



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time	FEB 03 2022
By	Christell A. O. P. M.
Ref. no.	DM 014, s. 2022

2 February 2022

OFFICE MEMORANDUM
DM No. 014, s. 2022

**IMPLEMENTATION OF AN EFFECTIVE AND UNIFORM BUDGETARY CONTROLS ON
PROCESSING OF OBLIGATION REQUESTS**

To: OIC – Assistant Schools Division Superintendents
CID Chief
SGOD Chief
Section Heads
Unit Heads
All concerned

With reference to DepED Order No. 60, s. 2016, “Implementation of the Financial Management Operations Manual (FMOM)” & the National Government Accounting Manual (GAM), which clearly illustrates the process for the preparation of Obligation, Request & Status (ORS) form and identifies the responsibility and accountability of the signatories of the said form.

This Office recommends the submission of the related Issuances (Circulars, Memorandums & DepED Orders), for claims charge to Special Allotment Release Orders (SAROs), and for *uncommon claims* arising from the programs, projects and activities charge to General Appropriations. This is to be submitted along with its ORS, DV and other supporting documents by the respective Requesting Offices to the Budget Office for processing.

In relation, the Budget Office shall issue an Indorsement Letter whenever an Obligation Requests will be returned to a Requesting Office, stating in particular the basis for which it is not processed.

Furthermore, any Issues and Concerns arising from the processing of Obligations Requests shall be discussed and resolved in a meeting called upon by the requesting party and participated by the Division Head, Section/Unit Head, Budget Officer and the ADAs concerned.

For the information and guidance of all concerned.

ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

budcap02/02/2022

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