



2511-2481

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

Office of the Schools Division Superintendent

November 28, 2025

OFFICE MEMORANDUM

No. 8, s. 2025

To: Eric L. Tapat  
Information Technology Officer I

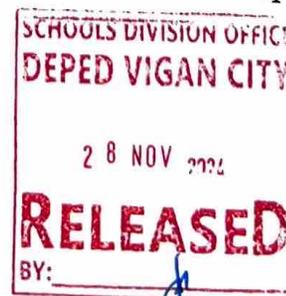
NOTICE AND UTILIZATION OF ALLOTMENT

1. This is to inform you that the Office received Sub-ARO with the following details:

Sub-ARO No.	Purpose	Amount (Php)
RO1-24-2916 Computerization Program (Current Appropriations)	Program Support Fund for the engagement of COS for SDO	167,200.00 (MOOE)

2. Please prepare the corresponding Work and Financial Plan (WFP), Program Procurement Management Plan (PPMP), Purchase Request (PR), 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.

*a.*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**  
 Regional Office I

Finance Division  
 Budget Section

**SUB-ALLOTMENT RELEASE ORDER**

<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> 310200100005000  Computerization Program		<b>REFERENCE:</b> OSEC-1-25-05494 dated 11/14/25 (CMI).	<b>SUB-ALLOTMENT RELEASE ORDER NO:</b> ROI-25-2916
<b>FUND CODE:</b> 1101101		<b>ORGANIZATION CODE:</b> 0801014	<b>LEGAL BASIS:</b> FY 2025 GAA dated 01/02/2025
<b>Purpose:</b>  Transfer of Program Support Fund for the Engagement of Contract of Service for Schools Division Offices.		<b>DATE:</b> November 26, 2025	<b>FISCAL YEAR:</b> FY 2025
<b>TO:</b> The Schools Division Superintendent Division of Vigan City Vigan City			
<b>PARTICULARS</b>		<b>ALLOTMENT/ OBJECT CLASS</b>	<b>AMOUNT AUTHORIZED</b>
Subsidy to Operating Units		MOOE 5021408000	167,200.00
<b>Total</b>			<b>167,200.00</b>
<b>AMOUNT IN WORDS:</b> ONE HUNDRED SIXTY-SEVEN THOUSAND TWO HUNDRED PESOS.			
<b>NOTE:</b> 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. VINGO**  
 Chief Administrative Officer  
 Finance Division

APPROVED:

**TOLENTINO G. AQUINO**  
 Director IV



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