



### 3. CERTIFICATION AS TO AVAILABILITY OF APPROPRIATION

Obligation Request is reviewed, evaluated, and processed to certify the availability of appropriation based on the approved budget and allotment release of concerned Departments/Offices.

<b>Office or Division:</b>	City Budget Department / All Divisions			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Departments/Offices under Quezon City Local Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request (ObR) with name of the payee, responsibility center, particulars, account code and amount - 2 copies with original signature of the end-user and 1 extra copy - with supporting documents		Requesting Department/Office/Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Obligation Request (ObR) with supporting documents	1.1 Receive ObR, stamp the date and time received, assign control number, encode and distribute to assigned budget analyst	None	10 minutes	<i>Receiving Clerk</i>
	1.2 Review and evaluate ObR and attachments	None	2 hours (for payroll)	<i>Budget Analyst</i>
	1.3 Approve and sign ObR for payroll or Recommend approval for ObR with RIS / BAC Resolution			<i>Division Head</i>
	1.4 Encode details of ObR			<i>Division Encoder</i>
	1.5 Approve and sign ObR with RIS / BAC Resolution		1 day (for RIS/ BAC Resolution)	<i>Asst. Dept. Head, Department Head</i>
	1.6 Secure 2nd original signed copy of ObR for filing and distribute approved ObR to assigned division	None	10 minutes	<i>BMIS Division Releasing Clerk</i>
	1.7 Transmit approved ObR to City Accounting Department ( <i>with RIS/DV/ Payroll</i> ) or Procurement Department ( <i>with BAC Resolution</i> )	None	10 minutes	<i>Division Head, Releasing Clerk</i>