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

Office of the Schools Division Superintendent

July 1, 2025

OFFICE MEMORANDUM

No. 44, 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-25-1212 Physical Fitness and School Sports - Current Appropriations)	Funds for the Procurement of sport supplies, materials and equipment under the Sports Supplies and Equipment Enhancement Distribution (SSEEDP) Program.	50,000.00

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



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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: 200000100001000 Physical Fitness and School Sports		REFERENCE: FY 2025 GAAAO dated 01/02/2025	SUB-ALLOTMENT RELEASE ORDER NO: ROI-25-1212
FUND CODE: 01101101		LEGAL BASIS: FY 2025 GAA R.A. No. 12116	DATE: June 24, 2025
ORGANIZATION CODE: 0801014			FISCAL YEAR: FY 2025
Purpose: Transfer of funds for the procurement of sport supplies, materials and equipment under the Sports Supplies and Equipment Enhancement Distribution (SSEEDP) Program.			
TO: The Schools Division Superintendent Division of Vigan City Vigan City			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	50,000.00
Total			50,000.00
AMOUNT IN WORDS: FIFTY THOUSAND 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:

ARNOLD I. VINO
Chief Administrative Officer
Finance Division

APPROVED:

TOLENTINO G. AQUINO
Director IV

DepEd



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