



2507- 1118

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

Office of the Schools Division Superintendent

July 11, 2025

OFFICE MEMORANDUM

No. 46, 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-25-1412 Learner Support Program - Continuing Appropriations)	Funds for the conduct of the Career Guidance Program School-Based Training of Career Advocates (SBTCA) on Sept. 2025.	175,000.00

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 *xy/11*



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
Website: www.depedviganity.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: 200000100006000 Learner Support Programs		REFERENCE: OSEC-25-03395 dated 06/17/25 (CMI)	SUB-ALLOTMENT RELEASE ORDER NO: ROI-25-1412
FUND CODE: 01102101	ORGANIZATION CODE: 0801014	LEGAL BASIS: FY 2024 GAA RA No. 11975	DATE: July 10, 2025
			FISCAL YEAR: FY 2025
Purpose: Transfer of funds for the conduct of the Career Guidance Program School-Based Training of Career Advocates (SBTCA) on September 2025.			
TO: The Schools Division Superintendent Division of Vigan City Vigan City			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	175,000.00
Total			175,000.00
AMOUNT IN WORDS: ONE HUNDRED SEVENTY-FIVE THOUSAND 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 C. VING
Chief Administrative Officer
Finance Division

APPROVED:

TOLENTINO G. AQUINO
Director IV



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

