



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

Office of the Schools Division Superintendent

December 2, 2025

OFFICE MEMORANDUM

No. 02, 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)
RO1-24-2971 Education Information and Communication Services (Continuing Appropriations)	Program Support Fund for the communication expenses of the Division Information Officer and alternate of SDOs (Eric Tapat and Cherry Joy Garma)	1,750.00 (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.



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



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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: 200000100005000 Education Information and Communication Services		REFERENCE: OSEC-1-24-2537 dated 4/5/24 (CMI)	SUB-ALLOTMENT RELEASE ORDER NO: ROI-25-2971
FUND CODE: 1102101	ORGANIZATION CODE: 0801014	LEGAL BASIS: FY 2024 GAA RA No. 11975	DATE: December 1, 2025
Purpose: Transfer of Program Support Fund for communication expenses of the Division Information Officer and alternate of Schools Division Offices.			
TO: The Schools Division Superintendent Division of Vigan City Vigan City			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Mobile Cherry Joy Garma ✓ Eric Tapat ✓		MOOE 5020502001	1,750.00
Total			1,750.00
AMOUNT IN WORDS: ONE THOUSAND SEVEN HUNDRED FIFTY 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 therefor. 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:

ARNOED I. VINGO
Chief Administrative Officer
Finance Division

APPROVED:

TOLENTINO G. AQUINO
Director IV



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