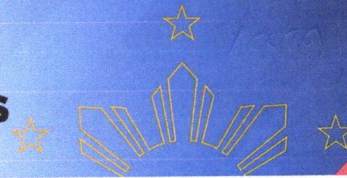




Republica de Filipinas
Ciudad de Zamboanga
OFICINA DE CUENTAS



MEMORANDUM ORDER

No. 42, Series of 2024

DATE : February 22, 2024

**TO : ALL DEPARTMENT HEADS
HEADS OF OFFICES OF CITY MAYOR**

FROM : CITY ACCOUNTANT

RE : ALTERATIONS IN OBLIGATION REQUEST (OBR)

This is to inform all offices that the Office of the City Accountant **will no longer accept any documents if the Obligation Request (OBR) attached is altered or with any erasures effective immediately.**

During the process of comparing budget and the actual amount disbursed, we have noticed some variances in the OBR attached in the Disbursement Voucher/Payroll as compared to the file copy of the Office of the City Budget. The variances were due to the erasures/alterations made in the OBR.

Hence, to avoid future conflicts/problems, all OBRs attached in the Disbursement Vouchers/Payrolls must be clear from any alterations or erasures.

For your information, guidance and compliance.


JO ANN MAE S. HAMILI

