



SECSIME BLG. _____ PAGHAHANDA NG WITHDRAWAL APPLICATION AT PAGESUSURI NG STATEMENT OF EXPENDITURES PARA SA REPLENISHMENT NG WORKING FUND.

(SECSIME NO. _____ PREPARATION OF WITHDRAWAL APPLICATION AND REVIEW OF STATEMENT OF EXPENDITURES (SOEs) FOR THE REPLENISHMENT OF WORKING FUND)




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







CHECKLIST OF REQUIREMENTS (TSEKLIST NG MGA KAILANGAN)	SAAN KUKUHANIN (WHERE TO SECURE)
<p>1. Sinagutang Statement of Expenditures Form (SOE) na galing sa Rehiyon/PENRO na sinertipikahan ng Akawntant ng Opisina. Pinagsama-samang SOE na inihanda ng PMO (Project Management Officer)</p> <p>(Accomplished Statement of Expenditures Form (SOE) from the Region/PENRO certified by the Office Accountant. Consolidated SOEs prepared by the PMO (Project Management Officer))</p>	
<p>2. Special/Imprest account reconciliation statements na mula sa RO/PENRO na nilagdaan ng Accountant ng Opisina.</p> <p>(Special/Imprest account reconciliation statements from the RO/PENRO signed by an Office Accountant)</p>	
<p>3. Pinakabagong bank statement at/o snapshot ng akawnt na galing sa awtorisadong depository bank ng gobyerno tulad ng LBP (Land Bank of the Philippines)</p> <p>(Latest bank statement and/or account snapshot from authorized government depository bank i.e. LBP (Land Bank of the Philippines))</p>	








Karagdagang dokumento kung mula sa Sektor ng Gobyerno (Additional if from the Government Sector)	
N/A	
Karagdagang dokumento kung ang humihiling ay isang kinatawan (Additional if Requesting Party is a representative)	
N/A	

MGA GAGAWIN NG KLIYENTE (CLIENT STEPS)	MGA AKSIYON NG AHENSIYA (AGENCY ACTION)	MGA BABAYARAN (FEES TO BE PAID)	PANAHOON NG PAGPOPROSES O (PROCESSING TIME)	NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)
Isumite ang kahilingan at ang mga pansuportang dokumento.	1. Tatanggapin at irerekord ang dokumento at ipo-forward sa Hepe ng Dibisyon.	Wala	5 Minuto	Nakatalagang Kawani Receiving/Releasing Personnel <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  Mary Grace R. Perfiñan Administrative Assistant </div> <div style="text-align: center;">  Marie V. Cardona Project Operations Control Officer </div> <div style="text-align: center;">  Efen G. Atienza Office Support Staff </div> </div>




(Submission of request and supporting documents)	(Receive/record document and forward request to the Division Chief.)	(None)	(5 Minutes)	
	<p>2. Susuriin at bibigyan ng tagubilin ang Accounts Management Section of PAMD (AMS-PAMD) para suriin at ihanda ang transmittal</p> <p>(Review and instruct the Accounts Management Section of PAMD (AMS-PAMD) to review, analyze and prepare transmittal)</p>	<p>Wala</p> <p>(None)</p>	<p>5 Minuto</p> <p>(5 Minutes)</p>	 <p>Maybelle N. Mangubos OIC-Division Chief, PAMD FASPS</p>
	<p>3. Irerekord ang dokumento sa logbook ng PAMD at ipo-forward sa AMS-PAMD.</p>	<p>Wala</p> <p>(None)</p>	<p>5 Minuto</p> <p>(5 Minutes)</p>	 <p>Mary Grace R. Perfiñan Administrative Assistant</p>  <p>Marie V. Cardona Project Operations Control Officer</p>  <p>Efren G. Atienza Office Support Staff</p>






	(Record in PAMD logbook and forward document to AMS-PAMD)			
	<p>4. a.) Susuriin at pagsasama-samahin ang Statement of Expenditures (SOEs);</p> <p>a.) (Reviewed, analyzed consolidated Statement of Expenditures (SOEs);)</p> <p>b) Ihahanda ang Imprest Account Reconciliation Statement;</p> <p>b) (Prepared Imprest Account Reconciliation Statement;)</p>	<p>Wala</p> <p>(None)</p>	<p>1 araw</p> <p>(1 day)</p>	<div style="display: flex; flex-wrap: wrap; justify-content: space-around;"><div style="text-align: center;"><p>Susan F. Castilla Supervising Administrative Officer</p></div><div style="text-align: center;"><p>Prudencio G. Aquino Administrative Officer V</p></div><div style="text-align: center;"><p>Dina Grace A. Santos Administrative Officer IV</p></div><div style="text-align: center;"><p>Rhona P. Mabilangan Financial Analyst II</p></div><div style="text-align: center;"><p>Letecia A. Llamera Financial Analyst</p></div></div>



	<p>c) Ihahanda ang mga Withdrawal Application;</p> <p>c) (Prepared Withdrawal Applications;)</p> <p>d) Ihahanda ang transmittal/endorsement at ipo-forward sa Direktor ng FASPS</p> <p>d) (Prepared transmittal/endorsement to FASPS Director)</p>			
	<p>4.1 Susuriin ang mga dokumento kung kinakailangan at ibabalik sa AMS-PAMD. Kung wasto, lalagyan ng inisyals.</p>	<p>Wala</p> <p>(None)</p>	<p>25 Minuto</p> <p>(25 Minutes)</p>	 <p>Maybelle N. Mangubos OIC-Division Chief, PAMD FASPS</p>



	(Reviewed documents if needing correction/revision return to the AMS-PAMD. If in order, affix initial)			
	5. Tatanggapin ang dokumento. Irerekord sa logbook at ire-release sa opisina ng Direktor ng FASPS. (Receive action document. Record in logbook and release same to the Office of the Director of FASPS)	Wala (None)	(5 Minuto) (5 minutes)	 Mary Grace R. Perfiñan Administrative Assistant  Marie V. Cardona Project Operations Control Officer  Efren G. Atienza Office Support Staff
		KABUOAN: (TOTAL:)	1 araw at 45 Minuto. (1 day & 45 Minutes.)	