Republic of the Philippines

Department of Education

Cordillera Administrative Region

Schools Division of Tabuk City

ACTIVITY IMPLEMENTATION ROUTING FORM

Title of Activity			
Proponent		Proposed Date of Conduct:	

Process and Required Form/s*	Responsible Person	Date/Time	Process Required Form/s*	Responsible Person	Date/Time
1. Prepares and submits AR and PR with complete attachments	Proponent		2. Endorses and logs the documents (AR & PR)	HRD Focal/Rep	
3. Submits AR & PR to Budget for Certification of Funds	Proponent		4. Certifies that funds for the activity are available (AR & PR)	Budget Officer/Rep	
5. Reviews AR as per technical requirements	Chief/AO V Admin		6. ASDS reviews PR recommends approval and logs the documents	AIDE OASDS	
7. SDS approves AR and PR	AIDE OSDS		8. BAC Sec receives AR & PR, prepares RFQ and facilitates procurement	BAC Sec	
9. BAC Sec/Supply Officer notifies proponent of the service provider (approved AR, PR, Abstract of BID, BAC Resolution)	Proponent		10. Receives and logs the documents and prepare Purchase Order (P.O.)	Supply Officer/Rep	
11. Receives, logs the documents and obligate the appropriate funds	Budget Officer/Rep		12. Date of Obligation: ____________	Budget Officer/Rep	
13. Proponent conducts activity in accordance to approved parameters	Date/s of Conduct		14. Submits post-activity report with complete attachments *(7 days after conduct of activity)*	Proponent	
15. Endorses and logs the documents (PaR, with complete attachments)	HRD Focal/Rep		16. Reviews PaR as per technical requirements	Chief/AO V Admin	
17. ASDS recommends acceptance and logs the documents	AIDE OASDS		18. SDS accepts the activity report	AIDE OSDS	
19. Receives and logs the document. Check for completeness (inspection report)	Supply Officer/Rep		20. Receives and logs the documents for validation	Budget Officer/Rep	
21. Receives and logs the documents for endorsement for payment (within 10 days after receipt of cash allocation)	Supply Officer/Rep		22. Receives and logs the documents for approval of payment	AIDE OSDS	
23. Receives and logs the document for processing of payment	AO Cash/Rep		24. Date of Payment: ____________	AO Cash/Rep	
-END OF TRANSACTION-					

***INCOMPLETE DOCUMENTS WILL NOT BE PROCESSED/ACTED UPON**