





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

DIVISION MEMORANDUM

OSD-2023-228

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

FROM :  **SUSAN DL. ORIBIANA**
Schools Division Superintendent 

SUBJECT : **UTILIZED/UNUTILIZED ALLOTMENT AS OF OCTOBER 31, 2023**

DATE : November 7, 2023

1. Please be informed of the utilized, unutilized/unobligated allotments reflected in SDO Lucena City Budget and Financial Accountability Reports as of October 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) are hereby reminded to utilize the fund from Sub-AROs downloaded from the Central and Regional Office until December 15, 2023.
3. Programs with implemented activities shall submit their **completed and approved** documents for obligation and disbursement to facilitate and deliver efficient service on or before December 15, 2023, at the Budget Section Office.
4. With regards to programs and activities with continuing funds for FY 2024 shall submit a **justification letter with complete attachments** to the office of the Schools Division Superintendent subject for approval.
5. For clarifications, please contact or email us at budget.lucena@deped.gov.ph.
6. Wide and immediate dissemination of this Memorandum is desired.

MKP/110723



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City
Telephone Nos.: (042) 421-4161/421-4162/421-5137
Email Address: lucena.city@deped.gov.ph
Website: depedlucena.com

Department of Education
FY 2023 SDO LUCENA CITY
LIST OF ALLOTMENT - SUB-ARO
AS OF OCTOBER 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 | | | | | | | | | | |
| ALLOTMENT FROM REGIONAL OFFICE | | | | | | | | | | |
| 310100100003000(Cont.) | Continuing - Basic Education Curriculum | Continuing | RO-4A-23-0008 | 01/23/23 | ROLITO INOJOSA | 4,000.00 | 4,000.00 | - | 100% | UTILIZED |
| 200000100010000 | Disaster Preparedness and Reponse P | Current | RO-4A-23-0090 | 03/01/23 | PRECIOSA T. ALBA | 97,000.00 | 97,000.00 | - | 100% | UTILIZED |
| 310300100003000 | Flexible Learning Options (ADM/ALS/ | Current | RO-4A-23-0122 | 03/13/23 | ALS EPS | 150,000.00 | 38,843.50 | 111,156.50 | 26% | FOR IMPLEMENTATION |
| 200000100006000 | Learner Support Programs | Current | RO-4A-23-0143 | 03/17/23 | MEDICAL/DENTAL | 1,179,325.00 | 946,242.52 | 233,082.48 | 80% | HAZARD PAY/SUBSISTENCE AND LAUNDRY ALLOWANCE |
| 310300100004000 | Madrasah Education Program | Current | RO-4A-23-0038 | 02/23/23 | MEP/ MYLA MENDIOLA | 534,000.00 | 351,584.00 | 182,416.00 | 66% | ONGOING OF UTILIZATION |
| 310400100001000 | School-Based Feeding Program | Current | RO-4A-23-0222 | 03/31/23 | JAM LA ROSA/ CJ CASTILLO | 19,419,820.00 | 6,622,380.00 | 12,797,440.00 | 34% | FOR SY 2023-2024 |
| 310500100001000(Cont.) | Continuing - Human Resource Develop | Continuing | RO-4A-23-0270 | 05/10/23 | DEXTER VALLE & CO. | 10,000.00 | 10,000.00 | - | 100% | UTILIZED |
| 310200100002000 | New School Personnel Positions | Current | RO-4A-23-0293 | 06/01/23 | SDO | 20,498,000.00 | 15,777,489.60 | 4,720,510.40 | 77% | nspp salaries and benefits |
| 310200100002000 - RLIP | RLIP - New School Personnel Position | Current | RO-4A-23-0438 | 06/01/23 | SDO | 1,901,000.00 | 1,573,659.60 | 327,340.40 | 83% | nspp rlip/gsis |
| 310400100010003 | Grant of Cash Allowance | Current | RO-4A-23-0930 | 06/07/23 | SDO | 6,820,000.00 | 6,735,000.00 | 85,000.00 | 99% | OBLIGATED/FOR RELEASE ON AUGUST |
| 100000100001000 - ROP | ROP - General Management and Super | Current | RO-4A-23-0917 | 06/05/23 | LEGAL | 50,000.00 | 348.00 | 49,652.00 | 1% | WITH WFP |
| 100000100002000 | 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% | |
| 310100100005000 | Development and Promotion of Cam | Current | RO-4A-23-1286 | 06/23/23 | SDO/NSPC | 13,170.00 | - | 13,170.00 | 0% | for coordination with the focal person |
| 310300100005000 | Special Education Program | Current | RO-4A-23-1298 | 06/30/23 | SCHOOLS/SPED | 967,500.00 | 931,775.00 | 35,725.00 | 96% | BALANCE FOR OCTOBER DOWNLOADING |
