



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

OFFICE MEMORANDUM
 OSD-2024-010

12 January 2024

**UTILIZED/UNUTILIZED ALLOTMENT AS OF DECEMBER 31, 2023 and FY 2024 Work
 and Financial Plan for Program Managers**

TO : OIC – Asst. Schools Division Superintendent
 Chief Education Supervisors – SGOD & CID
 Program Managers / Focal Persons
 Unit Heads
 All Others Concerned

1. In reference to OSD-2024-010 please be informed of the utilized, unutilized/unobligated allotments reflected in SDO Lucena City Budget and Financial Accountability Reports as of December 31, 2023. Attached is the Summary List of Allotment (Annex A) as reference for fund balances per Program/Activity/Project (PAP).
2. Program Managers/Focal Persons and End-Users of Sub-Allotment Release Orders (Sub-ARO) with the purpose as Program Support Funds (PSF) and continuing fund for FY 2024 are advised to submit duly approved FY 2024 Work and Financial Plan to Planning and Finance Office. Once approved and submitted, kindly implement the activities as programmed and for immediate obligation and disbursement.
3. Utilization and disbursement shall be programmed until November of this fiscal year, unless exceptionally necessary and with the approval of the Schools Division Superintendent. Failure to submit within the prescribed period shall not be accepted.
4. With regards to the division Maintenance and Other Operating Expenses and Human Resource Development Fund, the Unit/Section Heads, please coordinate with the assigned focal person/s per functional division to review the respective FY 2024 Work and Financial Plan for the schedule and amount of allocation of programmed activities.
5. Wide and immediate dissemination of this Memorandum is desired.

SUSAN DL. ORIBIANA, CESO V
 Schools Division Superintendent

MKP-DM- Utilized/Unutilized allotment as of December 31, 2023
 010/12 January 2024



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Department of Education
FY 2023 SDO LUCENA CITY
LIST OF ALLOTMENT - SUB-ARO
As of December 31, 2023

