**\_\_(date)\_\_\_**

\_\_(**Name of Official)\_\_**

**\_\_\_(Position title)\_\_\_\_\_**

**Department fo Budget & Management**

**Regional Office No. IV**

755 PLJ Bldg., 2nd Floor

Gen. Solano St., San Miguel, Manila

Madam:

Pursuant to DBM Circular Letter No. 84-4 dated May 30, 1984, we are submitting the attached Plantilla Allocation List (PAL) for post-audit purposes for the release of the budget amounting to **\_\_(total amount in words)\_\_\_\_\_\_\_\_ Pesos Only (P\_total amount in numbers\_.00)** covering payment of salarydifferentials effective **\_\_(date processed)\_\_** based on the approved Equivalent Record Forms (ERFs) of teachers in the **Division of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** as indicated in the “Matrix” below:

**POSITION TITLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **NO. OF POSITION** | **FROM** | **TO** | **AMOUNT** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The funding requirement for the purpose is available and chargeable against NBC#**\_\_(approved NBC#)\_**, dated**\_(date NBC# approved)\_**(Guidelines on the Release of Funds for FY **(year approved**), FY **\_(year approved)\_** General Appropriations Act, RA **\_(approved RA#)\_**. Fund is already comprehensively released to this Office.

Very truly yours,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Regional Director

**Re: Elem/Sec**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | |  | |  |
| **(list of approved teachers to be reclassified with position)** |  | |
|  | | |  | |  |
|  | | |  | |  |

**Ref. No. Tchr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TEAHUB Ref. No.:** DEPED-4A- PAL01-\_\_\_\_\_\_\_\_\_\_\_

ROA/P