

Buhanginan Hill, Pala-o, 9200 Iligan City  
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**Mr. HOSPICIO A. PARAGOSO**  
 OIC-City Budget Officer

**Frontline Service : PROCESSING OF OBLIGATION REQUEST (ObR)**

**Schedule of Availability of Service :** 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
 On Mondays provision of services starts after flag raising

**Who May Avail of the Service :** Iligan City Government Employees, City Officials, Barangay Officials and Employees, Job Order Workers, Contracts of Service Workers

**What are the Requirements:**

<p><b>*For salaries of city officials, coterminous, and permanent employees</b></p> <ol style="list-style-type: none"> <li>Barcode</li> <li>Obligation Request</li> <li>Payroll</li> <li>Daily Time Record (DTR)</li> <li>Others (May include: Approved Leave, Travel Order, Appearance Cert.)</li> </ol>	<p><b>*For salaries Job Order Workers</b></p> <ol style="list-style-type: none"> <li>Barcode</li> <li>Obligation Request</li> <li>Payroll</li> <li>DTR</li> <li>Summary of Payroll</li> <li>Others (Approved Job Order, Authorization, Accomplishment Report, Certification of Exemption)</li> </ol>	<p><b>* For Purchase Requests/Job Order Request (services, etc.)</b></p> <ol style="list-style-type: none"> <li>Barcode</li> <li>Obligation Request</li> <li>Purchase Request/Job Order</li> <li>Project Procurement Management Plan</li> </ol>	<p><b>* For National Government Agencies (NGAs)</b></p> <ol style="list-style-type: none"> <li>Barcode</li> <li>Obligation Request</li> <li>Voucher/Payroll</li> <li>Others (Approved Executive Order &amp; Authorization, Accomplishment Report</li> </ol>
<p><b>*For salaries of Contract of Service Workers</b></p> <ol style="list-style-type: none"> <li>Barcode</li> <li>Obligation Request</li> <li>Payroll</li> <li>DTR</li> <li>Notarized Contract of Service</li> </ol>	<p><b>*For Cash Advance of Travelling Expenses</b></p> <ol style="list-style-type: none"> <li>Barcode</li> <li>Obligation Request</li> <li>Voucher</li> <li>Approved Travel Order</li> <li>Itinerary of Travel</li> <li>Invitation Letter</li> </ol>	<p><b>*For Bill Payments</b></p> <ol style="list-style-type: none"> <li>Barcode</li> <li>Obligation Request</li> <li>Voucher</li> <li>Billing Statement</li> <li>BIR Forms</li> </ol>	<p><b>*For Brgy. Officials (Projects) 20% Development Fund</b></p> <ol style="list-style-type: none"> <li>Barcode</li> <li>Obligation Request</li> <li>Voucher</li> <li>Others (Approved Program of Work, Executive Order, Cert. from CPDO &amp; CAC, Brgy. &amp; SP Resolution</li> </ol>

**Duration : 45 minutes**

## How to Avail the Service: PROCESSING OF OBLIGATION REQUEST (ObR)

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	Submit Obligation Request with attachments *Receive documents to comply lacking requirements	Receive, check attachments and forward to controller *If with lacking requirements, return to client with list of deficiency	5 minutes	Receiving/Releasing Clerk	None	Obligation Request * refer to requirements above
2		Review, check and control Obligation Request as to existence of appropriation and forward to approving officer (City Budget Officer/OIC)	30 minutes	Controller	None	
3		Approve Obligation Request	5 minutes	City Budget Officer/OIC	None	
4		Retrieve approved Obligation Request	2 minutes	Receiving/Releasing Clerk	None	
5	Receive approved ObR in logbook	Release approved Obligation Request	3 minutes	Receiving/Releasing Clerk	None	

**END OF TRANSACTION**

