



Reference No. 2024-170
 August 29, 2024

MEMORANDUM FROM THE DIRECTOR

TO : OFFICE OF THE ASSISTANT DIRECTOR
 ALL DIVISION, SECTION AND UNIT HEADS

SUBJECT : SUBMISSION OF NOTICE OF OBLIGATION REQUEST AND STATUS
 ADJUSTMENTS (NORSA)

In compliance with the General Accounting Manual (GAM) issued by the Commission This also prescribes the records to be maintained by the national government agencies, forms to be used and reports to be prepared to effectively monitor the budget as well as the required information disclosure and presentation of budget information in the financial statements in accordance with PPSAS 24 (Sec. 1 Scope).on Audit Chapter 3 Budget Execution, Monitoring and Reporting prescribe the guidelines in monitoring, accounting and reporting of the budget in the financial Statements.

It was also stated that any adjustment to obligation incurred after the processing of the claim shall be made through the use of Notice of Obligation Request and Status Adjustment (NORSA) as stated below:

Sec. 13. Adjustment of Obligation. Adjustment of obligation incurred after the processing of the claim by the Accounting Division/Unit shall be made through the use of Notice of Obligation Request and Status Adjustment (NORSA) (Appendix 12). The adjustment shall be effected through a positive entry (if additional obligation is necessary) or a negative entry (if reduction is necessary) in the 'Obligation' column of the ORS and RAOD.

Sec. 14. Notice of Obligation Request and Status Adjustment. The NORSA shall be prepared by the Accounting Division/Unit after the processing of the claim which shall be used in adjusting the original amount obligated to the actual obligations incurred in the RAOD. It shall be forwarded by the Accounting Division/Unit to the Budget Division/Unit to take up the adjustments of obligation in the RAOD. The following transactions shall also need adjustments of obligations:


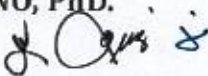
Transactions	Supporting Document
a. Refund of cash advance granted during the year	Certified copies of official receipts and other SDs
b. Over/Underpayment of expenditures during the year	Certified copies of official receipts and bills and other SDs

Disallowances pertaining to expenses incurred during the validity period of the budget that became final and executory during the same period

Certified copies of official receipts and bills, notice that the disallowances are final and executory, and other SDs

In view of the above, any adjustment to ORS shall be supported by NORSA to be signed by the end- user as a basis in the preparation of new Obligation Request and Status reflecting the adjustment made.

For strict compliance.


JUNEL B. SORIANO, PhD.




NOTICE OF OBLIGATION REQUEST AND STATUS ADJUSTMENT		Serial No. : _____
_____ Entity Name		Date : _____ Fund Cluster : _____
<p>For: The Budget Officer: Budget Division/Unit</p> <p><input type="checkbox"/> Please adjust ORS No. _____ dated _____ due to the following changes:</p> <p><input type="checkbox"/> Responsibility Center to _____</p> <p><input type="checkbox"/> Particulars to _____</p> <p><input type="checkbox"/> MFO/PAP to _____</p> <p><input type="checkbox"/> Account Code to _____</p> <p><input type="checkbox"/> Amount to P _____</p> <p><input type="checkbox"/> Please adjust RAOD for excess/under obligation per attached JEV No. _____ dated _____.</p>		
<p>A. Prepared by:</p> <p style="text-align: center;">_____ Accounting Staff-in-Charge</p>	<p>B. Approved by:</p> <p style="text-align: center;">_____ Chief Accountant/Head of Accounting Division/Unit</p>	
<p>C. Certified Correct:</p> <p style="text-align: center;">_____ Head of Requesting Office/ Authorized Representative</p>	<p>D. Verified by:</p> <p style="text-align: center;">_____ Head of Budget Division/Unit/ Authorized Representative</p>	