



2511-1516

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

Office of the Schools Division Superintendent

November 18, 2025

OFFICE MEMORANDUM

No. 76, 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-25-2601 (FLO-ALS - Current Appropriations)	Funds to cover Transportation and Teaching Aid Allowance (TTA) of ALS teachers.	134,875.00

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 three (3) working days upon receipt of this memorandum.

3. For information and strict compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent
2/1/25



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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: 310300100003000 Flexible Learning Options - Alternative Learning Systems (ALS)		REFERENCE: OSEC-1-25-05135 dated 10/17/25 (CMI)	SUB-ALLOTMENT RELEASE ORDER NO: ROI-25-2601
FUND CODE: 1101101	ORGANIZATION CODE: 0801014	LEGAL BASIS: FY 2025 GAA R.A. No. 12116	DATE: November 14, 2025 FISCAL YEAR: FY 2025

Purpose:
Transfer of funds to cover Transportation and Teaching Aid Allowance (TTA) of ALS Teachers.

TO:
The Schools Division Superintendent
Division of Vigan City
Vigan City

PARTICULARS	ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Subsidy to Operating Units	MOOE 5021408000	134,875.00
Total		134,875.00

AMOUNT IN WORDS: ONE HUNDRED THIRTY FOUR THOUSAND EIGHT HUNDRED SEVENTY FIVE 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 incurrance of overdraft is prohibited. Parties responsible for the incurrance 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:

ARNELO P. VINO
Chief Administrative Officer
Finance Division

APPROVED:

TOLENTINO G. AQUINO
Director IV



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