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

Office of the Schools Division Superintendent

September 8, 2025

OFFICE MEMORANDUM

No. 63, 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)
OSEC-1-25-4136 Operations of Schools - JHS (Continuing Appropriations)	Funds for the Additional School MOOE for School Innovation and Improvement Fund (SIIF) under 4 th & 5 th class municipalities.	462,000.00

2. Please prepare the corresponding Work and Financial Plan (WFP), Project Proposal, Program of Works, 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.



[Signature]
VILMA D. EDA, CESO V
Schools Division Superintendent
8918



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Republic of the Philippines
DEPARTMENT OF EDUCATION
Central Office
SUB-ALLOTMENT RELEASE ORDER
Fiscal Year 2025

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA351 310400100003000 - Continuing Appropriations Operation of Schools - Junior High School (Grade 7 to Grade 10)		REFERENCE: FY 2024 GAAAO dated 01/02/2024	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-1-25-04136
		LEGAL BASIS: FY 2024 GAA R.A. No. 11975 (Continuing Appropriations)	DATE: 03-Sep-25
FUND CODE: 01102101	ORGANIZATION CODE: 070010100000		FISCAL YEAR: FY 2025
PURPOSE: <i>Transfer of Additional Maintenance and Other Operating Expenses (MOOE) for School Innovation and Improvement Fund (SIIF) under 4th and 5th Class Municipalities.</i>			
To: The Schools Division Superintendent Schools Division of Vigan City DepEd - Region I 070010801014			Region : 1
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	462,000.00
AMOUNT IN WORDS: *** Four Hundred Sixty Two Thousand Pesos Only ***			Total: 462,000.00
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2025.			

The above sub-allotments have been made available for expenditures of the Region/ 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 Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. 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.

Certification of Availability of Allotment:


CHOLITA F. TIONG
Chief Administrative Officer
Budget Division

Approval for Transfer/Downloading of Funds:


ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
OIC, Office of the Undersecretary for Finance