PAP #	PAP Description	Alloement Period	Alloement / Sub-ARO Number	Date	RECIPIENTS/FOCAL	SARO AMOUNT	UTILIZATION AMOUNT	BALANCE	UTILIZATION RATE	STATUS
ALLOTMENT FROM REGIONAL OFFICE										
FY 2023 CURRENT/CONTINUING FUNDS										
3101001000030000Cont	Continuing - Basic Education Curriculum	Continuing	RO-4A-23-0008	01/23/23	SCHOOLS	4,000.00	4,000.00	-	100%	
3103001000040000	Madrasah Education Program	Current	RO-4A-23-0038	02/23/23	MEP	534,000.00	527,684.30	6,315.70	99%	
2000001000010000	Disaster Preparedness and Response Program	Current	RO-4A-23-0090	03/01/23	DRRM	97,000.00	97,000.00	-	100%	
3103001000030000	Flexible Learning Options (ADM/ALS/EIE)	Current	RO-4A-23-0122	03/13/23	ALS	150,000.00	144,169.50	5,830.50	96%	
2000001000060000	Learner Support Programs	Current	RO-4A-23-0143	03/17/23	LSP	1,179,325.00	1,179,325.00	-	100%	
3104001000010000	School-Based Feeding Program	Current	RO-4A-23-0242	03/31/23	SBRP	19,419,820.00	7,148,400.00	12,271,420.00	37%	
3105001000010000Cont	Continuing - Human Resource Development for Person	Continuing	RO-4A-23-0270	05/10/23	CID	10,000.00	10,000.00	-	100%	
3102001000010000	New School Personnel Positions	Current	RO-4A-23-0293	06/01/23	SDO	20,498,000.00	20,498,000.00	-	100%	
3102001000020000	RUP - New School Personnel Positions	Current	RO-4A-23-0438	06/01/23	SDO	1,901,000.00	1,901,000.00	-	100%	
1000001000020000	Administration of Personnel Benefits	Current	RO-4A-23-0587	06/02/23	SDO	4,653,000.00	4,497,000.00	156,000.00	97%	
1000001000010000	RDP - General Management and Supervision	Current	RO-4A-23-0930	06/07/23	LEGAL	50,000.00	3,097.00	46,903.00	6%	CONT FUND FOR FY 2024
3104001000100033	Grant of Cash Allowance	Current	RO-4A-23-1285	06/07/23	SDO	6,820,000.00	6,820,000.00	-	100%	
3101001000050000	Development and Promotion of Campus	Current	RO-4A-23-1286	06/30/23	SDO	13,170.00	13,170.00	-	100%	
3103001000050000	Special Education Program	Current	RO-4A-23-1298	06/30/23	SCHOOLS	967,500.00	967,500.00	-	100%	
3103001000050000	Special Education Program	Current	RO-4A-23-1314	06/30/23	SPED	3,500.00	3,500.00	-	100%	
3103001000030000	Flexible Learning Options (ADM/ALS/EIE)	Current	RO-4A-23-1318	07/07/23	ALS	4,300.00	4,300.00	-	100%	
3103001000030000	Flexible Learning Options (ADM/ALS/EIE)	Current	RO-4A-23-1323	07/07/23	ALS	3,500.00	3,500.00	-	100%	
3103001000030000	Flexible Learning Options (ADM/ALS/EIE)	Current	RO-4A-23-1366	07/10/23	CID	458,000.00	458,000.00	-	100%	
3101001000030000	Basic Education Curriculum	Current	RO-4A-23-1445	07/10/23	CID	44,360.00	44,360.00	-	100%	
1000001000010000	General Management and Supervision - Central Office	Current	RO-4A-23-1400	07/12/23	CID	2,234,589.00	2,157,036.25	77,552.75	97%	
3103001000020000	Indigenous Peoples Education (IPEd) Program	Current	RO-4A-23-1447	07/14/23	CID	5,006,250.00	4,277,275.75	728,974.25	85%	
1000001000010000	PBB - General Management and Supervision	Current	RO-4A-23-1458	07/18/23	SDO	23,613,144.33	23,613,144.33	-	100%	
1000001000010000	CO - General Management and Supervision	Current	RO-4A-23-1481	07/19/2023	CID	466,076.60	424,626.00	41,450.60	91%	
3103001000010000	Flexible Learning Options (ADM/ALS/EIE)	Continuing	RO-4A-23-1507	07/31/2023	CID	80,817.00	80,817.00	-	100%	
2000001000010000	Organizational and Professional Development for Non	Current	RO-4A-23-1535	07/31/2023	HRTD	112,700.00	104,226.00	8,474.00	92%	
1000001000020000	Administrational and Professional Benefits	Current	RO-4A-23-1557	08/01/2023	SDO	1,745,000.00	1,745,000.00	-	100%	
3103001000020000	Special Education Program	Current	RO-4A-23-1587	08/02/2023	SPED	16,800.00	16,799.40	0.60	100%	
3103001000030000	Flexible Learning Options (ADM/ALS/EIE)	Current	RO-4A-23-1894	08/15/2023	ALS	8,992.00	8,992.00	-	100%	
2000001000070000	Building Partnerships and Linkages Program	Current	RO-4A-23-1916	08/30/2023	BRIP	200,000.00	200,000.00	-	100%	
3104001000010001	Special Hardship Pay	Current	RO-4A-23-1954	09/12/2023	ALS COOR	1,009,010.00	1,009,010.00	-	100%	
3103001000030000	Flexible Learning Options (ADM/ALS/EIE)	Current	RO-4A-23-2205	09/25/2023	ALS	35,408.00	35,408.00	-	100%	
2000001000060000	Learner Support Programs	Current	RO-4A-23-2219	09/25/2023	LSP	13,380.00	13,031.00	349.00	97%	
3103001000030000	Flexible Learning Options (ADM/ALS/EIE)	Current	RO-4A-23-2247	09/25/2023	ALS	25,928.00	25,928.00	-	100%	
3101001000070000	Early Language Literacy and Numeracy	Current	RO-4A-23-2273	09/25/2023	SPED	56,133.00	56,133.00	-	100%	
3103001000040000	Madrasah Education Program	Current	RO-4A-23-2299	09/25/2023	MEP	6,000.00	6,000.00	-	100%	
3104001000130000	World Teachers Day Incentive Benefit	Current	RO-4A-23-2317	09/26/2023	SDO	1,440,000.00	1,440,000.00	-	100%	
1000001000010000	CO - General Management and Supervision	Current	RO-4A-23-2677	09/10/2023	INSRBE	302,660.00	302,660.00	-	100%	
2000001000010000	Disaster Preparedness and Response Program	Current	RO-4A-23-2724	10/20/2023	DRRM	1,773,300.00	1,518,500.00	254,800.00	86%	CONT FUND FOR FY 2024
3101001000140000	Basic Education Curriculum	Current	RO-4A-23-2747	10/24/2023	SPED/REC	8,020.00	8,020.00	-	100%	
3102001000010000Cont	Continuing - School Based Feeding Program	Continuing	RO-4A-23-2779	10/24/2023	DCP	3,043.46	2,700.00	343.46	89%	
3102001000040000Cont	Continuing - Textbooks and other Instructional Material	Continuing	RO-4A-23-2802	10/26/2023	SBRP	26,098.00	26,098.00	-	100%	
3102001000040000Cont	Continuing - Textbooks and other Instructional Material	Current	RO-4A-23-2823	11/14/2023	CID	99,165.86	40,000.00	59,165.86	40%	

Department of Education
 FY 2023 SDO LUCENA CITY
 LIST OF ALLOTMENT - SUB-ARO
 As of December 31, 2023

