DSWD
Department of Social Welfare and Development

BAGONG PILIPINAS

OFFICE OF THE REGIONAL DIRECTOR
FIELD OFFICE CAR

DRN: CAR-FO-DRMD-A-COMM-25-08-20353-S

MEMORANDUM

Reallocation Advice No. 2025-QRF-CF-0010267-R-CAR-4-
(to be filled up by FMS) Current
BMB-DSWD-DRMD-RFAO-25-09-19822-S

FOR : **U/SEC. DIANA ROSE S. CAJIPE, MD, FPOGS**
Disaster Response Management Group (DRMG)

FROM : **THE REGIONAL DIRECTOR**
DSWD, Cordillera Administrative Region

SUBJECT : **REQUEST FOR REALLOCATION OF FUNDS**

DATE : **18 AUGUST 2025**

We would like to request for the reallocation of funds amounting to **Two Hundred Eighty-Three Thousand (283,000.00)** under P/A/P **330100100003000 – Quick Response Fund.** The details are as follows:

SUB-ARO NO.	FROM		TO		JUSTIFICATION
	Expenses/ Purpose	Amount	Expenses/ Purpose	Amount	
3301001000030000-QRF-CF-2025-CAR-5-SARO-BMB-25-0010267	Rents - Building and Structures (5029905001)	P283,000.00	Other MOOE (5029999099)	P283,000.00	The current warehouse rental contract will end in October. As a result, re-procurement will be necessary. Given the immediate and essential need for rain suits and rain boots, especially in light of the typhoon season, procurement of these items is crucial to ensure the safety of staff. This, in turn, supports the timely delivery of disaster response services to affected individuals and families. Therefore, the funds initially allotted for warehouse rental for

DSWD Field Office Cordillera Administrative Region, 40 North Drive, Baguio City, Philippines 2600
Website: www.car.dswd.gov.ph Tel Nos.: (074) 661 0430 | (02) 396 6580 | (0917) 871 9893 | (0917) 872 0256

Reallocation Advice No.: 2025-GRF-CF-0810247-R-CAR-4-CURRENT

					the months of November and December will be redirected toward the procurement of these essential protective items.
Total		**P283,000.00**		**P283,000.00**	

The amount requested for realignment originates from the rent allocated for the regional warehouse, originally intended for the months of November and December. These funds will be used to support the procurement of personal protective equipment (PPE), which is essential for the effective and safe delivery of disaster response operations. We have attached the following supporting documents:

a. Certificate of actual deficiency and sources of funds; and
b. Variance analysis

It is understood that the disbursement of funds is subject to the existing budgeting, accounting and auditing rules and regulations.

For the consideration and approval.

MARIA A. CATBAGAN-APLATEN, Ph.D.

Recommending Approval as to Purpose:

MARIA ISABEL B. LANADA, Ph.D.
Director IV, Disaster Response Management Bureau (DRMB)

Approved/Disapproved:

DIANA ROSE S. CAJIPE, MD, FPOGS
Undersecretary, Disaster Response Management Group (DRMG)

Certification as to Availability of Funds:

BENJAMIN C. MAHINAY
OIC, FMS-Budget Section

Concurred by:

KEISHA M. NGUYEN
Officer-in-Charge, Finance Services (FS)

CERTIFICATION OF ACTUAL DEFICIENCY AND SOURCES OF FUNDS

This is to certify that the amount of **Two Hundred Eighty-Three Thousand (P283,000.00)** is available and not yet fully obligated as of August 18, 2025, considering that the original purposes have already been undertaken:

FROM – MAINTENANCE AND OTHER OPERATING EXPENSES			
P/A/P:330100100003000 – Quick Response Fund			
CODE	**DESCRIPTION**	**OBJECT OF EXPENDITURE**	**AMOUNT (in pesos)**
330100100003000-QRF-CF-2025-CAR-5	Rents - Buildings & Structures	50299050-01	P283,000.00
Total			**P283,000.00**

This is to certify further that the said available allotments shall be used to cover the following purposes of realignment:

TO – MAINTENANCE AND OTHER OPERATING EXPENSES			
P/A/P:330100100003000 – Quick Response Fund			
CODE	**DESCRIPTION**	**OBJECT OF EXPENDITURE**	**AMOUNT (in pesos)**
330100100003000-QRF-CF-2025-CAR-5	Other MOOE	50299990-99	P283,000.00
Total			**P283,000.00**

NORIE C. CASTAÑEDA
SAO / FMD Chief and
Concurrent Budget Section Head

MARIA A. CATBAGAN-APLATEN, Ph.D.
Director IV, Regional Director

DSWD Field Office Cordillera Administrative Region, 40 North Drive, Baguio City, Philippines 2600
Website: www.car.dswd.gov.ph Tel Nos.: (074) 661 0430 | (02) 396 6580 | (0917) 871 9893 | (0917) 872 0256

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Cordillera Administrative Region

VARIANCE ANALYSIS

330100100003000 – Quick Response Fund

PARTICULARS	GAA	WFP	VARIANCE	MODIFICATION	
				FROM	TO
MAINTENANCE AND OTHER OPERATING EXPENSES					
50203060-00: Welfare Goods Expenses	P237,420.00	P237,420.00			
50214990-00: Subsidies - Others	1,000,000.00	1,000,000.00			
50299040-00: Transportation and Delivery Expenses	2,000,000.00	2,000,000.00			
50299050-01: Rents - Buildings & Structures	9,107,500.00	8,824,500.00	P283,000.00	(P283,000.0)	
50299990-99: Other MOOE	1,726,000.00	2,009,000.00	(283,000.00)		P283,000.00
50201010-00: Traveling Expenses (Local)	1,150,900.00	1,150,900.00			
50203090-00: Gasoline, Oil and Lubricants Expenses	1,000,000.00	1,000,000.00			
TOTAL	**P16,221,820.00**	**P16,221,820.00**	**-**	**(P283,000.00)**	**P283,000.00**

Certified by:

NORIE C. CASTAÑEDA
SAO, FMD Chief and Concurrent
Budget Section Head