



CITIZEN'S CHARTER NO. R6-AF-06.PREPARATION OF NOTICE OF TRANSFER ALLOCATION TO PENROS

This Service is made upon request of DENRPENR Offices and end-user for a preparation of Notice of Transfer of Allocation. The purpose for the request is included in the Memorandum approved by the Regional Executive Director.

Office or Division:	Finance Division, DENR Regional Office VI, Iloilo City			
Classification:	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail:	Internal: PENR Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Letter Request (1 original)		Requesting Party		
2. List of Due and Demandable (1 original)		Requesting Party		
Additional if from the Government Sector				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit approved Memorandum of request for downloading of Notice of Transfer of Allocation to PENR Offices to the Receiving/Receiving Clerk.	1. Check the Memorandum as submitted as to completeness of the requirements, stamp the date and time on documents and forward all documents to action officer.	None	10 min.	<i>Receiving/Releasing Clerk</i> FD
	1.1 Verify and review the	None	5 min.	<i>Action Officer/</i>



	letter request and forward the request to action officer			<i>Chief, Finance Division</i> <i>FD</i>
	1.2 Prepare Notice of Transfer of Allocation	None	30 min.	<i>Action Officer/</i> <i>FD</i>
	1.3 Review and sign Notice of Transfer of Allocation as preparer	None	10 min.	<i>Chief, Budget Section</i> <i>FD</i>
	1.4 Review, sign, recommend approval Notice of Transfer of Allocation	None	5 min.	<i>Chief, Finance Division</i> <i>FD</i>
	1.5 Approve and sign Notice of Transfer of Allocation	None	5 min.	<i>Regional Executive</i> <i>Director</i> <i>FD</i>
	1.6 Certify as to availability of cash and sign Notice of Transfer of Allocation	None	5 min.	<i>Chief, Accounting Section</i> <i>FD</i>
	1.7 Release signed Notice of Transfer of Allocation to the Cashiering Section	None	3 min.	<i>Action Officer/</i> <i>FD</i>
TOTAL:		None	1 hour & 13 min	