



**4. Obligation of Expenditure (Incurrence of Obligation Charged to Approved Budget Allocation per GAARD and Other Budget Laws/Authority)**

It is the fundamental law of budgeting and accounting that no disbursement shall be made without proper authorization. All claims chargeable against government funds need to be obligated first before payment and/or Purchase Order/contract can be done or entered into. This is to make sure that an amount is allotted for the payment of such expense and/or contract.

<b>Office or Division:</b>	Finance Division - Budget Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G) Government to Business (G2B)			
<b>Who may avail:</b>	Internal and External Client			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Purchase Order (PO)</b> 1. Accomplished Purchase Order 2. Approved PR 3. Approved Supplemental PPMP/PPMP 4. Other supporting documents validated by the accounting section 5. AR/ATC or AC 6. Approved Memo		DepEd Asset Management Section, Requesting Office/Unit and External Client		
<b>Notice of Award (Bidding)</b> 1. Signed Contract		BAC Secretariat		
<b>Various Claims (TEV, Supplies, Trainings with ORS and DV)</b> 1. ORS and Accomplished DV/Payroll 2. Supporting documents such as: Billing, Statement of Account, etc. 3. AR/ATC or AC 4. Approved Memo 5. Other supporting documents validated by the accounting section		DepEd Asset Management Section, Requesting Office/Unit, End User or External Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requesting unit will submit the Obligation Request Status (ORS) with the	1.1. Receive and record the documents	None	5 minutes per ORS	Receiving Clerk/ ADAS

complete attachments to Finance Division				
	1.2. Review and verify documents and identify fund source and allotment availability of PPA	None	30 minutes per ORS	Budget Officer In-charge
	1.3. Assign ORS number, indicate fund source, and Object of Expense Code	None	30 minutes per ORS	Budget Officer In-charge
	1.4. Encode in the Registry of Allotment (RAO) thru BMS	None	20 minutes per ORS	Budget Officer In-charge
	1.5. Initial on the processed ORS box B	None	1 minute per ORS	Budget Officer In-charge
	1.6. Review and sign box B of ORS	None	10 minutes per ORS	AO V – Head of Budget Unit/ Chief Administrative Officer for Finance Division
	1.7. Forward to Accounting Section	None	2 minutes	Releasing Clerk/ ADAS
<b>TOTAL:</b>		<b>None</b>	<b>1 hour and 38 minutes</b>	