



VISAYAS
STATE UNIVERSITY

Budget Office

Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7189
Email: myrna.pancito@vsu.edu.ph
Website: www.vsu.edu.ph

February 6, 2020

**ADVICE OF SUB-ALLOTMENT
FY 2020**

AUXILLIARY SERVICES

University Library (ULIB)

The following allotments are made available in support to programs and projects for the Calendar Year. It is the responsibility of the department/office heads and center directors to keep expenditures within the limit of the amounts allotted.


Breakdown:

Supplies	62,812.50
Travel	15,750.00
Semi-Expendable	5,812.50
R & M	5,812.50
Other Prof	19,500.00
Fuel	10,312.50
TOTAL	120,000.00


Note:

It is advised that you follow the above figure under its corresponding account titles. PR's pertaining to 2020 were already forwarded to BAC 1, hence there is no need to prepare another PR.

Prepared By:


MYRNA S. PANCITO
Head, Budget Office

Noted:


LOUELLA C. AMPAC
Director of Finance

Vision: A globally competitive university for science, technology, and environmental conservation
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.