



2505-674

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

**Office of the Schools Division Superintendent**

May 9, 2025

**OFFICE MEMORANDUM**

No. 29, 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-25-0695 (Basic Education Curriculum Current Appropriations)	Program Support Funds to cover various expenses for the implementation of the Literacy Remediation Program (LRP).	133,992.04

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 three (3) working days upon receipt of this memorandum.
3. For information and strict compliance.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: [vigan.city@deped.gov.ph](mailto:vigan.city@deped.gov.ph)  
Website: [www.depedvigancity.com](http://www.depedvigancity.com)



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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 (BEC)	SUB-ALLOTMENT RELEASE ORDER NO:  ROI-25-0695
		LEGAL BASIS:  FY 2025 GAA R.A. No. 12116	DATE:  May 9, 2025
FUND CODE:  01101101	ORGANIZATION CODE:  0801014		FISCAL YEAR:  FY 2025
Purpose:  Transfer of Program Support Funds to cover various expenses for the implementation of the Literacy Remediation Program (LRP)			
TO: The Schools Division Superintendent Division of Vigan City Vigan City			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Training Expenses		MOOE 5020201002	133,992.04
Total			133,992.04
AMOUNT IN WORDS: ONE HUNDRED THIRTY-THREE THOUSAND NINE HUNDRED NINETY-TWO AND 04/100 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 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:

**ALFONSO T. VINO**  
Chief Administrative Officer  
Finance Division

APPROVED:

**TOLENTINO G. AQUINO**  
Director IV

PPA 302  
SA # 039  
5-9-25  
Ref # 634



Address: Flores St., Catbangen, City of San Fernando, La Union  
Telephone Nos.: (072) 607-8137/682-2324  
Email address: region1@deped.gov.ph  
Website: www.depedro1.com

