



2505- 674

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. 30, 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-25-0680 (Hardship Pay - Current Appropriations)	Allotment to cover payment of Special Hardship Allowance for FY 2025.	538,067.42

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 the duration of the fiscal year 2025.
3. For information and strict compliance.



**VILMA D. EDA, CESO V**  
Schools Division Superintendent *W/p*



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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>  310400100010000  Hardship Pay		<b>REFERENCE:</b>  FY 2025 GAA (Hardship Pay)	<b>SUB-ALLOTMENT RELEASE ORDER NO:</b>  ROI-25-0680
<b>FUND CODE:</b>  01101101	<b>ORGANIZATION CODE:</b>  0801014	<b>LEGAL BASIS:</b>  FY 2025 GAA R.A. No. 12116	<b>DATE:</b>  May 7, 2025
		<b>FISCAL YEAR:</b>  FY 2025	
<b>Purpose:</b>  Allotment to cover payment of Special Hardship Allowance for 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>
Special Hardship Allowance- Civilian		PS 5010299004	538,067.42
Total			538,067.42
<b>AMOUNT IN WORDS:</b> FIVE HUNDRED THIRTY-EIGHT THOUSAND SIXTY-SEVEN AND 41/100 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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