



2505-673

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

**Office of the Schools Division Superintendent**

May 13, 2025

**OFFICE MEMORANDUM**

No. 27, s. 2025

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-25-0665 Human Resource Development for Personnel in Schools and Learning Centers (Continuing Appropriations)	Funds for the conduct of the Human Resource Merit Promotion and Selection Board (HRMPSB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment.	86,500.00

2. Please prepare the corresponding Work and Financial Plan (WFP), Project Proposal, Program Procurement Management Plan (PPMP), Purchase Request (PR), Payroll, Itinerary of Travel and/or necessary documents for the full implementation of the program within fifteen (15) working days upon receipt of this memorandum.
3. For information and strict compliance.



**VILMA D. EDA, CESO V**  
Schools Division Superintendent  
xr/b



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Republic of the Philippines  
**Department of Education**  
Regional Office I

Finance Division  
Budget Section

**SUB-ALLOTMENT RELEASE ORDER**

<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> 310500100001000  Human Resource Development for Personnel in Schools and Learning Centers		<b>REFERENCE:</b> OSEC-1-25-02008 dated 03/28/25 (CMI)	<b>SUB-ALLOTMENT RELEASE ORDER NO:</b> ROI-25-0665
<b>FUND CODE:</b> 01102101		<b>ORGANIZATION CODE:</b> 0801014	<b>LEGAL BASIS:</b> FY 2024 GAA RA No. 11976
<b>Purpose:</b>  Transfer of funds for the conduct of the Human Resource Merit Promotion and Selection Board (HRMP SB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment.		<b>DATE:</b> May 7, 2025  <b>FISCAL YEAR:</b> FY 2025	
<b>TO:</b> The Schools Division Superintendent Division of Vigan City Vigan City			
<b>PARTICULARS</b>		<b>ALLOTMENT/ OBJECT CLASS</b>	<b>AMOUNT AUTHORIZED</b>
Training Expenses		MOOE 5020201002	86,500.00
Total			86,500.00
<b>AMOUNT IN WORDS:</b> EIGHTY-SIX THOUSAND FIVE HUNDRED PESOS.			
<b>NOTE:</b> 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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