

## CITIZEN'S CHARTER NO. R6-AF-07.PREPARATION OF SUB-ALLOTMENT ADVICE TO PENROS

This Service is made upon request of DENR PENR Offices and end-user for a preparation of Infrass Sub-Allotment Advice. The purpose for the request is included in the Memorandum approved by the Regional Executive Director.

<b>Office or Division:</b>	Finance Division, DENR Regional Office VI, Iloilo City			
<b>Classification:</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	Internal: PENR Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official Letter Request (1 original)		Requesting Party		
2. Work and Financial Plan (if necessary)		Requesting Party		
<b>Additional if from the Government Sector</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit approved Memorandum of request for downloading of Sub-Allotment Advice 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.	<b><i>Allyssa Grace Jallan</i></b> Accounting Asst.-COS Finance Division
	1.1. Verify and review the letter request and forward the request to action officer	None	5 min.	<b><i>Amellee D. Sardia</i></b> Chief, Finance Division Finance Division
	1.2. Prepare Sub-Allotment Advice	None	30 min	<b><i>Analiza Colomer</i></b> Budget Office I Finance Division

				<p style="text-align: center;"><i>Or</i>  <b>Lea Catalan</b>  <i>Budget Officer II</i>  Finance Division</p>
	1.3. Review and sign Sub-Allotment Advice as preparer	None	10 min.	<p style="text-align: center;"><b>Amellee D. Sardia</b>  <i>Chief, Budget Section</i>  Finance Division</p>
	1.4. Review, sign, recommend approval Sub-Allotment Advice	None	5 min.	<p style="text-align: center;"><b>Amellee D. Sardia</b>  <i>Chief, Finance Division</i></p>
	1.5. Approve and sign Sub-Allotment Advice	None	5 min.	<p style="text-align: center;"><b>Livino B. Duran</b>  <i>Regional Executive Director</i></p> <p style="text-align: center;"><i>Or</i></p> <p style="text-align: center;"><b>Andres T. Untal, CESE</b>  <i>ARD Mngt Services</i></p> <p style="text-align: center;"><i>Or</i></p> <p style="text-align: center;"><b>Raul L. Lorilla</b>  <i>ARD Technical Services</i></p>
	1.6. Release approved Sub-allotment Advice	None	3 min.	<p style="text-align: center;"><b>Allyssa Grace Jallan</b>  <i>Accounting Asst.-COS</i>  Finance Division</p>
<b>TOTAL:</b>		<b>None</b>	<b>1 hour &amp; 8 min</b>	