



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

Office of the Schools Division Superintendent

February 26, 2025

OFFICE MEMORANDUM
No. 6, s. 2025

To: Marie Christine L. Natividad
Chief Education Supervisor (CID)

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-25-0214 (Basic Education Curriculum – Current Appropriations)	Program Support Fund for the conduct of the Division Festival of Talents (DFOT)	50,000.00

2. Please prepare the corresponding Work and Financial Plan (WFP), Program Procurement Management Plan (PPMP), Purchase Request (PR), Payroll, Itinerary of Travel and/or necessary documents for the full implementation of the program within thirty (30) calendar days upon receipt of this memorandum.
3. For information and strict compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent
x2/26



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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: 310100100003000 Basic Education Curriculum		REFERENCE: FY 2025 GAAAO dated 01/02/2025 LEGAL BASIS: FY 2025 R.A. No. 12116	SUB-ALLOTMENT RELEASE ORDER NO: ROI-25-0214 DATE: February 25, 2025 FISCAL YEAR: FY 2025
FUND CODE: 01101101	ORGANIZATION CODE: 0801014		
Purpose: For the conduct of Division Festival of Talents (DFOT)			
TO: The Schools Division Superintendent Division of Vigan City Vigan City			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Training Expenses		MOOE 5020201002	50,000.00
Total			50,000.00
AMOUNT IN WORDS: FIFTY THOUSAND PESOS.			
NOTE: The Allotment herein sub-allotted is valid for obligation until December 31, 2026.			

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 amounts authorized. 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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