

Downloading of Sub-AROs received from Regional / Central Office to Implementing Units

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

Office or Division:		Budget Unit		
Classification:		Simple		
Type of Transaction:		Government to Government (G2G)		
Who may avail:		Fiscally Autonomous Schools		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Memorandum		Central / Regional Office		
2. Breakdown / Distribution List		Central / Regional Office		
3. Sub-ARO from CO / RO (1 Original Copy, 2 Photocopies)		Central / Regional Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents	1.1. Receive and record documents	None	3 minutes	Clerk
	1.2. Review completeness of documents	None	5 minutes	Budget Officer III
	1.3. Prepare Sub-ARO	None	5 minutes	ADAS III
	1.4. Review and sign Sub-ARO	None	3 minutes	Budget Officer III
	1.5. Forward to ASDS Office for signature	None	2 minutes	Clerk
	1.6. Forward to SDS Office for approval	None	5 minutes	Clerk

	1.7. Forward approved Sub-ARO to Records Office for release to concerned School	None	3 minutes	Clerk
TOTAL:			26 minutes	