



2. Downloading/ Fund Transfers of SAROs received from Central Office to Schools Division Office and Implementing Units

This refers to issuance of Sub-Allotment Release Order to Schools Division Offices (SDO) and Implementing Units (IU) for program support funds or for the implementation of Programs/Projects/Activities that Central Office (CO) have downloaded to the Regional Office (RO) for the SDOs and IUs.

Office or Division:	Finance Division - Budget Section	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	Schools Division Offices and Schools	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Cash Allowance 1. Signed indorsement letter from SDS (1 original and 1 photocopy) 2. Computation as to the amount requested (1 original and 1 photocopy)	Requesting SDOs and Records Section
	Master Teacher, Reclassification of Positions, Step-Increments, ERF 1) Signed indorsement letters from the SDS (1 original and 1 photocopy) 2) Certified true copy of Appointments (1 original and 1 photocopy) 3) Appointment details (1 original and 1 photocopy) 4) Computation as to the amount requested (1 original and 1 photocopy)	Requesting SDOs and Records Section
	Other Sub-AROs issued by DepEd-CO for Downloading to SDOs 1. Memorandum (1 original and 1 photocopy) 2. Approved Request to download (1 original and 1 photocopy) 3. Breakdown/ Distribution List (1 original and 1 photocopy) 4. Work and Financial Plan (WFP) (2 photocopies) 5. Sub – ARO from Central Office (1 original and 1 photocopy)	Requesting Office/ Program Focal Person /DepEd Regional Website



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved request to download funds with complete attachments to Finance Division	1.1 Received and record documents	None	3 minutes	Receiving Clerk/ ADAS
	1.2. Review completeness of documents and verify availability	None	30 minutes	AO V/ Budget Officer III
	1.3. Prepare Sub-ARO	None	1 hour per SARO	Budget Officer I In-charge
	1.4. Prepare ORS, assign number, indicate fund source, fund code, and object code	None	20 minutes	Budget Officer II In-charge
	1.5. Post to RAO thru BMS and initial in the Box B of ORS	None	10 minutes	Budget Officer II In-charge
	1.6. Sign allotment available in ORS and recommending of SARO issued	None	5 minutes	AO V/ Budget Officer III/ CAO of Finance Division
	1.7. Release to the Office of the Regional Director for approval of SARO	None	5 minutes	Releasing Clerk
	1.8 Sign and approval of SARO	None	5 minutes	Director IV/ Director III
	2.1 Release signed SARO to SDO/IUs via email or for pick up by Liaison Officers	None	5 minutes	Budget Officer II In-charge
TOTAL:		None	2 hours, 23 minutes	