| 310300100005000 | Special Education Program | Current | RO-4A-23-1314 | 06/30/23 | DOK ROSELYN | 3,500.00 | 3,500.00 | - | 100% | UTILIZED |
| 310300100003000 | Flexible Learning Options (ADM/ALS/ | Current | RO-4A-23-1318 | 07/07/23 | MAM MYLENE | 4,300.00 | 4,300.00 | - | 100% | UTILIZED |
| 310300100003000 | Flexible Learning Options (ADM/ALS/ | Current | RO-4A-23-1323 | 07/07/23 | MAM TINX | 3,500.00 | 3,500.00 | - | 100% | UTILIZED |
| 310300100003000 | Flexible Learning Options (ADM/ALS/ | Current | RO-4A-23-1366 | 07/10/23 | CID | 458,000.00 | - | 458,000.00 | 0% | FOR DOWNLOADING |
| 310100100003000 | Basic Education Curriculum | Current | RO-4A-23-1345 | 07/10/23 | MAM JANELET | 44,360.00 | - | 44,360.00 | 0% | |
| 310100100003000 | Basic Education Curriculum | Current | RO-4A-23-1400 | 07/12/23 | SIR DEXTER & CO | 2,234,589.00 | 2,050,636.25 | 183,952.75 | 92% | NLC |
| 100000100001000 | General Management and Supervision | Current | RO-4A-23-1423 | 07/14/23 | SIR DEXTER & CO | 5,006,250.00 | 1,847,500.00 | 3,158,750.00 | 37% | NLC/MEALS |
| 310300100002000 | Indigenous Peoples Education (IPed) | Current | RO-4A-23-1447 | 07/17/23 | SIR ALAY | 100,000.00 | - | 100,000.00 | 0% | |
| 100000100001000 - PBB | PBB - General Management and Super | Current | RO-4A-23-1458 | 07/18/23 | PERSONNEL/SCHOOLS | 23,613,144.33 | 23,613,144.33 | - | 100% | UTILIZED |
| 100000100001000 - CO | CO - General Management and Super | Current | RO-4A-23-1481 | 07/19/2023 | SIR DEXTER & CO | 466,076.60 | 424,626.00 | 41,450.60 | 91% | FOR DOWNLOADING AUG 3, 2023 |
| 310300100003000 | Flexible Learning Options (ADM/ALS/ | Continuing | RO-4A-23-1507 | 07/21/2023 | ms TINX & MYLES | 80,817.00 | 36,000.00 | 44,817.00 | 45% | |
| 200000100011000 | Organizational and Professional Deve | current | RO-4A-23-1535 | 07/31/2023 | SIR ROLAN | 112,700.00 | - | 112,700.00 | 0% | OPDNTP |
| 100000100002000 | Administration of Personnel Benefits | current | RO-4A-23-1557 | 08/01/2023 | SDO/LOYALTY | 1,745,000.00 | 1,410,000.00 | 335,000.00 | 81% | |
| 310300100005000 | Special Education Program | current | RO-4A-23-1857 | 08/02/2023 | DOK WELA | 16,800.00 | 11,522.40 | 5,277.60 | 69% | |
| 310300100003000 | Flexible Learning Options (ADM/ALS/ | current | RO-4A-23-1894 | 08/15/2023 | MAM MYLENE | 8,992.00 | 8,992.00 | - | 100% | UTILIZED |
| 200000100007000 | Building Partnerships and Linkages Pr | current | RO-4A-23-1916 | 08/30/2023 | DOK BELEN | 200,000.00 | 43,060.00 | 156,940.00 | 22% | |
| 310400100010001 | Special Hardship Pay | current | RO-4A-23-1954 | 09/12/2023 | SDO/ALS | 1,009,010.00 | 571,957.98 | 437,052.02 | 57% | HAZARD |
| 310300100003000 | Flexible Learning Options (ADM/ALS/ | current | RO-4A-23-2205 | 09/25/2023 | MAM MYLENE | 35,408.00 | 17,880.00 | 17,528.00 | 50% | TRAVEL |
| 200000100006000 | Learner Support Programs | current | RO-4A-23-2219 | 09/25/2023 | NURSE HARVEY | 13,380.00 | 11,461.00 | 1,919.00 | 86% | |
| 310300100003000 | Flexible Learning Options (ADM/ALS/ | current | RO-4A-23-2247 | 09/25/2023 | MAM MYLENE | 25,928.00 | 25,928.00 | - | 100% | UTILIZED |
| 310100100007000 | Early Language Literacy and Numerac | current | RO-4A-23-2273 | 09/25/2023 | DOK WELA | 56,133.00 | - | 56,133.00 | 0% | TRAVEL/TRAINING |
| 310300100004000 | Madrasah Education Program | current | RO-4A-23-2299 | 09/25/2023 | MAM MYLA | 6,000.00 | 6,000.00 | - | 100% | UTILIZED-TRAVEL |
| 310400100013000 | World Teachers Day Incentive Benefit | current | RO-4A-23-2317 | 09/26/2023 | SDO/WTD | 1,440,000.00 | 1,418,000.00 | 22,000.00 | 98% | OBLIGATION AS OF OCTOBER |
| 100000100001000 - CO | CO - General Management and Super | current | RO-4A-23-2677 | 09/10/2023 | KAREN JANE | 302,660.00 | - | 302,660.00 | 0% | |
| 200000100010000 | Disaster Preparedness and Reponse P | Current | RO-4A-23-2724 | 10/20/2023 | PRECIOSA T. ALBA | 1,773,300.00 | - | 1,773,300.00 | 0% | ADVANCE COPY |
| 310200100005000 | Computerization Program | Current | | | TINA ROGELIO | 299,670.00 | - | 299,670.00 | 0% | SARO FOR DOWNLOADING |

