

FinCyap

DRN: FMS-RPBD-A-COMM-20-02- 14222-S

MEMORANDUM

FOR : HEADS OF ALL OFFICES, BUREAUS, SERVICES AND UNITS
DSWD Central Office

THE REGIONAL DIRECTORS
DSWD Regional Offices I to XII, NCR, CAR and CARAGA

FROM : THE UNDERSECRETARY

SUBJECT : FINANCIAL MANAGEMENT GUIDELINES NO. 8: GUIDELINES ON THE REQUEST FOR SUB-ARO/AUGMENTATION OF FUNDS, MODIFICATION, REALLOCATION, CHANGE OF PURPOSE AND WITHDRAWAL OF FUNDS

DATE : 05 FEBRUARY 2020

The following are the requests submitted by various Offices, Bureaus, Services, Units (OBSUs) and Field Offices (FOs):

1. Sub-Allotment Release Order (Sub-ARO)/Augmentation of Funds;
2. Modification;
3. Reallocation;
4. Change of purpose; and
5. Withdrawal of funds.

It was observed that a number of OBSU including FOs continue to submit their requests directly to the Finance and Management Service (FMS) without the endorsement/recommendation of the OBSU concerned and approval of the Cluster Head.

In order to avoid repeated process, circuitous movement of requests, and to ensure the effective and efficient management of resources and comply with existing and relevant laws, rules and regulations in the use of funds, all submissions from OBSU and FOs pertaining to **the abovementioned requests** shall follow the procedures below:

Step Number	Procedure	Office Responsible	Required Documents
1	Submit request to OBSU concerned	FOs	For Sub-ARO /augmentation of Funds, please use checklist no.6 (copy attached)
2	Review of request	OBSU concerned	
3	Recommend the request to the Cluster Head	OBSU concerned	For Modification, Reallocation or withdrawal
4	Approval of the request	Cluster Head	



5	Forward the approved request to FMS	OBSU concerned	of funds, please use checklist no.10 (copy attached)
6	Process the request	FMS	

Based on the procedures, **the FOs may not submit any request directly to the FMS** without the endorsement of the concerned OBSU and approval of the Cluster Head.

Also, please be reminded on the timelines set for requests for Sub-ARO/augmentation of funds, modification, reallocation, change of purpose and withdrawal of funds, as follows:

Requests	1 st Semester CY 2020	2 nd Semester CY 2020
• Sub-ARO/augmentation of funds	January 13 to	July 1-31
• Modification	February 14	
• Reallocation or withdrawal of funds	April to May	July to August

All financial management units of the Department are hereby enjoined to implement this guidelines and to follow the deadlines prescribed per Financial Management Guidelines No.2.

The FMS reserves the right to deny acceptance of submission without the approval of the Cluster Head concerned.

For any inquiries or clarifications regarding this guideline, you may contact the following:

Name	Position	Telephone Number/s
• Ms. Meriel P. Castillo	Chief, Budget Division for Regular Programs	Direct line: 951-7118 Trunk line: 931-8101-07 local 224/225 VOIP: 88570
• Ms. Janine G. Cosino	Chief, Budget Division for Special Programs	Direct line: 931-8149 Trunk line: 931-8101-07 local 216 VOIP: 88571

For your guidance and strict compliance.


JOSE ERNESTO B. GAVIOLA

MPC/AFS/224,225 



Checklist No. 10
 Modification, Reallocation or withdrawal of funds

Date/Time	:	
From	:	
Subject	:	
Amount	:	₱

Particulars	Available <small>(to be filled up by DFO)</small>		Remarks <small>(to be filled up by Budget Division, if any)</small>
	Yes	No	
Common to all requests:			
1. Within the prescribed timelines			
Required documents:			
1. Cluster Head-Approved request			
2. Updated Certificate of Availability of Fund			
3. Approved WFP			
4.			
Prepared by:			
Regional Budget Officer			
Designated Finance Officer			<input type="checkbox"/> For compliance as stated above
			<input type="checkbox"/> Complied
			Reviewed by:
			Chief, Budget Division/Fund Controller