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Republic of the Philippines  
Department of Education  
REGION VIII - EASTERN VISAYAS

August 12, 2022

**OFFICE MEMORANDUM**

No. **452**, s. 2022

To: Functional Division Chiefs  
Unit and Section Heads  
All Others Concerned

**SIGNATORY TO THE OBLIGATION REQUEST STATUS (ORS)/BUDGET UTILIZATION REQUEST STATUS (BURS) IN THE REGIONAL OFFICE**

1. This Office, through the Finance Division, hereby reiterates that pursuant to **Section F of DepEd Order No. 002, s. 2021 dated January 5, 2021**, entitled "**REVISED SIGNING AUTHORITIES FOR ADMINISTRATIVE AND FINANCIAL MATTERS IN THE DEPARTMENT OF EDUCATION**", the signatories to **BOX A of the Obligation Request Status(ORS)** under the General Fund and **Budget Utilization Request Status (BURS)** for Trust Funds and RELC Fund shall be the **Division Chief concerned/Authorized Representative**.
  
2. In view hereof, effective immediately, preparation and printing of the ORS/BURS shall be as follows:
  - a. **Transactions not covered by Purchase Order (PO)/Contract:**
    - a.1 The ORS/BURS shall be prepared and uploaded to a shared google drive by the Budget Section through <https://tinyurl.com/2022ORSandBURS>;
    - a.2 The identified focal person from each functional division shall download the ORS/BURS, print and facilitate signing of BOX A by the Division Chief. Each functional division is hereby required to immediately submit the name of their focal person for this task to the budget section;
    - a.3 Submit the duly signed ORS/BURS to the Accounting Section;
    - a.4 The processor in-charge at the Accounting Section shall attach the signed ORS/BURS to the DV for signature in BOX B by the Finance Division Chief.
  
  - b. **Procurement supported with PO/Contract** - the ORS shall be prepared by the Budget Section of the Finance Division, upon certification of funds availability of the Purchase Orders. This shall be routed to the concerned Division Chief for signature. The duly signed ORS shall then be attached to the Disbursement Voucher (DV) when submitted to the Finance Division for payment;



3. Moreover, the signatory to Box B of the ORS/BURS shall be the Finance Division Chief with the following alternates to act in the absence of the former:
- a. Gladys J. Fabillo - SAO
  - b. Gary Jay N. Calipayan - Budget Officer III
  - c. Ronafe A. Dolo – Budget Officer II
  - d. Annalee C. Escobarte – Budget Officer I
  - e. Robert B. Ecot – Budget Officer I
  - f. Reynaldo U. Sumapig - Senior Administrative Assistant
4. Immediate dissemination of and compliance with this Office Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director 

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