



2603-117

3 sets

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

16 MAR 2026

Office of the Schools Division Superintendent

March 12, 2026

OFFICE MEMORANDUM

No. 11, s. 2026

To: Marie Christine L. Natividad  
Chief Education Supervisor (CID)

NOTICE AND UTILIZATION OF ALLOTMENT

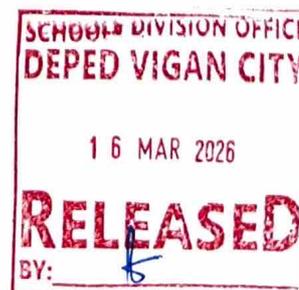
1. This is to inform you that the Office received Sub-ARO with the following details:

Sub-ARO No.	Purpose	Amount (PhP)
ROI-26-155 (Implementation on the grant of cash allowance, Hardship Pay...) - Current Appropriations)	Funds for the FY 2026 Special Hardship Allowance (SHA).	536,308.02

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 every quarter of the fiscal year 2026.

3. For information and strict compliance.

*[Signature]*  
VILMA D. EDA, CESO V  
Schools Division Superintendent § 3/12



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: [vigan.city@deped.gov.ph](mailto:vigan.city@deped.gov.ph)  
Website: [www.depedviganacity.com](http://www.depedviganacity.com)



Your Feedback is important to us. Visit this link [bit.ly/SDOViganCityCSM](http://bit.ly/SDOViganCityCSM)



**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> 310400100001000 <b>Implementation of the Grant of CA, Hardship Pay, ERF, Conversion to MT &amp; Recl. of Positions</b>		<b>REFERENCE:</b> FY 2026 GAAAO dated 1/5/2026	<b>SUB-ALLOTMENT RELEASE ORDER NO:</b> ROI-26-0155
<b>FUND CODE:</b> 1101101		<b>LEGAL BASIS:</b> FY 2026 GAA   R.A. No. 12314	<b>DATE:</b> March 12, 2026
<b>ORGANIZATION CODE:</b> 0801014			<b>FISCAL YEAR:</b> FY 2026

**Purpose:**  
 Allotment to cover funding requirements for Special Hardship Allowance for FY 2026

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

PARTICULARS	ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Special Hardship Allowance - Civilian	PS 5010299004	536,308.02
<b>Total</b>		<b>536,308.02</b>

**AMOUNT IN WORDS:** FIVE HUNDRED THIRTY-SIX THOUSAND THREE HUNDRED EIGHT AND 02/100 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 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:**

**ARNO L. VINGO**  
 Chief Administrative Officer  
 Finance Division

**APPROVED:**

**TOLENTINO G. AQUINO**  
 Director IV