



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

November 8, 2024

OFFICE MEMORANDUM

No. 080, s. 2024

To: Rodrigo Q. Reyes, Jr.
Chief Education Supervisor (SGOD)

NOTICE AND UTILIZATION OF ALLOTMENT

- 1. This is to inform you that the Office received Sub-ARO with the following details:

Sub-ARO No.	Purpose	Amount (PhP)
ROI-24-1863 Organizational & Professional Development for Non-Teaching Personnel (Current Appropriations)	Program Support Fund for the Training - Holistic Development for Non-Teaching: Cultivating Excellence through Self-Mastery in the 21 st Century.	217,276.00

- 2. Please prepare the corresponding Work and Financial Plan (WFP), Program Procurement Management Plan (PPMP), Program of Works (POW), Purchase Request (PR), Contract, Payroll, Itinerary of Travel and/or necessary documents for the full implementation of the program within three (3) working days upon receipt of this memorandum.
- 3. For information and strict compliance.



VILMA D. EDA, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
Regional Office I



Finance Division
Budget Section

SUB-ALLOTMENT RELEASE ORDER

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: 200000100011000 Organizational and Professional Development for Non-Teaching Personnel		REFERENCE: OSEC-1-24-5618 dated 8/15/24 (CMI)	SUB-ALLOTMENT RELEASE
FUND CODE: 01101101		LEGAL BASIS: Republic Act No. 11975 - FY 2024 GAA	ORDER NO: ROI-24-1863
ORGANIZATION CODE: 0801014			DATE: November 7, 2024
			FISCAL YEAR: FY 2024

Purpose:
Transfer of Program Support Funds for the conduct of the Holistic Development for Non-Teaching Personnel: Cultivating Excellence through Self-Mastery in the 21st Century

TO:
The Schools Division Superintendent
Division of Vigan City
Vigan City

PARTICULARS	ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Subsidy to Operating Units	MOOE 5021408000	217,276.00
Total		217,276.00

AMOUNT IN WORDS: TWO HUNDRED SEVENTEEN THOUSAND TWO HUNDRED SEVENTY-SIX PESOS.

NOTE: The Allotment herein sub-allotted is valid for obligation until December 31, 2025.

The above sub-allotments have been made for expenditures of the Division/School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to section 41, Book VI of the Executive Order No. 292, the incurrence of overdraft is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable thereof. 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 Allotment Available:

ARNOLD I. VINO
Chief Administrative Officer
Finance Division

APPROVED:

TOLENTINO G. AQUINO
Director IV



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