



2508- 1060

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

**Office of the Schools Division Superintendent**

August 11, 2025

**OFFICE MEMORANDUM**

No. 56, 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-25-1665 (Special Needs Education Program - Current Appropriations)	Program Support Funds to cover expenses relative to the Inclusive Learning Resource Centers (ILRCs) and Special Needs Education (SNED) Implementing Schools.	408,000.00

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**

<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> 310300100005000  Special Needs Education Program		<b>REFERENCE:</b> OSEC-1-25-03091 dated 06/10/25 (CMI)	<b>SUB-ALLOTMENT RELEASE ORDER NO:</b> ROI-25-1665
<b>FUND CODE:</b> 01101101	<b>ORGANIZATION CODE:</b> 0801014	<b>LEGAL BASIS:</b> FY 2025 GAA R.A. No. 12116	<b>DATE:</b> August 5, 2025
			<b>FISCAL YEAR:</b> FY 2025
<b>Purpose:</b>  Transfer of Program Support Funds to cover expenses relative to the Inclusive Learning Resource Centers (ILRCs) and Special Needs Education (SNED) Implementing Schools.			
<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>
Subsidy to Operating Units		MOOE 5021408000	408,000.00
<b>Total</b>			408,000.00
<b>AMOUNT IN WORDS:</b> FOUR HUNDRED EIGHT THOUSAND PESOS.			
<b>NOTE:</b> 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 L. VINO  
 Chief Administrative Officer  
 Finance Division

APPROVED:

TOLENTINO G. AQUINO  
 Director IV



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