



2506- 610

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

**Office of the Schools Division Superintendent**

June 10, 2025

**OFFICE MEMORANDUM**

No. 38, 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)
RO1-25-0937 Operational Expenses of the DepEd – Election Task Force (Current Appropriations)	Funds for the operations of the DepEd Election Task Force (ETF) in relation to the National and Local Elections on May 12, 2025.	120,000.00

2. Please prepare the corresponding Payroll and/or necessary documents for the full payment of the concerned personnel entitled for the ETF honorarium.
3. For information and strict compliance.



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

xu/v



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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: <b>200000100003000</b>  <b>Operational Expenses of the DepEd - Election Task Force</b>		REFERENCE: <b>OSEC-1-25-02818 dated 05/20/25 (CMI)</b>	SUB-ALLOTMENT RELEASE ORDER NO: <b>ROI-25-0937</b>
FUND CODE: <b>01101101</b>	ORGANIZATION CODE: <b>0801014</b>	LEGAL BASIS: <b>FY 2025 GAA R.A. No. 12116</b>	DATE: <b>June 4, 2025</b>
			FISCAL YEAR: <b>FY 2025</b>
Purpose:  <b>Transfer of funds for the operations of the DepEd Election Task Force in relation to the National and Local Elections on May 12, 2025.</b>			
TO: <b>The Schools Division Superintendent Division of Vigan City Vigan City</b>			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	120,000.00
Total			120,000.00
AMOUNT IN WORDS: <b>ONE HUNDRED TWENTY THOUSAND PESOS.</b>			
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:

**ARNOLD I. VINO**  
 Chief Administrative Officer  
 Finance Division

APPROVED:

**TOLENTINO G. AQUINO**  
 Director IV



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