



2505- 902

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

Office of the Schools Division Superintendent

May 15, 2025

OFFICE MEMORANDUM

No. 31, s. 2025

To: Atty. Kim R. Tagorda
Administrative Officer V

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)
RO1-25-0728 Administration of Personnel Benefits (Current Appropriations)	Transfer of Funds to cover for the payment of the Terminal Leave Benefits (TLB) of Mr. George R. Abuel.	142,196.58

2. Please prepare the corresponding Payroll and/or necessary documents for the full payment of the Terminal Leave Benefits (TLB) of Mr. Abuel within seven (7) working days upon receipt of this memorandum.
3. For information and strict compliance.

Budget/mjps



VILMA D. EDA, CESO V
Schools Division Superintendent
xs/lt



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
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Payroll for RP
attached
SDS copy



Republic of the Philippines
Department of Education
Regional Office I

Finance Division
Budget Section

SUB-ALLOTMENT RELEASE ORDER

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: 100000100002000 Administration of Personnel Benefits		REFERENCE: FY 2025 GAAAO dated 01/02/2025 LEGAL BASIS: FY 2025 GAA R.A. No. 12116	SUB-ALLOTMENT RELEASE ORDER NO: RO1-25-0728 DATE: May 14, 2025 FISCAL YEAR: FY 2025
FUND CODE: 01101101	ORGANIZATION CODE: 0801014		
Purpose: Allotment to cover payment of Terminal Leave Benefits of Mr. George R. Abuel.			
TO: The Schools Division Superintendent Division of Vigan City Vigan City			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Terminal Leave Benefits		PS 5010403001	142,196.58
Total			142,196.58
AMOUNT IN WORDS: ONE HUNDRED FORTY-TWO THOUSAND ONE HUNDRED NINETY-SIX AND 58/100 PESOS.			
NOTE: 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

DepEd



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