



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
Province of Pangasinan

ISSUANCE OF APPROVED OBLIGATION REQUEST (OBR)
(At the Municipal Budget Office)

A. ABOUT THE SERVICE

Issues approved Obligation Requests (OBRs) from different departments

B. WHO CAN AVAIL OF THE SERVICE

Municipal Officials/Employees/Others

C. REQUIREMENTS

1. Duly signed and approved Purchase Request/Activity Design/Project Proposals/Payrolls
2. For Repair and Maintenance Expenses
-Duly approved Pre-repair Inspection Report
3. For Travel Expenses – Approved Travel Order and Itinerary
4. For Infrastructure Projects
-Duly signed and approved Program of Work

D. AVAILABILITY OF SERVICE

Monday to Friday
8:00AM TO 5:00PM
No Noon Break

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT	SERVICE PROVIDER	PERSON/S RESPONSIBLE
1	SUBMIT pertinent documents.	RECEIVE submitted requirements and PREPARE Obligation Request. 30 mins.	Auralou V. Ramos Christine Artacho Joselito G. Casingal
		REVIEW and SIGN Obligation Request. 10 mins.	Peter B. Caragan Municipal Budget Officer
2	CLAIM Obligation Request.	RECORD approved and issued OBRs in the logbook. 10 mins.	Joselito G. Casingal
		TOTAL RESPONSE TIME	50 mins.



8 KILOMETERS
THE LONGEST BARBECUE
Bayambang, Pangasinan, Philippines
April 4, 2014