

Republic of the Philippines DEPARTMENT OF EDUCATION Region X

DIVISION OF MISAMIS ORIENTAL

Cagayan de Oro City

Tel Nos.: (088) 856-4454 / (08822) 72-46-15 Fax No.: (088) 856-4524 / e-mail: misamisoriental@deped.gov.ph



DIVISION MEMORANDUM

April 13, 2015

No. 133 S. 2015

TO:

ALL SCHOOL HEADS/SCHOOL PRINCIPALS/SICs

Elementary and Secondary

ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS/DISTRICT-IN-

CHARGE/COORDINATING PRINCIPALS

ALL SENIOR BOOKKEEPERS

ALL DIVISION OFFICE PERSONNEL

SUBJECT: THE NEW OBLIGATION REQUEST AND STATUS (ORS) FORM

- COA Circular No. 2015-002 prescribed the adoption of Unified Accounts Code Structure (UACS) Compliant Budget Forms to be used in all government financial transactions. The old Obligation Request (ObR) shall now be called **Obligation** Request and Status or ORS.
- 2. The new ORS form shall now be used as one of the documentary requirements in all financial claims in this division **effective immediately**. Hence, the Budget Unit in the Division Office will no longer receive old budget forms.
- 3. The new ORS legal/long size templates are attached with specific purpose and form to choose from namely:
 - a) For MOOE Downloading Request for Cash Advance
 - b) For other MOOE Claims
 - c) For PS Salary and Other Benefits
- 4. You may download and save the MS Excel Template at our division official website www.depedmisor.net under Downloadables/Forms menu.
- 5. For strict compliance.

M L T

CHERRY MAE L. LIMBACO, Ph.D., CESO V Schools Division Superintendent

OBLIGATION REQUEST AND STATUS



Department of Education

Totals



ORS No.:	
Date:	
Fund:	02-01101101 MOOE

	Divisio	Division of Misamis Oriental			DenFD		Date.				
REGON OF THE PROPERTY OF MISAMS OF THE PROPERTY OF MISAMS OF THE PROPERTY OF T	Location Code: <u>104305000</u>			DEPARTMENT OF EDUCATION			Fund:	02-0	1101101 MOOE		
Payee:	NAME OF SO	CHOOL HEAD									
Office:	NAME OF SO	CHOOL									
Address:	DISTRICT, MUNICIPALITY, MISAMIS ORIENTAL										
Responsibili Center	ty	Particulars			MFO/PA	·Ρ		Code/	Amount		
	05 Traveling Expe	enses - Local		26	3100302050	00002		diture 00000			
		nses (Seminars, GAD), INSET)		peration of S			01000			
	Office Supplies (Classroom Teaching)			Elementary				01000			
		Medical, Dental and Laboratory Supplies					50203	07000			
		ubricants Expenses					50203	09000			
	Water Expense				5020401			01000			
	Electricity Exp	enses					50204	02000			
	Telephone Exp	penses - Landline/Mo	bile				50205	02000			
	Internet Subsc	ription Expenses					50205	03000			
	Cable, Satellite	e, Telegraph, Radio E	xpenses				50205	04000			
	Other Professi	onal Services					50211	99000			
	Janitorial Serv	ices					50212	02000			
	Security Service	Security Services					50212	03000			
	Other General Services				5021299			99000			
	Repair & Maintenance - School Buildings			50213040			04002				
	Repair & Maintenance - Machinery			5021305001			05001				
	Repair & Maintenance - Office Equipment						50213	05002			
	Repair & Main	tenance - Motor Vehi	cles				50213	06001			
	Repair & Main	tenance - Furniture &	Fixtures				50213	07000			
	Fidelity Bond F	Premiums					50215	02000			
	Insurance Exp	enses					50215	03000			
	Printing and Printing	ublication Expenses					50299	02000			
	Representation	n Expenses					50299	03000			
	Transportation	and Delivery Expens	ses					04000			
	Rent/Lease Ex	rpenses					50299	05000			
Purpose:	Cash Adva	nce for MOOE Down	loading for the	e mon	th of:	June	e 2015	Total:	-		
A. Certifie	d			B.	Certified						
√ Cha	rges to appropriatio	n/allotment necessary,			✓ Allotm	ent avai	lable and ob	ligated for t	he purpose/		
		rect supervision; and valid, proper and legal			adjustn	nent nec	cessary as inc	dicated abo	ve		
Signature:				Signa	ature:						
Printed	NΔN/	NAME OF SCHOOL HEAD			Printed			MARK LORREN T. TEJANO			
Name:	NAME OF SCHOOL HEAD			Nam	Name:						
Position:	Head, Requestin	Principal I g Unit/Authorized Rep	Position:								
Date:	•	·		Date							
C. STATUS OF OBLIGATION											
<u> </u>	Reference			I			mount		Due and		
Date	Particulars	ORS/JEV/RCI No.	Utilization	1	Paym	ent	Not Y	et Due	Demandable		
	tilization	ORS JEV		-							
	ayment	U∟ V				-	1				

