



2509-904

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

OFFICE MEMORANDUMNo. 64, 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)
ROI-25-2012 World Teacher's Day Incentive Benefit (Current Appropriations)	Funds for the FY 2025 World Teacher's Day Incentive Benefit.	746,000.00

2. Please prepare the corresponding Work and Financial Plan (WFP), Program Procurement Management Plan (PPMP), Purchase/Service Request (PR/SR), Itinerary of Travel, Payroll and/or other necessary documents for the full implementation of the program within fifteen (15) calendar days upon receipt of this memorandum.
3. For information and strict compliance.



Anne F. Eda
VILMA D. EDA, CESO V
Schools Division Superintendent *Ka/a*

Budget/mjps



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: 310400100013000 World Teacher's Day Incentive Benefit		REFERENCE: FY 2025 GAAAO dated 01/02/2025	SUB-ALLOTMENT RELEASE ORDER NO: ROI-25-2012
FUND CODE: 01101101		LEGAL BASIS: FY 2025 GAA R.A. No. 12116	DATE: September 4, 2025
ORGANIZATION CODE: 0801014		FISCAL YEAR: FY 2025	
Purpose: Transfer of funds for FY 2025 World Teacher's Day Incentive Benefit.			
TO: The Schools Division Superintendent Division of Vigan City Vigan City			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Other Personnel Benefits		PS 5010499099	746,000.00
Total			746,000.00
AMOUNT IN WORDS: SEVEN HUNDRED FORTY-SIX 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 I. VING
 Chief Administrative Officer
 Finance Division

APPROVED:

TOLENTINO G. AQUINO
 Director IV

DepED



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

