



**ADVICE OF SUB-ALLOTMENT  
CY 2024**

**February 5, 2024**

Major Final Output : **AUXILLIARY SERVICES (STO)**

Dept./Office/Center: **OFFICE OF THE VICE-PRESIDENT FOR STUDENT AFFAIRS &  
SERVICES**

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	195,196.51
Travel	13,100.44
Semi-Expendable Supplies	85,152.84
Fuel	6,550.22

**TOTAL 300,000.00**

**Note:**

It is advised that you follow the above figure under its corresponding account titles. If PR was already prepared in *Early Procurement Activities (EPA)* charge 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:**

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**Noted By:**

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