



## 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**



1. 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](http://www.depedmisor.net) under Downloadables/Forms menu.
5. For strict compliance.



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



<b>OBLIGATION REQUEST AND STATUS</b>				ORS No.:		
 <b>Department of Education</b> <b>Division of Misamis Oriental</b> <b>Location Code: 104305000</b>		 <b>DepED</b> <small>DEPARTMENT OF EDUCATION</small>		Date:		
				Fund:	02-01101101 MOOE	
				<b>Payee:</b>	<b>NAME OF SCHOOL HEAD</b>	
<b>Office:</b>	<b>NAME OF SCHOOL</b>					
<b>Address:</b>	<b>DISTRICT, MUNICIPALITY, MISAMIS ORIENTAL</b>					
Responsibility Center	Particulars	MFO/PAP	UACS Code/Expenditure	Amount		
070010810005	Traveling Expenses - Local	261003020500002	5020100000			
	Training Expenses (Seminars, GAD, INSET)	Operation of Schools	5020201000			
	Office Supplies (Classroom Teaching)	Elementary	5020301000			
	Medical, Dental and Laboratory Supplies		5020307000			
	Fuel, Oil and Lubricants Expenses		5020309000			
	Water Expenses		5020401000			
	Electricity Expenses		5020402000			
	Telephone Expenses - Landline/Mobile		5020502000			
	Internet Subscription Expenses		5020503000			
	Cable, Satellite, Telegraph, Radio Expenses		5020504000			
	Other Professional Services		5021199000			
	Janitorial Services		5021202000			
	Security Services		5021203000			
	Other General Services		5021299000			
	Repair & Maintenance - School Buildings		5021304002			
	Repair & Maintenance - Machinery		5021305001			
	Repair & Maintenance - Office Equipment		5021305002			
	Repair & Maintenance - Motor Vehicles		5021306001			
	Repair & Maintenance - Furniture & Fixtures		5021307000			
	Fidelity Bond Premiums		5021502000			
	Insurance Expenses		5021503000			
	Printing and Publication Expenses		5029902000			
	Representation Expenses		5029903000			
	Transportation and Delivery Expenses		5029904000			
	Rent/Lease Expenses		5029905000			
<b>Purpose:</b>	Cash Advance for <b>MOOE Downloading</b> for the month of:		<b>June 2015</b>	<b>Total:</b>	-	
<b>A. Certified</b>	<input checked="" type="checkbox"/> Charges to appropriation/allotment necessary, lawful, and under my direct supervision; and <input checked="" type="checkbox"/> Supporting documents valid, proper and legal		<b>B. Certified</b>	<input checked="" type="checkbox"/> Allotment available and obligated for the purpose/ adjustment necessary as indicated above		
Signature:			Signature:			
Printed Name:	<b>NAME OF SCHOOL HEAD</b>		Printed Name:	<b>MARK LORREN T. TEJANO</b>		
Position:	Principal I Head, Requesting Unit/Authorized Representative		Position:	AO V - Budget Officer III Head, Budget Unit/Authorized Representative		
Date:			Date:			
<b>C.</b>	<b>STATUS OF OBLIGATION</b>					
<b>Reference</b>			<b>Amount</b>			
Date	Particulars	ORS/JEV/RCI No.	Utilization	Payment	Not Yet Due	Due and Demandable
	Utilization	ORS	-			
	Payment	JEV		-		
		Totals	-	-		