Department of Education
FY 2023 SDO LUCENA CITY
LIST OF ALLOTMENT - SUB-ARO
AS OF OCTOBER 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 Pe | Current | | | ROLAN CATAPANG | 683,200.00 | | 683,200.00 | 0% | SARO FOR DOWNLOADING |
| | | | | | | 96,039,532.93 | 69,093,330.18 | 26,263,002.75 | | |
| ALLOTMENT FROM CENTRAL OFFICE | | | | | | | | | | |
| 200000100001000(Cont.) | Continuing - Physical Fitness and Sch | Continuing | OSEC-4A-23-00400 | 03/03/23 | JOEY JADER | 150,000.00 | 150,000.00 | - | 100% | UTILIZED |
| 310100100001000 | National Assessment Systems for Bas | Current | OSEC-4A-23-00120 | 01/30/23 | JAIME LACERNA | 44,330.00 | 44,330.00 | - | 100% | UTILIZED |
| 310400100001000 | School-Based Feeding Program (SBFP | Current | OSEC-4A-23-00662 | 03/20/23 | CASTILLO | 621,434.00 | 215,872.20 | 405,561.80 | 35% | WITH WFP/PSF |
| 310400100003000 | Junior High School | Current | OSEC-4A-23-1129 | 03/29/23 | N. RAVANZO NHS | 176,000.00 | 176,000.00 | - | 100% | DOWNLOADED |
| 310400100002000 | Elementary K-6 | Current | OSEC-4A-23-00941 | 03/28/23 | DALAHICAN ES | 142,000.00 | 142,000.00 | - | 100% | PARTIALLY DOWNLOADED (june) |
| 310400100004000 | Senior High School | Current | OSEC-4A-23-1325 | 03/29/23 | LCNHS MAIN - SHS | 11,000.00 | 11,000.00 | - | 100% | DOWNLOADED |
| 310300100003000 | Learning Tools and Equipment | Current | OSEC-4A-23-2027 | 04/25/23 | LTE-TVL SHS | 150,366.00 | 146,325.00 | 4,041.00 | 97% | |
| 310300100003000 | Learning Tools and Equipment | Current | OSEC-4A-23-2359 | 05/10/23 | SME-LTE | 73,371.19 | - | 73,371.19 | 0% | |
| 310200100005000 | Computerization Program | Current | OSEC-4A-23-03221 | 07/18/23 | MAM TINA | 150,000.00 | 30,558.00 | 119,442.00 | 20% | |
| 100000100001000 - CO | CO - General Management and Super | Continuing | OSEC-4A-23-3500 | 07/19/23 | SDO | 750,000.00 | 636,938.87 | 113,061.13 | 85% | |
| 310100100001000 | National Assessment Systems for Bas | Continuing | OSEC-4A-23-03740 | 07/20/23 | MONTERO | 66,220.00 | 34,950.00 | 31,270.00 | 53% | |
| 100000100001000 - CO | CO - General Management and Super | Current | OSEC-4A-23-3777 | 07/20/23 | SCHOOLS | 1,770,000.00 | 1,517,930.00 | 252,070.00 | 86% | |
| 310200100006000 | BEFF - Engineering and Administrativ | Current | OSEC-4A-23-04350 | 08/07/23 | ENGR. JOAM | 150,000.00 | 52,714.31 | 97,285.69 | 35% | |
