Object Code;
 - Records the amount obligated to Registry of Allotment, Obligation and Disbursement (RAOD)

References

1. Obligation Request and Status (ORS)
2. COA Rules and Regulation
3. DBM Circulars
4. Checklist of Requirements
- 5) Registry of Allotment, Obligation and Disbursement (RAOD)

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