<b>OBLIGATION REQUEST AND STATUS</b>				ORS No.:		
		<b>Department of Education</b> <b>Division of Misamis Oriental</b> <b>Location Code: 104305000</b>				
				Date:		
				Fund:	02-01101101 MOOE	
<b>Payee:</b>	<b>NAME OF SCHOOL HEAD</b>					
<b>Office:</b>	<b>NAME OF SCHOOL</b>					
<b>Address:</b>	<b>DISTRICT, MUNICIPALITY, MISAMIS ORIENTAL</b>					
Responsibility Center	Particulars	MFO/PAP	UACS Code/Expenditure	Amount		
070010810005	Traveling Expenses - Local	262003020500003	5020100000			
	Training Expenses (Seminars, GAD, INSET)	Operation of Schools	5020201000			
	Office Supplies (Classroom Teaching)	Secondary	5020301000			
	Medical, Dental and Laboratory Supplies		5020307000			
	Fuel, Oil and Lubricants Expenses		5020309000			
	Water Expenses		5020401000			
	Electricity Expenses		5020402000			
	Telephone Expenses - Landline/Mobile		5020502000			
	Internet Subscription Expenses		5020503000			
	Cable, Satellite, Telegraph, Radio Expenses		5020504000			
	Other Professional Services		5021199000			
	Janitorial Services		5021202000			
	Security Services		5021203000			
	Other General Services		5021299000			
	Repair & Maintenance - School Buildings		5021304002			
	Repair & Maintenance - Machinery		5021305001			
	Repair & Maintenance - Office Equipment		5021305002			
	Repair & Maintenance - Motor Vehicles		5021306001			
	Repair & Maintenance - Furniture & Fixtures		5021307000			
	Fidelity Bond Premiums		5021502000			
	Insurance Expenses		5021503000			
	Printing and Publication Expenses		5029902000			
	Representation Expenses		5029903000			
	Transportation and Delivery Expenses		5029904000			
	Rent/Lease Expenses		5029905000			
<b>Purpose:</b>	Cash Advance for <b>MOOE Downloading</b> for the month of:	<b>June 2015</b>	<b>Total:</b>	-		
<b>A. Certified</b>	<input checked="" type="checkbox"/> Charges to appropriation/allotment necessary, lawful, and under my direct supervision; and <input checked="" type="checkbox"/> Supporting documents valid, proper and legal		<b>B. Certified</b>	<input checked="" type="checkbox"/> Allotment available and obligated for the purpose/ adjustment necessary as indicated above		
Signature:			Signature:			
Printed Name:	<b>NAME OF SCHOOL HEAD</b>		Printed Name:	<b>MARK LORREN T. TEJANO</b>		
Position:	Principal I Head, Requesting Unit/Authorized Representative		Position:	AO V - Budget Officer III Head, Budget Unit/Authorized Representative		
Date:			Date:			
<b>C.</b>	<b>STATUS OF OBLIGATION</b>					
<b>Reference</b>			<b>Amount</b>			
Date	Particulars	ORS/JEV/RCI No.	Utilization	Payment	Not Yet Due	Due and Demandable
	Utilization	ORS	-			
	Payment	JEV		-		
		Totals	-	-		

OBLIGATION REQUEST AND STATUS			ORS No.:			
 <p style="text-align: center;"><b>Department of Education Division of Misamis Oriental</b> Location Code: <u>104305000</u></p> 		Date:				
			Fund: 01-01101101 PS			
Payee:	NAME OF CLAIMANT					
Office:	NAME OF SCHOOL/OFFICE					
Address:	DISTRICT, MUNICIPALITY, MISAMIS ORIENTAL					
Responsibility Center	Particulars	MFO/PAP	UACS Code/Expenditure	Amount		
070010810005	Salaries and Wages - Regular	261003020500002	5010101001			
	Salaries and Wages - Substitute	Elementary	5010102000			
	Representation Allowance (RA)		5010204000			
	Trasportation Allowance (TA)		5010204000			
	Clothing/Uniform Allowance		5010204000			
	Subsistence Allowance		5010205000			
	Laundry Allowance		5010206000			
	Productivity Incentive Allowance		5010208000			
	Hazard Pay		5010211000			
	Year End Bonus		5010214000			
	Cash Gift		5010215000			
	Other Bonuses and Allowances		5010299000			
	Other Personnel Benefits		5010499000			
Purpose: Payment of Salary, Clothing Allowance, Midyear Bonus, Cash Gift for the period June 1-30, 2015				Total: -		
<b>A. Certified</b>		<b>B. Certified</b>				
<input checked="" type="checkbox"/> Charges to appropriation/allotment necessary, lawful, and under my direct supervision; and <input checked="" type="checkbox"/> Supporting documents valid, proper and legal		<input checked="" type="checkbox"/> Allotment available and obligated for the purpose/ adjustment necessary as indicated above				
Signature:		Signature:				
Printed Name:	NAME OF SCHOOL HEAD	Printed Name:	MARK LORREN T. TEJANO			
Position:	Principal I	Position:	AO V - Budget Officer III			
	Head, Requesting Unit/Authorized Representative		Head, Budget Unit/Authorized Representative			
Date:		Date:				
<b>C. STATUS OF OBLIGATION</b>						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI No.	Utilization	Payment	Not Yet Due	Due and Demandable
	Utilization	ORS	-			
	Payment	JEV		-		
		Totals	-	-		

