

August 2, 1974

DEPARTMENT ORDER NO. 25

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MEMORANDUM TO:

All Regional Directors  
This Department

ATTN.: REGIONAL ACCOUNTANT

In order to have an effective control of all Sub-Allotments received by that office from the Central Office, the attached form should be maintained in the Regional Accounting Division.

PROCEDURE:

All Sub-Allotments will be released directly to the Regional Office. They should be entered in the first column stating the date, the corresponding sub-allotment advice number and the total amount. The share of the region and each district city or municipality from this allotment should be spread in red ink in the columns that are provided.

In the same manner all Letters of Advice of Allotments will be entered stating also the date, the Letter of Advice of Allotment number and the amounts should be entered under the column provided for the district or city to whom it will be released.

In case there are expenditures incurred like equipment rental in the Regional Offices which are a proper charge against the share of any district or city, this should be summarized at the end of each month and entered also under the column of the corresponding district or city.

This should be ruled each month in order to determine the balance of the allocation for all the districts and cities.

BALTASAR AQUINO  
Secretary