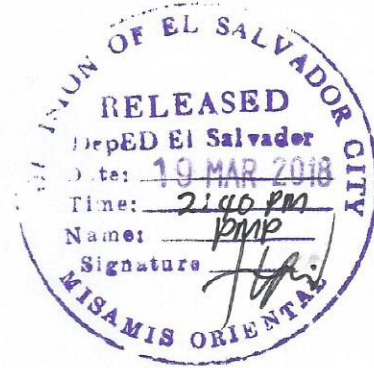


DIVISION MEMORANDUM

No. 89 s, 2018



To: All Program Holders

From: *[Handwritten Signature]*
AGUSTINES E. CEPE, Ph.D., CESO VI
Schools Division Superintendent *[Handwritten Signature]*

Subject: Education Program Delivery Section Flow Chart and detailed procedures with timelines.

Date: March 19, 2018

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- of*
1. This is to inform all program holders ^{*of*} the new process to be followed for each program to be implemented.
 2. To obtain one hundred percent (100%) utilization and disbursement rate, all program holders who are in charge or involved are hereby requested to follow the enclosed Process Flow and Detailed Procedures with timelines.
 3. For information, guidance and strict compliance.

Area of Responsibility	Seq. No.	Activity	Timelines
Accountant	1	Identify the Program Holder of the Allotment received based on the existing guidelines.	Upon Receipt of Allotment
Focal Person	2	<ul style="list-style-type: none"> Receives the Sub-Allotment Release Order (SUB-ARO) and prepares Work and Financial Plan and Training Design. Forwards Work and Financial Plan and Training Design to Schools Division Superintendent for Approval. 	2 to 3 days
SDS	3	<ul style="list-style-type: none"> Receives and reviews the submitted Work and Financial Plan and Training Design and forwards it to the focal Person for Implementation. 	1 day
Focal Person	4	<ul style="list-style-type: none"> Receives the approved Work and Financial Plan and Training Design. If the Program needs Cash Advance, focal person will forward the Training Design to Finance Section for processing and Implement the activity. If the Program does not need Cash Advance, focal person will follow the standard process on procurement of goods. Upon receipt of billing, he/she forwards billing together with the required attachments to Finance Section for Processing. 	Will vary as stated in the duration of the activity
Finance Section	5	<ul style="list-style-type: none"> Receives forwarded documents for Processing. Budget and Accounting Division certifies allotment availability and pre-audit submitted documents hence certifies fund availability respectively. Forwards documents to approving Official (SDS) for payment request approval. 	3 days
SDS		<ul style="list-style-type: none"> Reviews and approves request of payment. 	
Finance Section		<ul style="list-style-type: none"> Accounting Division effect payments to creditor 	

Finance Section

EDUCATION PROGRAM DELIVERY SECTION FLOW CHART