PAP #	PAP Description	Allotment Period	Allotment / Sub-ARO		RECIPIENTS/FOCAL	SARO AMOUNT	UTILIZATION AMOUNT	BALANCE	UTILIZATION RATE	STATUS
			Number	Date						
FY 2023 CURRENT/CONTINUING FUNDS										
310500100001000	Human Resource Development for Personnel in School	current	RO-4A-23-2844	11/14/2023	HRTD	683,200.00	-	683,200.00	0%	CONT FUND FOR FY 2024
310100100003000	Basic Education Curriculum	current	RO-4A-23-2868	11/14/2023	CID	217,678.50	-	217,678.50	0%	CONT FUND FOR FY 2024
3-103E+14	Flexible Learning Options (ADM/ALS/EIE)	current	RO-4A-23-2880	11/14/2023	ALS	15,850.00	15,846.00	4.00	100%	
3-103E+14	Flexible Learning Options (ADM/ALS/EIE)	current	RO-4A-23-2890	11/14/2023	ALS	3,000.00	-	3,000.00	0%	
100000100001000 - ROP	RCP - General Management and Supervision	current	RO-4A-23-2914	11/23/2023	SDO	2,593,444.83	2,593,444.83	-	100%	
310200100002000 - RUP	RUP - New School Personnel Positions	current	RO-4A-23-2929	11/23/2023	SDO	564,243.69	564,243.69	-	100%	
200000100001000	Physical Fitness and School Sports	current	RO-4A-23-3064	12/05/2023	SPORTS	58,000.00	58,000.00	-	100%	
310300100005000	Special Education Program	current	RO-4A-23-3080	12/05/2023	SPED	14,220.00	14,220.00	-	100%	
310100100003000	Basic Education Curriculum	current	RO-4A-23-3111	12/05/2023	SPED	6,000.00	-	6,000.00	0%	NO SARO YET
310100100005000	Special Education Program	current	RO-4A-23-3140	12/05/2023	ALS	11,740.00	-	11,740.00	0%	NO SARO YET
310300100003000	Flexible Learning Options (ADM/ALS/EIE)	current	RO-4A-23-3167	12/11/2023	ALS	2,500.00	2,500.00	-	100%	
310300100003000	Flexible Learning Options (ADM/ALS/EIE)	current	RO-4A-23-3181	12/11/2023	ALS	2,500.00	-	-	100%	
310300100003000	Flexible Learning Options (ADM/ALS/EIE)	current	RO-4A-23-3192	12/11/2023	ALS	1,000.00	1,000.00	-	100%	
310200100002000	New School Personnel Position	current	RO-4A-23-3238	12/20/2023	SDO	28,110,600.00	28,110,600.00	-	100%	NO SARO YET
310200100002000 - RUP	RUP - New School Personnel Positions	current	RO-4A-23-3625	12/20/2023	SDO	256,387.51	256,387.51	-	100%	
100000100001000 - CO	CO - General Management and Supervision	current	RO-4A-23-3690	12/22/2023	CID	4,180.00	-	4,180.00	0%	NO SARO YET/CONT FUND
310300100002000	Indigenous Peoples Education (IPEd) Program	current	RO-4A-23-3711	12/22/2023	IPED	30,000.00	-	30,000.00	0%	NO SARO YET/CONT FUND
310300100003000	Flexible Learning Options (ADM/ALS/EIE)	current	RO-4A-23-3729	12/22/2023	ALS	3,000.00	-	3,000.00	0%	NO SARO YET/CONT FUND
310300100003000	Flexible Learning Options (ADM/ALS/EIE)	current	RO-4A-23-3737	12/22/2023	ALS	3,000.00	-	3,000.00	0%	NO SARO YET/CONT FUND
310300100003000	Flexible Learning Options (ADM/ALS/EIE)	current	RO-4A-23-3747	12/22/2023	ALS	6,000.00	-	6,000.00	0%	NO SARO YET/CONT FUND
200000100006000	Learner Support Programs	current	RO-4A-23-3764	12/22/2023	YFD	20,000.00	-	20,000.00	0%	NO SARO YET/CONT FUND
310100100003000	Basic Education Curriculum	current	RO-4A-23-3792	12/22/2023	NLC	165,291.60	-	165,291.60	0%	NO SARO YET/CONT FUND
						127,974,276.38	113,147,682.56	14,826,593.82		
ALLOTMENT FROM CENTRAL OFFICE										
200000100001000 (Cont)	Continuing - Physical Fitness and School Sports	Continuing	OSEC-4A-23-00400	03/03/23	SPORTS	150,000.00	150,000.00	-	100%	
310100100001000	National Assessment Systems for Basic Education	current	OSEC-4A-23-00120	01/30/23	NA&BE	44,330.00	44,330.00	-	100%	
310400100001000	School-Based Feeding Program (SBRP)	current	OSEC-4A-23-00662	03/20/23	SBRP	621,434.00	313,927.20	307,506.80	51%	CONT FUND FOR FY 2024
310400100003000	Junior High School	current	OSEC-4A-23-1129	03/29/23	JHS	176,000.00	176,000.00	-	100%	
310400100002000	Elementary K-6	current	OSEC-4A-23-00941	03/28/23	ELEM	142,000.00	142,000.00	-	100%	
310400100004000	Senior High School	current	OSEC-4A-23-1325	03/29/23	SHS	11,000.00	11,000.00	-	100%	
310300100003000	Learning Tools and Equipment	current	OSEC-4A-23-2027	04/25/23	LTE-TVL SHS	150,366.00	150,325.00	41.00	100%	
310300100003000	Learning Tools and Equipment	current	OSEC-4A-23-2359	05/10/23	SME-LTE	73,371.19	73,371.18	0.01	100%	
310200100005000	Computerization Program	current	OSEC-4A-23-02221	07/18/23	DCP	150,000.00	130,303.00	19,697.00	87%	CONT FUND FOR FY 2024
100000100001000 - CO	CO - General Management and Supervision	Continuing	OSEC-4A-23-3500	07/19/23	SDO	750,000.00	749,968.51	31.49	100%	CONT FUND FOR FY 2024
310100100001000	National Assessment Systems for Basic Education	current	OSEC-4A-23-03740	07/20/23	NA&BE	66,220.00	66,220.00	-	100%	
100000100001000 - CO	CO - General Management and Supervision	current	OSEC-4A-23-3777	07/20/23	SCHOOLS	1,770,000.00	1,770,000.00	-	100%	
310200100006000	BEFF - Engineering and Administrative Overhead (EAO)	current	OSEC-4A-23-04350	08/07/23	BEFF	150,000.00	111,284.37	38,705.63	74%	
310200100005000	Computerization Program	current	OSEC-4A-23-04710	08/11/23	DCP	985,458.54	980,999.40	4,459.14	100%	
310200100005000	Computerization Program	current	OSEC-4A-23-05166	09/04/23	DCP	152,436.72	(152,436.72)			CO issued negative saro
						5,392,616.43	4,717,301.94	370,441.07		
						133,366,892.83	117,864,984.50	15,197,034.89		
FY 2022 CONTINUING FUNDS										
310500100001000	Human Resource Development for Personnel in School	Continuing	RO-4A-22-0372	02/18/22	HRTD	1,000,000.00	999,999.05	0.95	100%	
310300100004000	Madrasah Education Program	Continuing	RO-4A-22-0419	03/16/22	MAM MYLA	5,155.00	5,155.00	-	100%	