<b>OBLIGATION REQUEST AND STATUS</b>				ORS No.:		
 <p style="text-align: center;"> <b>Department of Education</b>  <b>Division of Misamis Oriental</b>            Location Code: <b>104305000</b> </p> 			Date:			
			Fund:	<b>02-01101101 MOOE</b>		
			<b>Payee:</b>	<b>NAME OF CLAIMANT/STORE/SUPPLIER/COMPANY</b>		
<b>Office:</b>	<b>NAME OF OFFICE/SECTION/SCHOOL</b>					
<b>Address:</b>	<b>DISTRICT, MUNICIPALITY, MISAMIS ORIENTAL</b>					
Responsibility Center	Particulars	MFO/PAP Code	UACS Code/Expenditure	Amount		
<b>Human Resource Development for Teaching/Non-Teaching</b>						
070010810005	Traveling Expenses - Local	269002000800000	5020100000	2,000.00		
	Training Expenses (Seminars, GAD, INSET)		5020201000			
	Office Supplies Expenses		5020301000			
	Medical, Dental and Laboratory Supplies		5020307000			
	Fuel, Oil and Lubricants Expenses		5020309000			
	Water Expenses		5020401000			
	Electricity Expenses		5020402000			
	Telephone Expenses - Landline/Mobile		5020502000			
	Internet Subscription Expenses		5020503000			
	Cable, Satellite, Telegraph, Radio Expenses		5020504000			
	Other Professional Services		5021199000			
	Janitorial Services		5021202000			
	Security Services		5021203000			
	Other General Services		5021299000			
	Repair & Maintenance - School Buildings		5021304002			
	Repair & Maintenance - Machinery		5021305001			
	Repair & Maintenance - Office Equipment		5021305002			
	Repair & Maintenance - Motor Vehicles		5021306001			
	Repair & Maintenance - Furniture & Fixtures		5021307000			
	Fidelity Bond Premiums		5021502000			
	Insurance Expenses		5021503000			
	Printing and Publication Expenses		5029902000			
	Representation Expenses		5029903000			
	Transportation and Delivery Expenses		5029904000			
	Rent/Lease Expenses		5029905000			
<b>Purpose:</b>	Reimbursement for Travelling Expenses during NTOT Kto12 Cebu City			<b>Total:</b>	<b>2,000.00</b>	
	Name of School/Unit/Section/Office: <b>Alubijid CS</b>					
<b>A. Certified</b>	<input checked="" type="checkbox"/> Charges to appropriation/allotment necessary, lawful, and under my direct supervision; and <input checked="" type="checkbox"/> Supporting documents valid, proper and legal		<b>B. Certified</b>	<input checked="" type="checkbox"/> Allotment available and obligated for the purpose/ adjustment necessary as indicated above		
Signature:			Signature:			
Printed Name:	<b>NAME OF PROGRAM COORDINATOR</b>		Printed Name:	<b>MARK LORREN T. TEJANO</b>		
Position:	Position/Designation		Position:	AO V - Budget Officer III		
	Head, Requesting Unit/Authorized Representative			Head, Budget Unit/Authorized Representative		
Date:			Date:			
<b>C.</b>	<b>STATUS OF OBLIGATION</b>					
Reference			Amount			
Date	Particulars	ORS/JEV/RCI No.	Utilization	Payment	Not Yet Due	Due and Demandable
	Utilization	ORS	2,000.00			
	Payment	JEV		2,000.00		
	Totals		2,000.00	2,000.00		