



2512- 1391

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

Office of the Schools Division Superintendent

December 12, 2025

OFFICE MEMORANDUM

No. 84, s. 2025

To: Atty. Kim R. Tagorda
Administrative Officer V

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-25-3050 Reclassification of Positions (Current Appropriations)	Funds for the FY 2205 Personnel Services (PS) Deficiencies.	15,881,256.13
ROI-25-3069 RLIP New School Personnel Positions (Current Appropriations)	Funds for the FY 2025 RLIP Deficiencies.	1,188,909.31

2. Please prepare the corresponding Work and Financial Plan (WFP), Program Procurement Management Plan (PPMP), Purchase/Service Request (PR/SR), Itinerary of Travel, Payroll and/or other necessary documents for the full implementation of the program on or before December 22, 2025.
3. For information and strict compliance.




VILMA D. EDA, CESO V
Schools Division Superintendent
12/12

Budget/mjps



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
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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:		REFERENCE:	SUB-ALLOTMENT RELEASE
310400100010000		FY 2025 GAAAO dated 01/02/2025	ORDER NO:
Reclassification of Positions		LEGAL BASIS:	ROI-25-3050
FUND CODE:	ORGANIZATION CODE:	FY 2025 GAA R.A. No. 12116	DATE: December 10, 2025
01101101	0801014		FISCAL YEAR: FY 2025

Purpose:

Transfer of funds to cover 2025 Personnel Services (PS) Deficiencies.

TO:

The Schools Division Superintendent
Division of Vigan City
Vigan City

PARTICULARS	ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Other Personnel Benefits	PS 5010499099	15,881,256.13
Total		15,881,256.13

AMOUNT IN WORDS: FIFTEEN MILLION EIGHT HUNDRED EIGHTY-ONE THOUSAND TWO HUNDRED FIFTY-SIX AND 13/100 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 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. VINO
Chief Administrative Officer
Finance Division

APPROVED:

TOLENTINO G. AQUINO
Director IV

DepEd



Address: Flores St., Catbangen, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
Email address: region1@deped.gov.ph
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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:		REFERENCE:	SUB-ALLOTMENT RELEASE
310200100002000 RLIP- New School Personnel Positions		OSEC-1-25-05721 dated 11/27/25 (CMI)	ORDER NO: ROI-25-3069
		LEGAL BASIS:	DATE: December 10, 2025
FUND CODE:	ORGANIZATION CODE:	FY 2025 GAA R.A. No. 12116	FISCAL YEAR: FY 2025
1104102	0801014		

Purpose:

Transfer of funds to cover 2025 Retirement & Life Insurance Premiums (RLIP) Deficiencies.

TO:

The Schools Division Superintendent
Division of Vigan City
Vigan City

PARTICULARS	ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Retirement and Life Insurance Premiums	RLIP 5010301000	1,188,909.31
Total		1,188,909.31

AMOUNT IN WORDS: ONE MILLION ONE HUNDRED EIGHTY EIGHT THOUSAND NINE HUNDRED NINE AND 31/100 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 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. VINO
Chief Administrative Officer
Finance Division

APPROVED:

TOLENTINO G. AQUINO
Director IV

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