






**SECSIME BLG. \_\_\_\_\_ PAGHAHANDA NG KAHILINGAN NG REHIYON/PENRO SA PAG-RELEASE NG SAA/NTA**  
**(SECSIME NO. \_\_\_\_\_ PREPARATION OF REQUEST FOR THE RELEASE OF SUB-ALLOTMENT ADVICE/NOTICE OF TRANSFER OF ALLOCATION (SAA/NTA) TO REGIONAL /PENRO)**

<b>Opisina o Dibisyon:</b> <b>Office or Division:</b>	<b>Serbisong Pandayuhang-tulong at mga Natatanging Proyekto – Dibisyon ng Pangangasiwa sa Pondo ng mga Proyekto.</b> <b>(Foreign Assisted and Special Projects Service– Project Accounts Management Division)</b>
<b>Klasipikasyon:</b> <b>(Classification)</b>	Simple (Simple)
<b>Uri ng Transaksiyon:</b> <b>(Type of Transaction)</b>	GsG – Gobyerno sa Gobyerno (G2G - Government to Government)
<b>Sino ang maaaring makakuha:</b> <b>(Who may avail)</b>	Internal: Project Implementing Units (PIUs), Kawanihan, Panrehiyong Opisina, PENRO (Internal: Project Implementing Units (PIUs), Bureau, Region, PENRO)







<b>CHECKLIST OF REQUIREMENTS (TSEKLIST NG MGA KAILANGAN)</b>	<b>SAAN KUKUHANIN (WHERE TO SECURE)</b>
<p>Kahilingan para sa SAA:</p> <ul style="list-style-type: none"><li>a. Kahilingan ng end-user para sa pag-iisyu ng SAA</li><li>b. Kopya ng aprobadong Work and Financial Plan</li><li>c. Kopya ng aprobadong BEF (Budget Execution Form) 200 (Financial Plan)</li></ul> <p>Request for SAA:</p> <ul style="list-style-type: none"><li>a. Request for issuance of SAA from end-user</li><li>b. Copy of approved Work and Financial Plan.</li><li>c. Copy of BEF (Budget Execution Form) 200 (Financial Plan)</li></ul>	
<p>Kahilingan para sa NTA</p> <ul style="list-style-type: none"><li>a. Kahilingan ng end-user para sa pag-iisyu ng NTA.</li><li>b. Inaprubahang BED Form No. 3 (Buwanang Disbursement Program)</li><li>c. Kopya mula sa DBM para sa inisyu na NCA sa FAPs</li><li>d. Estado ng NTA releases</li></ul> <p>Request for NTA</p> <ul style="list-style-type: none"><li>a. Request for issuance of NTA from end-user</li><li>b. Approved BED (Budget Execution Document) Form No. 3 (Monthly Disbursement Program)</li><li>c. Copy of DBM (Department of Budget and Management) issued NCA (Notice of Cash Allocation) for FAPs (Foreign Assisted Projects)</li><li>d. Status of NTA releases</li></ul>	










<b>Karagdagang dokumento kung mula sa Sektor ng Gobyerno</b> <b>(Additional if from the Government Sector)</b>				
N/A				
<b>Karagdagang dokumento kung ang humihiling ay isang kinatawan</b> <b>(Additional if Requesting Party is a representative)</b>				
N/A				
<b>MGA GAGAWIN NG KLIYENTE</b> <b>(CLIENT STEPS)</b>	<b>MGA AKSIYON NG AHENSIYA</b> <b>(AGENCY ACTION)</b>	<b>MGA BABAYARAN</b> <b>(FEES TO BE PAID)</b>	<b>PANAHOON NG PAGPOPROSESO</b> <b>(PROCESSING TIME)</b>	<b>NAKATALAGANG TAUHAN</b> <b>(PERSONS RESPONSIBLE)</b>
Isumite ang kahilingan at mga sumusuportang dokumento  (Submission of request and supporting documents)	1. Tatanggapin/irerekord ang dokumento at ipoforward ang kahilingan sa Hepe ng Dibisyon.  (Receive/record document and forward request to the Division Chief)	Wala  (None)	5 Minuto  (5 minutes)	Nakatalagang Kawani  (Receiving/Releasing Personnel)  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   <b>Mary Grace R. Perfiñan</b>  <small>Administrative Assistant</small> </div> <div style="text-align: center;">   <b>Marie V. Cardona</b>  <small>Project Operations Control Officer</small> </div> <div style="text-align: center;">   <b>Efren G. Atienza</b>  <small>Office Support Staff</small> </div> </div>






