



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

**Office of the Schools Division
Superintendent**

September 28, 2023

ALLAN G. FARNAZO

Director IV
Office of the Regional Director
Department of Education Davao Region
F. Torres St., Davao City

Dear Dir Farnazo:


Greetings!

This has reference to the attached letter coming from your office dated September 19, 2023, re: Downloading of Funds in the amount of **Ten Thousand Pesos** (P10,000.00) to cover transportation and incidental expenses of one (1) SDO National Drug Education Program Coordinator and four (4) PTA President for the conduct of the **Orientation Seminar on Systematic Training for Effective Parenting (STEP)** which will be held at NEAP XI, E. Quirino, Ave., Davao City.

In view thereof, the undersigned accepts the responsibility and would like to request the prompt downloading of the said funds.

Thank you very much.

Very truly yours,


MELANIZ P. ESTACIO, Ph.D
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division Office - Digos City
RECEIVED

23-109214

DATE: 02 OCT 2023 TIME: 9:25



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
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Digos



Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division Office of Digos City

RECORDS SECTION

109214
DATE: 28 SEP 2023 TIME: 9:41
BY: [Signature]

Office of the Regional Director

September 19, 2023

MELANIE P. ESTACIO

OIC - Schools Division Superintendent
Schools Division Office of Digos City
Roxas Street cor. Lopez Jaena Street,
Zone II, Digos City

Thru: **Kristin Marie Y. Bejarin**
SDO – NDEP Focal Person

Madam:

This has reference to Sub-Allotment Release Order No. OSEC-11-23-4895 as budget allocation that will cover transportation and incidental expenses of local participants to the **Orientation Seminar on Systematic Training for Effective Parenting (STEP)** which will be held on **October 10-13, 2023**, at **NEAP XI, E. Quirino Avenue, Davao City**.

In this regard, SDO – Digos City is respectfully requested to accept the downloading of funds in the amount of **Ten Thousand Pesos (P 10, 000.00) on or before September 29, 2023**, for reimbursement of the transportation and incidental expenses of one SDO – National Drug Education Program (NDEP) Coordinator and four PTA President, as identified participants to the orientation seminar.

Looking forward on your kind and favorable response.

Thank you very much.

Very truly yours,

ALLAN G. FARNAZO
Director IV

[Signature of Allan G. Farnazo]

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: [Signature]
Date: Sept. 20, 2023
238000

ROE/smtc



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines
DEPARTMENT OF EDUCATION
Central Office




SUB-ALLOTMENT RELEASE ORDER
Fiscal Year 2023

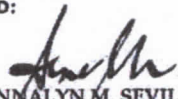
PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA228 20000100006000 - Current Appropriations Learner Support Programs		REFERENCE: FY 2023 GAAAO dated 01/03/2023	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-11-23-4895
FUND CODE: 01101101		LEGAL BASIS: Republic Act No. 11936 - FY 2023 GAA	DATE: 16-Aug-23
ORGANIZATION CODE: 070010100000		FISCAL YEAR: FY 2023	
PURPOSE: <i>To cover the transportation expenses of participants in connection with the conduct of Orientation-Seminar for Systematic Training for Effective Parenting (STEP).</i>			
To: The Regional Director Regional Office - XI Davao City 070010300011			Region : 11
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Training Expenses		MOOE 5020201002	110,000.00
AMOUNT IN WORDS: *** One Hundred Ten Thousand Pesos Only ***			Total: <u>110,000.00</u>
NOTE: The MOOE and CO allotment herein sub-alloted is valid for obligation until December 31, 2024.			

The above sub-allotments have been made available for expenditures of the Region/Division/School. It is your primary responsibility to keep expenditures within the limits of the amount sub-alloted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:


CHOLITA F. TIONG
Chief Administrative Officer
Budget Division

APPROVED:


ANNALYN M. SEVILLA
Undersecretary for Finance