



**ADVICE OF SUB-ALLOTMENT
CY 2025**

February 20, 2025

Major Final Output : **HIGHER EDUCATION**

Dept./Office/Center: **ADMISSION OFFICER**

The following allotments are made available in support to programs and projects for the Calendar Year 2025. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.

Breakdown:

Supplies	50,000.00
General Services	25,000.00

TOTAL	75,000.00
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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.

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