



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

Office of the Schools Division Superintendent

16 MAR 2026

March 12, 2026

OFFICE MEMORANDUM

No. 9, s. 2026

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-26-127 Administration of Personnel Benefits (Current Appropriations)	Allotment to cover payment of FY 2026 Loyalty Pay.	755,000.00

- 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 the month of its implementation for the Fiscal Year 2026.
- 3. For information and strict compliance.

Budget/mjps



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

§ 3/12



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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> 100000100002000  Administration of Personnel Benefits		<b>REFERENCE:</b> FY 2026 GAAAO dated 1/5/2026	<b>SUB-ALLOTMENT RELEASE ORDER NO:</b> ROI-26-0127
<b>FUND CODE:</b> 1101101	<b>ORGANIZATION CODE:</b> 0801014	<b>LEGAL BASIS:</b> FY 2026 GAA   R.A. No. 12314	<b>DATE:</b> March 11, 2026
<b>Purpose:</b>  Allotment to cover funding requirements for FY 2026 Loyalty Pay			<b>FISCAL YEAR:</b> FY 2026

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

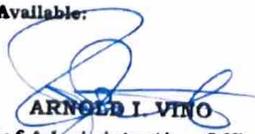
PARTICULARS	ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Loyalty Award-Civilian	PS 5010499015	755,000.00
<b>Total</b>		<b>755,000.00</b>

**AMOUNT IN WORDS:** SEVEN HUNDRED FIFTY-FIVE THOUSAND PESOS.

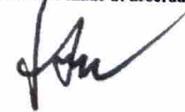
**NOTE:** The Allotment herein sub-allotted is valid for obligation until December 31, 2026.

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:

  
**ARNOLD I. VINO**  
 Chief Administrative Officer  
 Finance Division

APPROVED:

  
**TOLENTINO G. AQUINO**  
 Director IV



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