



2609-2888

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

Office of the Schools Division Superintendent

30 SEP 2026

September 29, 2026

OFFICE MEMORANDUM

No. 69, 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-26-1827 General Management and Supervision - CO (Current Appropriations)	Transfer of funds to cover expenses for the implementation of RDU activities, specifically Project LIT 2026: Literacy Intervention Training, and the Literacy Performance and Good Practices Convergence 2026.	454,500.00

2. Please prepare the corresponding Work and Financial Plan (WFP), Project Proposal, Program of Works, Program Procurement Management Plan (PPMP), Purchase Request (PR), Payroll, Contract/Purchase Order, Itinerary of Travel and/or necessary documents for the full implementation of the program within ten (10) working days upon receipt of this memorandum.
3. For information and strict compliance.

OSDS/MJPS/mjps



VILMA D. EDA, CESO V
Schools Division Superintendent
8/29





Republic of the Philippines
Department of Education
 Regional Office I

Finance Division
 Budget Section

SUB-ALLOTMENT RELEASE ORDER

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: 100000100001000 General Management and Supervision - CO		REFERENCE: OSEC-1-26-03866 dated 7/22/26 (CMI)	SUB-ALLOTMENT RELEASE ORDER NO: ROI-26-1827
FUND CODE: 1101101	ORGANIZATION CODE: 0801014	LEGAL BASIS: FY 2026 GAA R.A. No. 12314	DATE: September 28, 2026 FISCAL YEAR: FY 2026
Purpose: Transfer of funds to cover the expenses for the implementation of RDU activities, specifically Project LIT 2026: Literacy Intervention Training, and the Literacy Performance and Good Practices Convergence 2026.			
TO: The Schools Division Superintendent Division of Vigan City Vigan City			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	454,500.00
Total			454,500.00
AMOUNT IN WORDS: FOUR HUNDRED FIFTY FOUR THOUSAND FIVE HUNDRED PESOS.			
NOTE: The Allotment herein sub-allotted is valid for obligation until December 31, 2027			

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:

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

DepEd



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