

## **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

## GENERAL ADMINISTRATION AND SUPPORT SERVICES

Office of the University Secretary (OUS)

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	65,604.84
Travel	17,137.10
Fuel	12,943.55
R&M	1,512.10
Semi-Expendable	2,802.42
TOTAL	100,000.00

# 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:

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.

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# **ADVICE OF SUB-ALLOTMENT** FY 2020

# **GENERAL ADMINISTRATION AND SUPPORT SERVICES**

OUS- Board of REGENTS

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	49,203.63
Travel	12,852.82
Fuel	9,707.66
R&M	1,134.07
Semi-Expendable	2,101.81
TOTAL	75,000.00

Note:

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Prepared By:

MYRNA 9. PANCITO

Head, Budget Office

Noted:

Director of Finance



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February 6, 2020

# ADVICE OF SUB-ALLOTMENT FY 2020

## **GENERAL ADMINISTRATION AND SUPPORT SERVICES**

Board Secretary (OUR)

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	36,082.66
Travel	9,425.40
Fuel	7,118.95
R&M	831.65
Semi-Expendable	1,541.33
TOTAL	55,000.00

### Note:

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Prepared By:

MYRNA S. PANCITO

Head, Budget Office

Noted:

Director of Finance