OBLIGATION REQUEST AND STATUS



Department of Education

Totals



ORS No.:	
Date:	
Fund:	02-01101101 MOOE

NON	Divisio	Division of Misamis Oriental			DetiFD		Date.		
REGION 10 PLANTS OF MISAMIS OF MI	Location C				MENT OF EDUCATION		Fund:	02-0	1101101 MOOE
Payee:	NAME OF SO	CHOOL HEAD							
Office:	NAME OF SO	CHOOL							
Address:	DISTRICT, MUNICIPALITY, MISAMIS ORIENTAL								
Responsibili Center	ty	Particulars			MFO/PA	.P	UACS	-	Amount
	05 Traveling Expe	enses - Local		26	3200302050	00003	Expen 50201	00000	
		nses (Seminars, GAD), INSET)		peration of S			01000	
	Office Supplies (Classroom Teaching)		Secondary		5020301000				
		al and Laboratory Sur	•					07000	
		ubricants Expenses	- 1					09000	
	Water Expense				502040				
	Electricity Exp						50204	02000	
		penses - Landline/Mo	bile					02000	
		cription Expenses						03000	
		e, Telegraph, Radio E	xpenses					04000	
	Other Professi	<u> </u>	r					99000	
	Janitorial Serv							02000	
		Security Services						03000	
	Other General Services							99000	
	Repair & Maintenance - School Buildings				5021304				
	Repair & Maintenance - Machinery						50213		
	Repair & Maintenance - Office Equipment							05002	
	Repair & Maintenance - Motor Vehicles						50213		
		tenance - Furniture &						07000	
	Fidelity Bond F						50215	02000	
	Insurance Exp						50215	03000	
	Printing and P	ublication Expenses					50299	02000	
	Representation	n Expenses					50299	03000	
	Transportation	and Delivery Expens	ses				50299	04000	
	Rent/Lease Ex	rpenses					50299	05000	
Purpose:	Cash Adva	nce for MOOE Down	loading for the	e mon	th of:	June	e 2015	Total:	-
A. Certifie	d			В.	Certified				
		n/allotment necessary,			<u> </u>	ent avail	lable and ob	ligated for t	the purpose/
law	ful, and under my di	irect supervision; and valid, proper and legal					essary as inc		
Signature:				Signa	ature:				
Printed					ed				
Name:	NAM	NAME OF SCHOOL HEAD			e: MARK LORREN T. TEJANO				T. TEJANO
Position:	Principal I Head, Requesting Unit/Authorized Representative			ion:	n: AO V - Budget Officer III Head, Budget Unit/Authorized Representative				
Date:	Head, Requesting Unit/Authorized Representative Head, Budget Unit/Authorized Represent Date:					-ca representative			
C. STATUS OF OBLIGATION									
1	Reference	<u> </u>		-		Α	mount		Due and
Date	Particulars	ORS/JEV/RCI No.	Utilization	1	Paym	ent	Not Ye	et Due	Due and Demandable
	tilization	ORS		-					
F	ayment	JEV				-			

