

# **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

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## ADVICE OF SUB-ALLOTMENT FY 2020

### **GENERAL ADMINISTRATION AND SUPPORT SERVICES**

Alumni and Community Relation Office (ACRO)

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	32,802.42
Travel	8,568.55
Fuel	6,471.77
R&M	756.05
Semi-Expendable	1,401.21
TOTAL	50,000.00

#### 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. AMPA 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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