

2. Preparation of Allotment Release Order

Allotment Release Order shall be used for the purposes indicated and disbursement shall be made in accordance with existing budget, accounting and auditing rules and regulation. It is the primary responsibility of head of the Department/Office or unit concerned to keep expenditures within the limits of the amount allotted.

Office or Division:	Provincial Budget Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Detailed Financial Plan and Logical Framework for Programs		Requesting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Detailed Financial Plan and Logical Framework and/or Activity Design	1.1 Receive and forward to Administrative Assistant III for preparation	n/a	2 minutes	<i>Administrative Aide IV</i> Provincial Budget Office
	1.2 Evaluate and prepare (print) Allotment Release Order	n/a	15 minutes	<i>Administrative Assistant III</i> Provincial Budget Office
	1.3 Review and counter sign Allotment Release Order	n/a	3 minutes	<i>PG Assistant</i> <i>Department Head</i> Provincial Budget Office
	1.4 Sign ARO	n/a	2 minutes	<i>Department Head</i> Provincial Budget Office
	Record and release to Provincial Administrator's Office for signature of the Local Chief Executive	n/a	2 minutes	<i>Administrative Aide IV</i> Provincial Budget Office
	After the approval of the Local Chief Executive			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Receive approved Allotment Release Order	n/a	1 minute	<i>Administrative Aide IV</i> Provincial Budget Office
	1.6 Tag approved Allotment Release Order to the system	n/a	1 minute	<i>Administrative Assistant III</i> Provincial Budget Office
TOTAL:		n/a	26 minutes	