

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.

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. Work and Financial Plan (if necessary)		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 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.	<i>Receiving/ Releasing Clerk Finance Division</i>
	1.1. Verify and review the letter request and forward the request to action officer	None	5 min.	<i>Action Officer/ Chief, Finance Division Finance Division</i>
	1.2. Prepare Sub-Allotment Advice	None	30 min	<i>Action Officer/ Finance Division</i>
	1.3. Review and sign Sub-Allotment Advice as preparer	None	10 min.	<i>Chief, Budget Section Finance Division</i>
		None	5 min.	<i>Chief, Finance Division FD</i>

	1.4. Review, sign, recommend approval Sub-Allotment Advice			
	1.5. Approve and sign Sub-Allotment Advice	None	5 min.	<i>ARD for Management Services or ARD for Technical Services or Regional Executive Director</i>
	1.6. Release approved Sub-allotment Advice	None	3 min.	<i>Action Officer/ Finance Division</i>
TOTAL:		None	1 hour & 8 min	