

CITY BUDGET OFFICE
Bacolod City

Location: 3rd floor, New Government Center, Barangay Villamonte,
Bacolod City

Phone number/s: (034) 433-8062, (034) 709-1766

I. CERTIFICATION OF OBLIGATION REQUEST (OBR)

ABOUT THE SERVICE: The City Budget Office certifies OBR brought by the various offices/departments for availability of appropriation.

REQUIREMENTS: Obligation Request, Disbursement Voucher, PR, Payroll, DTR and other related documents required depending on the kind of transaction.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit OBRs for Numbering	3 months per OBR	<i>Nile Pico</i>
2. Pre-evaluation and control of Obligation Requests (OBRs)	10 months per OBR	<i>Assigned staff per Office</i>
3. Review of (OBRs) and other supporting documents	10 months per OBR	<i>Pete P. Gela Juliet C. Lachica Kharyn Joy E. Yanson Jean J. Castaneda</i>
4. Approval of (OBRs)	10 minutes per OBR	<i>Maria Imelda A. Williams</i>