



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
SGOD-2025 059

01 DEC 2025

**SUBMISSION OF TRAVEL DOCUMENTS FOR THE TRAVEL EXPENSES
OF TECHNICAL OFFICIALS AND NATIONAL TECHNICAL WORKING
GROUP (TWG) MEMBERS FOR 2025 PALARONG PAMBANSA**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public Secondary School Head { Randolph Brian A. Cabanatan }
All Others Concerned.

1. Relative to Office Memorandum OSDS-2025-201 titled Sub-allotment Release Order for Physical Fitness and School Sports, Ms. Leilani M. Rasco is advised to submit the pertinent documents in her participation during the 2025 Palarong Pambansa for the liquidation of the said fund as follows:
 - a. Itinerary of Travel;
 - b. Certificate of Travel Completed;
 - c. Original Authority of Travel ;
 - d. Original Certificate of Appearance;
 - e. Copy of Certificate of Participation ;
 - f. Original Official Receipt ; and
 - g. Memorandum of the Activity.
2. The deadline for submission of documents is on December 5, 2025.
3. For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated
Reference: Office Memo OSDS-2025-201
To be included in the Perpetual Index
Under the following subject:

SPORTS OFFICIAL

SGOD/gpi/Reinbursement TO PB2025
25052/November 25, 2025



SDCB RECORDS UNIT

2519509



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM
OSDS-2025-**201**

TO: **MRS. NEMALYN M. ULEP**
Chief Education Supervisor
School Governance and Operations Division

**SUB-ALLOTMENT RELEASE ORDER FOR PHYSICAL FITNESS AND
SCHOOL SPORTS**

1. This is to furnish you with a copy of the Sub-Allotment Release Order No. ROI-25-2509 dated November 6, 2025 amounting to THREE THOUSAND TWO HUNDRED SEVENTY-ONE PESOS (Php 3,271.00) for the travel expenses of Technical Officials and National Technical Working Group (TWG) Members for 2025 Palarong Pambansa to be utilized until 31 December 2026.
2. You are therefore advised to submit travel documents immediately from receipt hereof for the utilization of such fund.
3. Moreover, funds that are not utilized/ obligated until the validity of the said Sub-Allotment Release Orders will require your justification.


ANSELMO R. ALUDINO
Schools Division Superintendent

JPM/Sub-AROPFSS
2518407/November 13, 2025

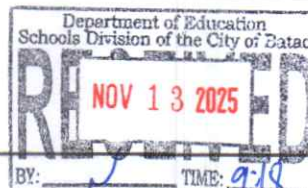


Republic of the Philippines
Department of Education
Regional Office I



SDCB RECORDS UNIT

2518407



Finance Division
Budget Section

SUB-ALLOTMENT RELEASE ORDER

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: 200000100001000 Physical Fitness and School Sports		REFERENCE: OSEC-1-25-02057 dated 3/31/25 (CMI)	SUB-ALLOTMENT RELEASE ORDER NO: ROI-25-2509
FUND CODE: 01101101	ORGANIZATION CODE: 0801007	LEGAL BASIS: FY 2025 GAA R.A. No. 12116	DATE: November 6, 2025
Purpose: Transfer of funds for the travel expenses of Technical Officials and National Technical Working Group (TWG) Members for 2025 Palarong Pambansa		FISCAL YEAR: FY 2025	
TO: The Schools Division Superintendent Division of Batac City Batac City			
PARTICULARS		ALLOTMENT/ OBJECT CLASS	AMOUNT AUTHORIZED
Travel Expenses - Local		MOOE 5020101000	3,271.00
Total			3,271.00
AMOUNT IN WORDS: THREE THOUSAND TWO HUNDRED SEVENTY-ONE 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

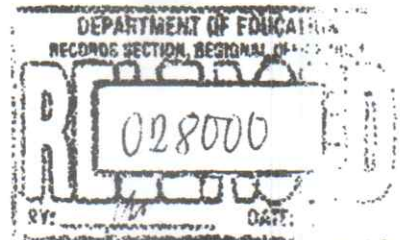


Address: Flores St., Catbangen, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
Email address: region1@deped.gov.ph
Website: www.depedro1.com





Republic of the Philippines
Department of Education
REGION I



OCT 23 2025

October 23, 2025

DIR. TOLENTINO G. AQUINO

Director IV

This Office

Sir:

This letter pertains to Sub-ARO (Reference: OSEC-1-25-02057 - P186,450.00), which our office received as Program Support Funds (PSF) to cover the travel expenses of Technical Officials and National Technical Working Group (TWG) Members for 2025 Palarong Pambansa. The PSF will be downloaded to the following schools divisions, with the corresponding amounts as detailed below:

Schools Division	Amount to be downloaded
Alaminos City	1,635.00
Batac City	3,271.00
Candon City	1,635.00
Dagupan City	13,084.00
Ilocos Norte	80,147.00
Ilocos Sur	11,448.00
Laoag City	11,448.00
La Union	19,626.00
Pangasinan I	16,355.00
Pangasinan II	14,719.00
San Carlos City	4,906.00
San Fernando City	1,635.00
Urdaneta City	4,906.00
Vigan City	1,635.00
	186,450.00

Thank you.

Very truly yours,

SARAH Q. CASUGA

Chief Education Supervisor

APPROVED:

TOLENTINO G. AQUINO

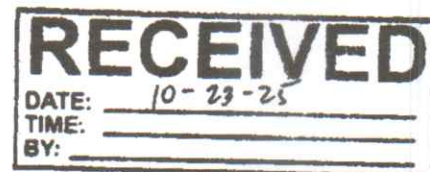
Director IV

RL- 4568

ESSD/dcn/dsp/Letter_Downloading_TO-PALARO

October 23, 2025

cc: Finance Division
Records Section



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