	<p>2. Susuriin at ibilin sa Seksiyon ng namamahala ng Budget ng PAMD (BMS-PAMD) upang masuri at maihanda ang transmittal.</p> <p>(Review and instruct the Budget Management Section of PAMD (BMS-PAMD) to review, analyze and prepare transmittal.)</p>	<p>Wala (None)</p>	<p>5 Minuto (5 minutes)</p>	 <p><b>Maybelle N. Mangubos</b> OIC-Division Chief, PAMD FASPS</p>
	<p>3. Irerekord sa logbook ng PAMD at ipoforward ang dokumento sa (BMS-PAMD)</p> <p>(Record in PAMD logbook and forward document to (BMS-PAMD))</p>	<p>Wala (None)</p>	<p>5 Minuto (5 minutes)</p>	 <p><b>Mary Grace R. Perfiñan</b> Administrative Assistant</p>  <p><b>Marie V. Cardona</b> Project Operations Control Officer</p>  <p><b>Efren G. Atienza</b> Office Support Staff</p>



	<p>4. (a) Susuriin at titiyakin ang availability ng pondo; (b) Ihahanda ang CSW (Complete Staff Work) para sa Direktor ng FASPS, gayundin ang memo ng kahilingan para sa Direktor ng FMS.</p> <p>((a) Review, analyze, check funds availability; (b) prepare CSW (Complete Staff Work) memo to the Director of FASPS and memo request to the Director of Financial Management Service (FMS))</p>	<p>Wala (None)</p>	<p>1 oras (1 hour)</p>	<div style="display: flex; flex-wrap: wrap; justify-content: space-around;"><div style="text-align: center;"><p><b>Susan F. Castilla</b> Supervising Administrative Officer</p></div><div style="text-align: center;"><p><b>Vicente P. Javier, Jr.</b> Financial Analyst III</p></div><div style="text-align: center;"><p><b>Leilani N. De Jesus</b> Financial Analyst II</p></div><div style="text-align: center;"><p><b>Carlo B. Buentipo</b> Administrative Officer</p></div><div style="text-align: center;"><p><b>Giulla C. Lacsamana</b> Administrative Assistant</p></div><div style="text-align: center;"><p><b>Elvira S. Caparas</b> Financial Management Adviser</p></div></div>
	<p>4.1 Suriin ang mga dokumento kung kinakailangan ng pagwawasto at ibalik sa BMS-PAMD. Kung tama, lagyan ng inisyal.</p> <p>(Reviewed documents if needing correction/revision return to the BMS-PAMD (Budget Management</p>	<p>Wala (None)</p>	<p>15 Minuto (15 minutes)</p>	<div style="text-align: center;"><p><b>Maybelle N. Mangubos</b> OIC-Division Chief, PAMD FASPS</p></div>



	Section). If correct, affix initial.)			
	<p>5. Tanggapin ang inaksyunang dokumento. Irekord sa logbook ng PAMD at irelease papunta sa opisina ng Direktor ng FASPS.</p> <p>(Receive action document. Record in logbook and release same to the Office of the Director of FASPS)</p>	<p>Wala (None)</p>	<p>5 Minuto (5 minutes)</p>	<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><p><b>Mary Grace R. Perfiñan</b> Administrative Assistant</p></div><div style="text-align: center;"><p><b>Marie V. Cardona</b> Project Operations Control Officer</p></div><div style="text-align: center;"><p><b>Efren G. Atienza</b> Office Support Staff</p></div></div>
		<p><b>KABUOAN:</b></p> <p><b>(TOTAL)</b></p>	<p><b>5 araw &amp; 45 Minuto.</b></p> <p><b>(5 days &amp; 45 minutes)</b></p>	