Department of Education
 FY 2023 SDO LUCENA CITY
 LIST OF ALLOTMENT - SUB-ARO
 As of December 31, 2023

PAP #	PAP Description	Allotment Period	Allotment / Sub-ARO		RECIPIENTS/FOCAL	SARO AMOUNT	UTILIZATION AMOUNT	BALANCE	UTILIZATION RATE	STATUS
			Number	Date						
FY 2023 CURRENT/CONTINUING FUNDS										
310300100002000	Indigenous Peoples Education (IPEd) Program	Continuing	RO-4A-22-0427	03/16/22	SIR ALAY	9,870.00	9,870.00	-	100%	
310300100003000	Flexible Learning Options (ADM/ALS/EIE)	Continuing	RO-4A-22-1110	05/30/22	SDO	886,670.00	886,670.00	-	100%	
310300100003000	Flexible Learning Options (ADM/ALS/EIE)	Continuing	RO-4A-22-1833	07/15/22	SDO	7,000.00	7,000.00	-	100%	
200000100006000	Learner Support Programs	Continuing	RO-4A-22-2068	05/07/22	LSF	30,000.00	30,000.00	-	100%	
310500100001000	Human resource development for personnel in school	Continuing	RO-4A-22-2633	10/28/22	HRTD	79,200.00	67,550.00	11,650.00	85%	WITH GUIDELINES SET BY CO
310300100003000	Flexible Learning Options (ADM/ALS/EIE)	Continuing	RO-4A-22-2840	12/27/22	ALS	15,000.00	15,000.00	-	100%	
310200100001000	Improvement and Acquisition of School Sites	Continuing	OSIEC-4A-22-5746	08/06/22	LEGAL/REFF	410,000.00	285,892.30	124,107.70	70%	WITH GUIDELINES SET BY CO
						2,442,693.00	2,307,116.35	135,758.65		

Certified Correct:

MARIA KATHERINE A. PANGANIBAN
 AOY - Budget Officer III

Noted by:

SUSAN B.L. ORIBIANA
 Schools Division Superintendent