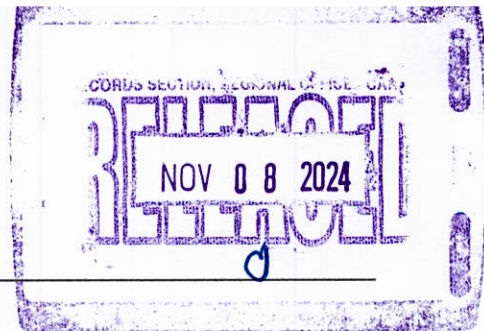




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
FIN – 2024 – 1204

To: Schools Division Superintendent) Division of Surigao del Norte
All Others Concerned

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
GENERAL MANAGEMENT AND SUPERVISION**

1. This office announces the issuance of Sub-Allotment Release Order (Sub-ARO) to cover funding requirements for the hosting of *DepEd Caraga Legal Unit Year-End Meeting* under FY 2024 GAA dated January 2, 2024.
2. Attached is the approved request for reference.
3. Upon receipt of Sub-ARO, the SDOs shall immediately request the Issuance of Notice of Cash Allocation from the DBM Regional Office XIII. The disbursement of such funds shall be subject to existing government accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

**ALLOTMENT
PROGRAMS**

FIN/nap
11/07/2024



Republic of the Philippines
Department of Education
CARAGA REGION

October 30, 2024

MARIA INES C. ASUNCION

Director III
Officer-In-Charge
Office of the Regional Director
Caraga Regional Office
Butuan City

Ma'am:

We would like to request Authority from your good office to transfer funds amounting to ONE HUNDRED THOUSAND PESOS ONLY (PHP 100,000.00) from Regional MOOE to Surigao del Norte Division for hosting the DepEd Caraga Legal Unit Year-End Meeting.

PARTICULAR	AMOUNT	TOTAL
Breakdown:		
Day 1 30 pax 3 Meals and 2 Snacks Meals with Accommodation and Venue	2,000.00 per pax	60,000.00
Day 2 30 pax 2 Meals and 1 Snack without Accommodation only Venue	700.00 per pax	21,000.00
Contingency		19,000.00
TOTAL		100,000.00

Very truly yours,

MARIA PAULITA S. LOMONSOD
Legal Assistant II-Focal Person

Noted By:

ATTY. JOSE B. GUIBONE
Attorney IV-Legal Unit Head

ATTY. JESSA D. MANGADLAO-MIOLATA
Attorney III

Funds Available:

ELAINE N. NAVARRO
OIC-Chief of Finance

Approved By:

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

ORD/msl
10/30/2024

Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2024-10-17907

Doc. Ref. Code	RO-ASD-F069	Rev	00
Effectivity	02.01.23	Page	1 of 1