| 310200100005000 | Computerization Program | Current | OSEC-4A-23-04710 | 08/11/23 | MAM TINA | 985,458.54 | - | 985,458.54 | 0% | for RFQ |
| 310200100005000 | Computerization Program | Current | OSEC-4A-23-05166 | 09/04/23 | MAM TINA & ALOY | 152,436.72 | - | 152,436.72 | 0% | |
| | | | | | | 5,392,616.45 | 3,158,618.38 | 2,233,998.07 | | |
| | | | | | | 101,432,149.38 | 72,251,948.56 | 28,497,000.82 | | |
| FY 2022 CONTINUING FUNDS | | | | | | | | | | |
| 310300100003000 | Flexible Learning Options (ADM/ALS/ | Continuing | RO-4A-22-1110 | 05/30/22 | SDO | 6,687,110.00 | 5,800,440.00 | 886,670.00 | 87% | for POST QUA |
| 310300100003000 | Flexible Learning Options (ADM/ALS/ | Continuing | RO-4A-22-1833 | 07/15/22 | SDO | 1,800,000.00 | 1,793,000.00 | 7,000.00 | 100% | FOR UTILIZATION |
| 310200100001000 | Improvement and Acquisition of Sch | Continuing | OSEC-4A-22-5746 | 08/05/22 | LEGAL/BEFF | 500,000.00 | 103,308.90 | 396,691.10 | 21% | ONGOING OF UTILIZATION |
| 310500100001000 | Human Resource Development for Pe | Continuing | RO-4A-22-0372 | 02/18/22 | ROLAN CATAPANG/HRD | 1,000,000.00 | 527,015.05 | 472,984.95 | 53% | on hold as per instruction of the CO thru RO HRDD |
| 310500100001000 | Human resource development for pe | Continuing | RO-4A-22-2633 | 10/28/22 | ROLAN | 79,200.00 | 28,800.00 | 50,400.00 | 36% | for implementation/IPBT |
| 310300100003000 | Flexible Learning Options (ADM/ALS/ | Continuing | RO-4A-22-2840 | 12/27/22 | CHRISTINE MAYUGA / LDNHS | 15,000.00 | 15,000.00 | - | 100% | utilized/DOWNLOADED |
| 200000100006000 | Learner Support Programs | Continuing | RO-4A-22-2068 | 05/07/22 | NURSE HARVEY | 30,000.00 | 30,000.00 | - | 0% | FOR PROCESS OF DOCUMENTS |
| 310300100004000 | Madrasah Education Program | Continuing | RO-4A-22-0419 | 03/16/22 | MAM MYLA | 5,155.00 | - | 5,155.00 | 0% | FOR PROCESS |
| 310300100002000 | Indigenous Peoples Education (IPEd) | Continuing | RO-4A-22-0427 | 03/16/22 | SIR ALAY | 160,000.00 | 150,130.00 | 9,870.00 | 94% | |
| | | | | | | 10,276,465.00 | 8,447,693.95 | 1,828,771.05 | | |

Certified Correct:

MARIA KATHERINE A. PANGANIBAN
AOV - Budget Officer III

Noted by:

SUSAN DL. ORIBIANA
Schools Division Superintendent