



Republic of the Philippines
Department of Education
 Region VI - Western Visayas
SCHOOLS DIVISION OFFICE OF CAPIZ

Processing of ORS

Obligation Request and Status (ORS) is a required document by the 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 Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	SDO Personnel, Service Providers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. ORS (1 Original Copy, 2 Photocopies)			Requesting Unit	
2. Disbursement Voucher (1 Original Copy, 2 Photocopies)			Requesting Unit	
Purchase Orders (pre-audited)				
1. AR/ATC (1 Original Copy, 2 Photocopies)			Requesting Unit	
2. Other supporting documents (1 Original Copy, 2 Photocopies)			Requesting Unit	
Biddings				
1. Notice of Award (1 Original Copy, 2 Photocopies)			BAC Secretariat	
2. Signed Contract (1 Original Copy, 2 Photocopies)			Requesting Unit	
3. Sub-AROs (1 Original Copy, 2 Photocopies)			Requesting Unit/Budget	
4. AR/ATC (1 Original Copy, 2 Photocopies)			Requesting Unit	
Cash Advances for Travels				
1. Approved Travel Order (1 Original Copy, 2 Photocopies)			Requesting Unit	
2. Memorandum (1 Original Copy, 2 Photocopies)			Requesting Unit	
3. Itinerary of Travel (1 Original Copy, 2 Photocopies)			Requesting Unit	
4. AR/ATC (1 Original Copy, 2 Photocopies)				
Reimbursement of Travels				
1. Approved Travel Order (1 Original Copies, 2 Photocopy)			Requesting Unit	
2. Memorandum (1 Original Copies, 2 Photocopy)			Requesting Unit	
3. Itinerary of Travel (1 Original Copies, 2 Photocopy)			Requesting Unit	
4. Certificate of Appearance (1 Original Copies, 2 Photocopy)			Requesting Unit	
5. Certification of Travel Completed (1 Original Copies, 2 Photocopy)			Requesting Unit	
6. AR/ATC (1 Original Copies, 2 Photocopy)			Requesting Unit	
Cash Advances for School MOOE				
1. WFP, PPMP, MDP (1 Original Copies, 2 Photocopy)			Requesting Unit	
2. Certificate of Liquidation			Requesting Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward to budget	1. Receive the documents from the requesting party	None	2 minutes	Budget Officer/
	1.1. Review, analyze and verify the documents	None	5 minutes	
	1.2. Verify the availability of allotments	None	3 minutes	
	1.3. Record and posting of entries in BMS	None	5 minutes	
	1.4. Generate print-out of ORS	None	2 minutes	
	1.5. Certification by the Head of the Budget Section or his/her authorized representative on the existence of available appropriation	None	5 minutes	



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	1.6. Certification by the Head of the Requesting Office or his/her authorized representative on the necessity and legality of charges to the appropriation/ allotment under his/her direct supervision (Box A)	None	5 minutes	Requesting Unit
	1.7. Forward to Accounting Section	None	5 minutes	
TOTAL:		None	32 minutes (perransaction)	