OBLIGATION REQUEST AND STATUS



Department of Education



ORS No.:	
Date:	
Fund:	01-01101101 PS

	Divisio	Division of Misamis Oriental		DOTIFD			Jate.			
RESIDN 10 PROPERTY OF MISSAMS OF MISSAMS		Location Code: <u>104305000</u>			DEPARTMENT OF EDUCATION		und:	01	-01101101 PS	
Payee:	NAME OF CL	NAME OF CLAIMANT								
Office:	NAME OF SCHOOL/OFFICE									
Address	S: DISTRICT, M	DISTRICT, MUNICIPALITY, MISAMIS ORIENTAL								
Responsibi Center	lity	Particulars		M	FO/PAP		UACS	-	Amount	
	005 Salaries and W	/ages - Regular		261003020500002		Expen 50101				
		/ages - Substitute			Elementary		5010102000			
		n Allowance (RA)			· · · · · · · · · · · · · · · · · · ·		5010204000			
		Allowance (TA)					50102			
	Clothing/Unifor	· ,					50102			
	Subsistence A						50102			
	Laundry Allowa						50102			
	,	centive Allowance					50102			
	Hazard Pay	SCITITIVE / MIOWATICE					50102			
	Year End Bonu	ıe					50102			
	Cash Gift	15					50102			
		and Allowances					50102			
	Other Personn	ei Beneiils					50104	99000		
Purpose	Payment of	Salary, Clothing Allov J	vance, Midyear une 1-30, 2015	-	ash Gift f	or the	period	Total:	-	
A. Certifi	ed			B. Cert	ified					
√ Ch	arges to appropriation	n/allotment necessary,				availa	ble and obl	igated for t	:he purpose/	
la	wful, and under my di						ssary as inc	-		
Signature:				Signature	::					
Printed	NIA B 4	E OF SCHOOL HEAI	D	Printed			NAADICI	OPPEN	. TEJANO	
Name:	INAIVI	E OF SCHOOL HEAD	J	Name:			IVIARK	OKKEN I	. TEJANO	
Position:		Principal I		Position:			AO V -	Budget (Officer III	
	Head, Requesting Unit/Authorized Representative				Head	, Budget Ur	nit/Authori	zed Representative		
Date:				Date:	ATION					
C.	Reference	<u> </u>	STATUS O	r UBLIGA	ATION	Δn	nount			
Date	Particulars	ORS/JEV/RCI No.	Utilization	,	Payment			et Due	Due and	
2410	Utilization	ORS	324.1011	· -					Demandable	
	Payment	JEV		-		-				
	•									

									Annex G
OB	LIGATION	N REQUEST	AND S	TA	TUS	0	RS No.:		
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REGON 10 PER PROPERTY OF MISSAMS		n of Misamis Ori		DEPART	CIJE	TION	Fund:	02-0	1101101 MOOE
Payee:		LAIMANT/STORE/S		OMP/	ANY				
Office:		FFICE/SECTION/S	CHOOL						
Address		IUNICIPALITY, MIS		ΙΤΔΙ					
Responsibi			AMIO OTTILIT				UACS	Code/	
Center		Particulars			MFO/PAF			diture	Amount
070040040	005 7 11 5	Human Resour	ce Developme	T				00000	2 000 00
070010810	005 Traveling Expe		\ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	20	59002000	1800000		00000	2,000.00
		nses (Seminars, GAD), INSET)					01000	
	Office Supplies	·						01000	
		al and Laboratory Su	oplies					07000	
		ubricants Expenses						09000	
	Water Expense	es					50204	01000	
	Electricity Exp	enses					50204	02000	
	Telephone Exp	penses - Landline/Mo	bile				50205	02000	
	Internet Subsc	ription Expenses					50205	03000	
	Cable, Satellite	e, Telegraph, Radio E	Expenses				50205	04000	
	Other Professi	onal Services					50211	99000	
	Janitorial Serv	Janitorial Services					50212	02000	
	Security Service	Security Services					50212	03000	
	Other General	Other General Services					50212		
	Repair & Main	Repair & Maintenance - School Buildings					50213	04002	
	Repair & Main	Repair & Maintenance - Machinery					50213	05001	
	Repair & Main	Repair & Maintenance - Office Equipment					50213	05002	
		Repair & Maintenance - Motor Vehicles					50213	06001	
	Repair & Main	Repair & Maintenance - Furniture & Fixtures					50213	07000	
	Fidelity Bond F						50215	02000	
	Insurance Exp	enses					50215	03000	
		ublication Expenses					50299	02000	
	Representation	n Expenses					50299	03000	
		and Delivery Expens	ses				50299	04000	
	Rent/Lease Ex	· · · · · · · · · · · · · · · · · · ·					ł	05000	
Dumasa	Reimbursemer	nt for Travelling Expe	nses during N7	OT K	(to12 Cel	ou City		Total:	2 000 00
Purpose	Name of School	ol/Unit/Section/Office	:		Alı	ubijid CS		i Olai.	2,000.00
A. Certifi	ed			В.	Certifie	d			
		n/allotment necessary,						-	the purpose/
		irect supervision; and valid, proper and legal			adjus	stment nece	essary as inc	dicated abo	ve
Signature:	,	, , , , , , , , , , , , , , , , , ,		Signa	ature:				
Printed				Print					
Name:		NAME OF PROGRAM COORDINATOR			ie:	MARK LORREN T. TEJANO			
Position:		Position/Designation		Position: AO V - Budget Offic					
Data	Head, Requestin	ng Unit/Authorized Rep	resentative	Data		Head	l, Budget Ui	nit/Authori	zed Representative
Date:			STATUS O	Date F O B		ON			
<u>د. ا</u>	Reference	2	31A103 U	. 01	LIGAII		nount		
Date	Particulars	ORS/JEV/RCI No.	Utilization	,	Pav	ment		et Due	Due and
	Utilization	ORS	2,00			-			Demandable
	Payment	JEV	2,00	2.00		2,000.00			

2,000.00

2,000.00

Totals