



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

Office of the Schools Division Superintendent

22 APR 2026

April 21, 2026

OFFICE MEMORANDUM

No. 24, s. 2026

NOTICE AND UTILIZATION OF ALLOTMENT

To: Rodrigo Q. Reyes, Jr.
Chief Education Supervisor (SGOD)

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

Sub-ARO No.	Purpose	Amount (PhP)
ROI-26-629 Learner Support Program (Continuing Appropriations)	Funds to cover expenses in connection with the Capacitation of Health Personnel Related to the Implementation of Child and Adolescent Reproductive Health (CARH).	50,000.00

- 2. Please prepare the corresponding Work and Financial Plan (WFP), Project Proposal, Program of Works, Program Procurement Management Plan (PPMP), Purchase Request (PR), Payroll, Itinerary of Travel and/or necessary documents for the full implementation of the program within seven (7) working days upon receipt of this memorandum.
- 3. For information and strict compliance.



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



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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: 200000100006000 Learner Support Programs		REFERENCE: OSEC-1-25-03543 dated 6/23/2025 (CMI)	SUB-ALLOTMENT RELEASE ORDER NO: ROI-26-0629
FUND CODE: 1102101		LEGAL BASIS: FY 2025 GAA R.A. No. 12116	DATE: April 21, 2026
ORGANIZATION CODE: 0801014			FISCAL YEAR: FY 2026

Purpose:

Transfer of funds to cover expenses in connection with the Capacitation of Health Personnel Related to the Implementation of Child and Adolescent Reproductive Health (CARH).

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

PARTICULARS	ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Subsidy to Operating Units	MOOE 5021408000	50,000.00
Total		50,000.00

AMOUNT IN WORDS: FIFTY 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 budgetting, accounting and auditing rules and regulations.

Certified Allotment Available:

APPROVED:

ARNOLD L. VINO
Chief Administrative Officer
Finance Division

ESTELA P. LEON-CARINO, EdD, CESO III
Director IV/Regional Director

4/21



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