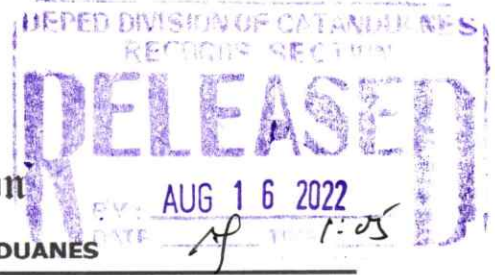




Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

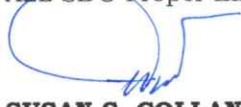


**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**OFFICE MEMORANDUM**

OSDS-SDS-OM-8-16-2022/SSC

TO : ALL SDO Proper Employees

FROM :   
**SUSAN S. COLLANO, CESO V**  
Schools Division Superintendent

SUBJECT : **PROCESS FLOW IN THE RECEIPT AND DISPOSITION OF SUB-ARO**

DATE : August 8, 2022

The result of the recently concluded Regional Monitoring, Evaluation and Adjustment (RMEA) noted an efficient implementation of the Programs, Projects and Activities which are PMIS-based.

This office congratulates the DMEA Team and all employees for both their token and big help and contribution to this accomplishment.

However, some gaps were noted in the percentage of utilization of the funds, more particularly those which were downloaded through Sub-allotment Release Orders (Sub-AROs). Furthermore, the mid-year review and evaluation that included the recalibration and coaching session revealed that there is a need to issue clear process flow in this phase of transaction in order to have a clear, smooth and coordinated transactions that will lead to more improved efficiency, timeliness and effectiveness of the PAPs.

In this connection, this office issues the attached following process flow, as agreed during the review, for the guidance and compliance of all concerned.

The faithful observance of this process flow carries with the responsibility and accountability of each responsible person, office, section and unit. Thus, indicators of the individual and office performance commitment must be reflected in the indicators under quality, efficiency, timeliness.

For the guidance and compliance of all concerned.



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Republic of the Philippines  
**Department of Education**  
REGION V  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**PROCESS MANUAL**

<b>Subject:</b>	PROCESS FLOW IN THE RECEIPT AND DISPOSITION OF SUB-ARO			<b>Document Code:</b>			
				PM-OSDS-BUD-01			
<b>Rev. No.</b>	00	<b>Division:</b>	OSDS-BUDGET	<b>Effectivity Date:</b>		<b>Page No.</b>	Page 1 of 2

**1.0 OBJECTIVE**

To ensure implementation of streamlined processes on the receipt, disposition, implementation, reporting and monitoring and evaluation of PPAs.

**2.0 SCOPE**

All program, projects, activities with funds downloaded to SDO.

**3.0 REFERENCES**

- RA 11032 - Ease of Doing Business and Efficient Government Service Delivery Act of 2018
- DepEd Order No. 009 s.2021 - Institutionalization of a Quality Management System in the Department of Education
- SDO Catanduanes Citizen Charter

**4.0 DEFINITION OF TERMS**

- SUB-ARO - SUB-ALLOTMENT RELEASE ORDER
- WFP - Work and Financial Plan
- PMIS - Program Management Information System
- PPAs - Programs, Budgets, Activities that are funded by the Government
- PO - Program Owner

<b>PREPARED BY:</b>	<b>REVIEWED BY:</b>	<b>RECOMMENDED BY:</b>	<b>APPROVED BY:</b>
	<b>MA. CIELO C. TUBALE</b> Administrative Officer V	<b>MA. LUISA T. DELA ROSA</b> Asst. Schools Division Superintendent	<b>SUSAN S. COLLANO</b> Schools Division Superintendent



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**5.0 PROCEDURE**

ACTIVITY	RESPONSIBLE	DETAILS
<pre> graph TD     Start([Start]) --&gt; A[5.1 Receipt of Sub-Aro]     A --&gt; B[5.2 Program Owner receives Sub-ARO]     B --&gt; C[5.3 Program Owner prepares WFP]     C --&gt; End([END])           </pre>	<p>5.1 Budget office (Ma. Cielo Tubale Mark Tabo)</p> <p>5.2 OSDS, CID, SGOD (SDS Susan Collano Chief CID Romel Petajen Chief SGOD Mary Jean Romero)</p> <p>5.3 Program Owner</p>	<p>5.1 Records and reproduce 2 copies</p> <p>Furnish SDS and program owner through the Chiefs one photocopy each</p> <p>Upload the amount in the PMIS</p> <p>5.2 Direct the preparation of the Work and Financial Plan (Chiefs have to discuss or confer first with the Superintendent the PPAs and details for the downloaded funds) (PO furnishes the Accountant with the Sub-ARO)</p> <p>5.3 Prepares WFP for approval of the SDS, concurred in by the Budget Office Uploads WFP in the PMIS Prepares papers for the procurement of the PPA following the set process Implements PPAs Accomplishes the complete PMIS matrix</p>

**6.0 RELEVANT DOCUMENTED INFORMATION**

<b>PREPARED BY:</b>	<b>REVIEWED BY:</b>	<b>RECOMMENDED BY:</b>	<b>APPROVED BY:</b>
	<b>MA. CIELO C. TUBALE</b> Administrative Officer V	<b>MA. LUISA T. DELA ROSA</b> Asst. Schools Division Superintendent	<b>SUSAN S. COLLANO</b> Schools Division Superintendent