



**ADVICE OF SUB-ALLOTMENT  
CY 2024**

**February 5, 2024**

Major Final Output : **GASS**

Dept./Office/Center: **ADMINISTRATIVE SERVICES OFFICE**

The following allotments are made available in support to programs and projects for the Calendar Year 2024. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.

**Breakdown:**

Supplies	104,681.98
Travel	10,600.71
Fuel	21,466.43
Semi-Expendable Supplies	13,250.88
<b>TOTAL</b>	<b>150,000.00</b>

*Note:*

It is advised that you follow the above figures under its corresponding account titles. If PR was already prepared in *Early Procurement Activities (EPA)* charged to General Fund, there is no need to prepare another PR. However, if the amount of PR was less than the given allocation you can prepare but only based on the difference.

Prepared By:

Noted By:

for *July*  
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