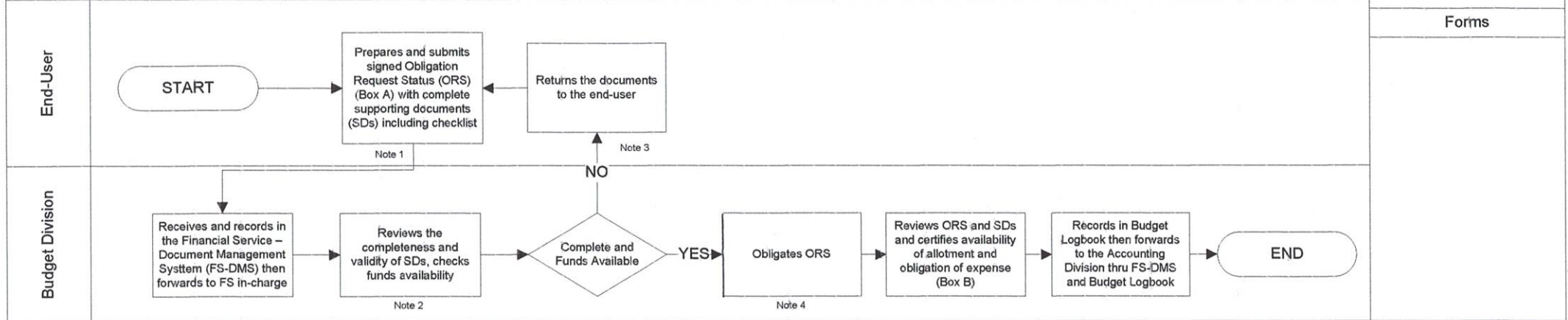




Process Title	Obligation of Funds	Document Number	DOJ-PM-FNS02-002	Page 1 of 1
Objective	To guide the end-users/public officers/ processors in the process involved in the obligation of expenses incurred or to be incurred.	Revision	2	
		Effective Date	11 NOV 2019	



WORK INSTRUCTIONS

- Note 1: (1) Confidential Fund – SOJ as signatory  
(2) General/Special Fund-head/Directors of Programs/Projects/Services as signatory
- Note 2: Check completeness of documents based on prescribed checklist of requirement
- Note 3: End-user may either:  
a. Submit lacking documents for incomplete SDs; or  
b. Request for realignment of budget in case of non-availability of funds
- Note 4: Obligates ORS as follows:  
a. Verifies availability of allotment  
b. Assigns ORS number  
c. Fills-up ORS as to MFO/PAP and UACS Object Code  
d. Records the amount obligated in Registry of Allotment, Obligation and Disbursement (RAOD)

- References**
1. Checklists of Documentary Requirement
  2. Obligation Request and Status (ORS)
  3. DBM Circulars
  4. Checklist of requirements
  5. Registry of Allotment, Obligation and Disbursement (RAOD)

Prepared by:	Verified by/Reviewed by:	Approved by:
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