



2512-1118

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

Office of the Schools Division Superintendent

December 10, 2025

OFFICE MEMORANDUM

No. 83, 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-25-2996 (Textbooks and other Instructional Materials - Continuing Appropriations)	Funds for the procurement of materials and other relative to the maintenance of reading nooks in the public elementary schools	80,464.19

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



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Republic of the Philippines
Department of Education
 Regional Office 1

Finance Division
 Budget Section

SUB-ALLOTMENT RELEASE ORDER

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: 310200100004000 Textbooks and other Instructional Materials		REFERENCE: OSEC-1-24-1847 dated 3/21/24 (CMI)	SUB-ALLOTMENT RELEASE ORDER NO: ROI-25-2996
FUND CODE: 1102101	ORGANIZATION CODE: 0801014	LEGAL BASIS: FY 2024 GAA RA No. 11975	DATE: December 9, 2025 FISCAL YEAR: FY 2025
Purpose: Transfer of funds for the procurement of materials and other relative to the maintenance of reading nooks in the public elementary schools.			
TO: The Schools Division Superintendent Division of Vigan City Vigan City			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	80,464.19
Total			80,464.19
AMOUNT IN WORDS: EIGHTY THOUSAND FOUR HUNDRED SIXTY-FOUR AND 19/100 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:

ARNOLD I. VINO
 Chief Administrative Officer
 Finance Division

APPROVED:

TOLENTINO G. AQUINO
 Director IV



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