

**NOTE:** 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 in difference.

**ADVICE OF SUB-ALLOTMENT  
CY 2023**

**February 21, 2023**

Major Final Output : **GASS**

Dept./Office/Center: **OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICES**

The following allotments are made available in support to programs and projects for the Calendar Year 2023. 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>
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**Note:**

It is advised that you follow the above figures under its corresponding account titles.

Prepared By:

Noted By:

  
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