



3. Letter of Acceptance for Downloaded Funds

Letter of Acceptance is issued as a proof that the concerned office is willing to accept sub-allotment release order from Central/Region/Schools Division Offices.

Office or Division:	Finance Division - Budget Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd Schools Division Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Memorandum		Requesting Office/Unit		
2. Letter Request of acceptance of the Functional Divisions				
3. List of Participants				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter request for acceptance with the Memorandum and list of participants	1.1 Receive and review the request and its supporting documents	None	10 minutes	Receiving Clerk/ ADAS
	1.2 Prepare Letter of Acceptance	None	30 minutes	Budget Officer In-charge
	1.3 Forward to SAO and CAO for initial and signature	None	10 minutes	Budget Officer In-charge/ SAO and CAO
	1.4 Return to the requesting office	None	5 minutes	Receiving Clerk/ ADAS
TOTAL:		None	55 minutes	