



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

Office of the Schools Division Superintendent

November 19, 2024

OFFICE MEMORANDUM

No. 081, 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-24-1900 National Assessment Systems for Basic Education (Continuing Appropriations)	Program Support Fund for the provision of expenses in the administration of the National Career Assessment Examination (NCAE).	16,830.00

- 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
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: 310100100001000 National Assessment Systems for Basic Education		REFERENCE: OSEC-1-24-5859 dated 9/5/24 (CMI)	SUB-ALLOTMENT RELEASE ORDER NO: ROI-24-1900
FUND CODE: 01102101		ORGANIZATION CODE: 0801014	LEGAL BASIS: Republic Act No. 11936 - FY 2023 GAA
DATE: November 12, 2024		FISCAL YEAR: FY 2024	
Purpose: Transfer of Program Support Funds for the provision of expenses in the Administration of the National Career Assessment Examination (NCAE)			
TO: The Schools Division Superintendent Division of Vigan City Vigan City			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	16,830.00
Total			16,830.00
AMOUNT IN WORDS: SIXTEEN THOUSAND EIGHT HUNDRED THIRTY PESOS.			
NOTE: The Allotment herein sub-allotted is valid for obligation until December 31, 2024.			

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 budgetting, 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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