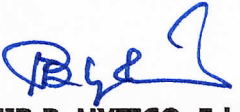


Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED



MEMORANDUM
 OM-2020- **033**

TO: RO Functional Division Chiefs
 Unit and Section Heads
 All Others concerned

FROM: 
RAMIR B. UYTICO, Ed.D., CESO IV
 Director IV

SUBJECT: **PREPARATION OF OBLIGATION REQUEST STATUS (ORS) BY THE BUDGET SECTION**

DATE: February 7, 2020

1. This Office, through the Finance Division, hereby announces that effective immediately, the Budget Section shall prepare the **Obligation Request Status (ORS) generated from the Budget Monitoring System (BMS)** on all claims submitted to the Finance Division.
2. Claims for travel reimbursement with complete attachments and duly signed supporting documents and box A of the **Disbursement Voucher (DV)** shall be submitted to the Accounting Section **without the ORS** for evaluation and processing. After which, it shall then pass through the Budget Section for the preparation of the ORS to be attached to the DV and shall be released from the Finance Division to the office of the Assistant Regional Director for signature.
3. Obligation Request Status on claims for supplies, trainings, utilities, and contracted services shall be prepared upon submission of the Purchase Order/Contract to the Budget Section.
4. For claims charged against Trust Funds, the DV shall be submitted to the Accounting Section with the **Budget Utilization Request Status (BURS)** prepared by the end-user.
5. An orientation on the enhanced procedures relative to preparation and submission of various claims shall be conducted by the Finance Division to the various Functional Divisions, Units and Sections at a later date.



6. Immediate and wide dissemination of and compliance with this Memorandum are desired.