



2510-1499

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

Office of the Schools Division Superintendent

October 16, 2025

OFFICE MEMORANDUM

No. 68, 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-25-2333 Organizational and Professional Development for Non-Teaching Personnel (Current Appropriations)	Program Support Funds for the FY 2025 Organizational and Professional Development for Non-Teaching Personnel (OPDNTF) Programs.	270,000.00

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 ten (10) working days upon receipt of this memorandum.
3. For information and strict compliance.



VILMA D. EDA, CESO V
Schools Division Superintendent
X 10/16



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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: 200000100011000 Organizational and Professional Development for Non-Teaching Personnel		REFERENCE: OSEC-1-25-04865 dated 09/25/25 (CMI)	SUB-ALLOTMENT RELEASE ORDER NO: ROI-25-2333
FUND CODE: 1101101		LEGAL BASIS: FY 2025 GAA R.A. No. 12116	DATE: October 10, 2025
ORGANIZATION CODE: 0801014			FISCAL YEAR: FY 2025
Purpose: Program Support Fund for the FY 2025 Organizational and Professional Development for Non-Teaching Personnel (OPDNTF) Programs.			
TO: The Schools Division Superintendent Division of Vigan City Vigan City			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	270,000.00
Total			270,000.00
AMOUNT IN WORDS: TWO HUNDRED SEVENTY THOUSAND 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:

ARNOLO T. VINO
 Chief Administrative Officer
 Finance Division

APPROVED:

TOLENTINO G. AQUINO
 Director IV

DepED



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