Obligations shall be taken up in the registries (RAOPS, RAOMO, RAOCO) through the OBR/BUR processed by the BMO. The Chief Administrative Officer/designated Administrative Officers shall certify to the availability of allotment and such is duly obligated by signing in the appropriate box in the OBR/BUR.

### For Obligations under General and Revolving Fund

<table>
<thead>
<tr>
<th>Step</th>
<th>Office / Personnel Concerned</th>
<th>Service Provider</th>
<th>Duration of Activity</th>
<th>Person In Charge</th>
<th>Requirement</th>
</tr>
</thead>
</table>
| 1    | Submit OBR/BUR with supporting documents (DV, Payroll, Contract of Service, PO) | • Receives the OBR/BUR with supporting documents from concerned offices/personnel. Verifies completeness of the documents. If incomplete, returns the documents to concerned offices for completion. If complete, records at Document Tracking System.  
• Assign OBR/BUR Number and forward to Administrative Officer in-charge.  
• Administrative Officer reviews basis for obligation and determines available fund balance (if with question, return to Unit) | 5 minutes | BMO Staff | • Document tracking system  
• 3 copies OBR/BUR  
• Disbursement Voucher  
• Payroll  
• Contract of Service/Pakyaw Labor |
<table>
<thead>
<tr>
<th>Step</th>
<th>Office / Personnel Concerned</th>
<th>Service Provider</th>
<th>Duration of Activity</th>
<th>Person In Charge</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>15 minutes</td>
<td>BMO Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5 minutes</td>
<td>BMO Chief</td>
<td></td>
</tr>
</tbody>
</table>

- Process the document and record the obligation to individual RAO
- Chief BMO certifies the allotment availability and amount obligated
- Forward the document to Accounting at Document Tracking System

End of Transaction
STUDENT ASSISTANTSHIP PROGRAM

BUDGET CLEARANCE ON SA APPLICATION FORM (FOR SA APPOINTMENT)

<table>
<thead>
<tr>
<th>Step</th>
<th>Office / Personnel Concerned</th>
<th>Service Provider</th>
<th>Duration of Activity</th>
<th>Person In Charge</th>
<th>Requirement</th>
</tr>
</thead>
</table>
| 1    | Submit SA application form with supporting documents | • Receives SA application (in batches) with supporting documents from SFAD-OSA. Verifies completeness of documents.  
• If incomplete, returns the document to SFAD-OSA or concerned office for completion.  
• If complete, records at Document Tracking System and forwards to Administrative Officer in charge  
• The Administrative Officer in charge affixes budget clearance in the SA forms and records in SA plantilla/worksheet  
• The Chief BMO affixes her signature in the SA application forms  
• Forwards the | 5 minutes | BMO Staff | • Document Tracking System  
• SA Application Form 3A & 3B  
• Form 5 |

|   |   |   |   |   |   |
documents to HRDO at Document Tracking System

End of Transaction

### FOR SA OBLIGATION/PAYMENT

<table>
<thead>
<tr>
<th>Step</th>
<th>Office / Personnel Concerned</th>
<th>Service Provider</th>
<th>Duration of Activity</th>
<th>Person In Charge</th>
<th>Requirement</th>
</tr>
</thead>
</table>
| 1    | Submit BUR from SFAD-OSA with supporting documents | • Receives BUR with supporting documents (in batches) from SFAD-OSA. Verifies completeness of documents. If incomplete, returns documents to SFAD-OSA for completion. If complete, records at Document Tracking System  
• Assign BUR Number and forward to Administrative Officer in charge  
• Administrative Officer reviews basis for obligation and determines available fund balance  
• (if with question, return to SFAD-OSA or office concerned) | 5 minutes | BMO Staff | • Document Tracking System  
• 3 copies BUR  
• Payroll (SA)  
• DTR |
- Process the document and record the obligation to RAO
- The Chief, BMO certifies the allotment availability and amount obligated
- Forward the document to Accounting Office at Document Tracking System

| 15 minutes | BMO Staff |
| 10 minutes | BMO Staff |
| 5-10 minutes | BMO Staff |

End of Transaction