



**FINANCIAL MANAGEMENT DIVISION**  
**FIELD OFFICE CAR**  
 DSWD-GF-004 | REV 01 / 12 OCT 2021

DRN: BS-F-REQ-22-06-35948-S

**MEMORANDUM**

**FOR :** DIR. GEMMA B. GABUYA  
 National Program Manager, Pantawid Familyang Pilipino Program  
 Department of Social Welfare and Development

**FROM :** THE REGIONAL DIRECTOR  
 DSWD Field Office Cordillera Administrative Region

**SUBJECT :** REQUEST FOR REALLOCATION OF FUNDS

**DATE :** 06 JUNE 2022

May we respectfully request for the reallocation of funds amounting to **One Million Six Hundred Fifty-Four Thousand One Hundred Twenty Six Pesos and 75/100 (Php1,654,126.75)** under P/A/P 310100100001000 – Pantawid Familyang Pilipino Program: CMF Current Appropriations. The details are as follows:

SUB-ARO.	FROM			TO		
	Expenses / Purpose		Amount	Expenses / Purpose		Amount
	Code	Object Title		Code	Object Title	
<b>ADMINISTRATIVE COST:</b>						
310100100001000(Pantawid)-02-2022-CAR-2-(GOP)	50205020-01	Telephone Expenses (Mobile)	1,600.00	50203210-02	Semi Expendable Office Equipment	674,700.00
	50205030-00	Internet Subscription Expenses	622,944.00			
	50299040-00	Transportation and Delivery Expenses	31,000.00			
	50203010-00	Office Supplies Expenses	435,172.75	50203090-00	Fuel, Oil, Lubricants Expenses	194,186.78
				50213060-01	Repairs and Maintenance - Motor Vehicles	37,413.75
				50299030-00	Representation Expenses	73,145.00
				50299990-99	Other MOOE	111,271.22
<b>SUB-TOTAL, ADMIN.COST</b>			<b>1,090,716.75</b>			<b>1,090,716.75</b>
<b>MONITORING AND EVALUATION:</b>						
310100100001000(Pantawid)-02-2022-CAR-2-(GOP)	50201010-00	Traveling Expenses (Local)	347,430.00	50299050-03	Rent/Lease Expenses Motor Vehicles	562,160.00
	50202010-00	Training Expenses	214,730.00			
310100100001000(Pantawid)-02-2022-CAR-20-(GOP)	50203010-00	Office Supplies Expenses	1,000.00			
310100100001000(Pantawid)-02-2022-CAR-40-(GOP)	50299030-00	Representation Expenses	250.00			
<b>SUB-TOTAL, M&amp;E</b>			<b>563,410.00</b>			<b>563,410.00</b>
<b>TOTAL</b>			<b>1,654,126.75</b>			<b>1,654,126.75</b>



**JUSTIFICATION**

The Reallocation/Change of purpose of Funds will cover the insufficient fund for the purchase of semi-experdable office equipment such as office table and chairs due to old and worn-out equipment found during the conduct of inventory in the provinces; purchase of fuel for the RPV for the conduct of monitoring and evaluation and other program activities considering the fuel price hike; repairs and maintenance of the RPV for smooth and safe travels across the region; share for the regional activities such as Inauguration and Cordillera Day; other mooe for the Zoom notarization of MOA to partners, hall rental during the Expanded E-Core Group Consultation Meeting; and increase in the cost of motor vehicle rental due to price increase of fuel.

Hence, the amount requested for reallocation are realized savings after procurement of activities and supplies, and actual travel claims reimbursed. And in order to maximize the unused balance, reallocation is needed to cover the activities and expenses with an increase in the funds needed based on the activity proposal/ purchase requests due to the modification of specifications and plan of activities.

We have attached the following supporting documents:

- a. Certificate of Actual Deficiency and Sources of Funds;
- b. Variance Analysis;
- c. Statement of Allotment, Obligations Incurred and Balances as of June 3, 2022

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

For consideration and approval, please.

**ARNEL B. GARCIA, CESO II**

Recommending Approval as to purpose:

**DIR. GEMMA B. GABUYA**  
National Program Manager  
Pantawid Pamilyang Pilipino Program

Approved/ Disapproved:

**USEC. ADONIS P. SULIT**  
OUS-General Administration and Support  
Services Group (GASSG) and Operations

Certification as to Availability of Funds:

**MS. SHEENA S. JOAQUIN**  
Chief, Budget Division for Special Programs  
Service

Concurred by:

**DIR. WAYNE C. BELIZAR**  
Director, Financial and Management

**MEMORANDUM**

**FOR** : **ATTY. ADONIS P. SULIT**  
Undersecretary for Operations

**ATTENTION** : **WAYNE C. BELIZAR**  
Director IV, Finance and Management Services

**FROM** : **THE DIRECTOR IV AND NATIONAL PROGRAM MANAGER**  
Pantawid Pamilyang Pilipino Program (4Ps)

**SUBJECT** : **ENDORSEMENT OF REQUEST FOR REALLOCATION OF FUNDS FOR FO CAR (PHP1,654,126.75)**

**DATE** : **07 JUNE 2022**

This is to respectfully endorse the request of Field Office CAR for the reallocation of funds as to the object code amounting to **One Million Six Hundred Fifty-four Thousand One Hundred Twenty-Six Pesos 75/100 (PhP1,654,126.75)** under P/A/P 310100100001000- Pantawid Pamilyang Pilipino Program 02- CY2022 **Current & Continuing Appropriation**.

COMPONENT	AMOUNT
Administrative Cost, M&E / Current Appropriation	PhP1,654,126.75
<b>Total</b>	<b>PhP1,654,126.75</b>

Attached herewith is the copy of the memorandum from FO CAR with the details of said request dated 6 June 2022.

For the Undersecretary's reference and approval.

Thank you.

  
**GEMMA B. GABUYA**

Approved /Disapproved by:

  
**ATTY. ADONIS P. SULIT**  
Undersecretary for Operations