



2509-2099

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

Office of the Schools Division Superintendent

September 24, 2025

OFFICE MEMORANDUM

No. 66, 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-25-2144 (Basic Education Curriculum - Current Appropriations)	Funds for the purchase of Kindergarten Literacy and Numeracy Kits.	13,340.00

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.

[Signature]
VILMA D. EDA, CESO V
Schools Division Superintendent
29/24



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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: 310100100003000 Basic Education Curriculum		REFERENCE: FY 2025 GAAO dated 01/02/2025	SUB-ALLOTMENT RELEASE ORDER NO: ROI-25-2144
		LEGAL BASIS: FY 2025 GAA R.A. No. 12116	DATE: September 16, 2025
FUND CODE: 01101101	ORGANIZATION CODE: 0801014		FISCAL YEAR: FY 2025
Purpose: Transfer of funds for the purchase of Kindergarten Literacy and Numeracy Kits.			
TO: The Schools Division Superintendent Division of Vigan City Vigan City			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	13,340.00
Total			13,340.00
AMOUNT IN WORDS: THIRTEEN THOUSAND THREE HUNDRED FORTY 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



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