

DRN: FMS-RPBD -A - Comm -20-11-150435 -S

MEMORANDUM

FOR : ALL OFFICES, BUREAUS, AND SERVICES
DSWD Central Office and Field Offices

FROM : THE UNDERSECRETARY
General Administration and Support Services

**SUBJECT : FINANCIAL MANAGEMENT GUIDELINES NO. 31 SERIES OF 2020:
SUBMISSION OF REQUIREMENTS FOR THE RELEASE OF SUB-
ALLOTMENT RELEASE ORDER (SUB-ARO), MODIFICATION OR
REALLOCATION AND WITHDRAWAL OF FUNDS FOR FY 2021**

DATE : 23 NOVEMBER 2020

I. Legal Basis

- A. Item 3.5 of the approved Work and Financial Planning Guidelines for FY 2021, "All Centrally Managed Funds in the approved 2021 AWFP pertaining to the FOs shall be comprehensively released in January 2021"

II. General Guidelines

A. Issuance of Sub-Allotment Release Order

1. All Offices, Bureaus and Service (OBS) in Central Office is requested to submit to Finance and Management Service – Budget Division (FMS-BD) on or before December 15, 2020 the following:
 - a. Final annual regional allocation with object of expenditures based on the approved Cluster Head FY 2021 Annual Work and Financial Plan
 - b. Checklist No. 07
 - c. Approved Cluster Head Annual Work and Financial Plan
 - d. Monthly schedule of downloading of cash.

Said final annual regional allocation will be the basis of the FMS-BD the immediate issuance of Sub-ARO to Field Offices 15 days after the enactment of the FY 2021 GAA without the need of the submission of request for downloading of funds.

B. Reallocation or withdrawal of Sub-ARO:

1. Must be done in the period of July to August 2021.

For your information and appropriate action.

Thank you.


RODOLFO M. SANTOS
Officer-In-Charge - GASSG

Checklist No. 7

Submission of WFP

Date/Time	:	
From	:	
Subject	:	
Amount	:	₱

Particulars	Available (to be filled up by DFO)		Remarks (to be filled up by Budget Division, if any)
	Yes	No	
Required documents:			
1. GAA allotment equals WFP (if not equal, state the amount from external fund source if WFP is higher)			
2. Certification from PDPB that set targets in the WFP are in accordance with the approved GAA and activities are aligned in the thrust and priorities of the Department			
3. Cluster-Head Approval			
4. Mandatory/fixed expenses are included in the WFP based on the parameters prescribed in paragraph 5.11 of the WFP guidelines using the following formula (Note: the OBS must request computation from AS): Total number of Staff in Office/Bureau x Per Capita Cost Where: <div style="display: flex; align-items: center; margin-left: 40px;"> <div style="margin-right: 20px;">Per Capita Cost</div> <div style="margin-right: 10px;">=</div> <div style="border-bottom: 1px solid black; display: inline-block; text-align: center;"> Actual Cost of fixed/Mandatory Expenses Total number of DSWD Personnel for Central Office/Field Office </div> </div>			
5. Regional breakdown of CMF with Cluster-Head Approval			
6. Cluster Head approved request for modification with details on the variance between object of expenditures per approved WFP vs GAA object of expenditures			
7. Use of the prescribed format (HPMES Form No. 3)			
8. Use of proper object code of expenditures			
9. Details of training approved by the Cluster-Head			
10. Monthly schedule of downloading of cash			
			For compliance as stated above.
Prepared by:			Thank you.
			MERIEL P. CASTILLO
Designated Finance Officer			Chief, Budget Division for Regular Programs