



MAR 03 2025

REGIONAL MEMORANDUM

FIN - 2025 - 0225

To: Schools Division Superintendents) Division of Butuan City
) Division of Cabadbaran City
) Division of Surigao del Sur
 All Others Concerned

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR BASIC EDUCATION CURRICULUM

1. This office announces the issuance of Sub-Allotment Release Order (Sub-ARO) to cover travel expenses of participants in the **Revision and Finalization of the Mathematics Teaching and Learning Materials Package for Key Stage 2 (and 3) in print and digital format**, under OSEC-13-24-6390, dated October 10, 2024.
2. Attached for reference is the approved request.
3. Upon receipt of Sub-ARO, the Schools Division Offices (SDOs) are directed to promptly request the issuance of Notice of Cash Allocation from the DBM Regional Office XIII. The disbursement of these funds shall adhere to standard government accounting and auditing rules and regulations.
4. For immediate dissemination and compliance.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

ALLOTMENT PROGRAMS

FIN/nap
02/27/2025



Doc. Ref. Code	RO-ASD-F164	Rev	00
Effectivity	08.09.24	Page	1 of 1



Republic of the Philippines
Department of Education
CARAGA REGION

February 19, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
This Office

Madam:

This is to respectfully request the downloading of funds to the Schools Division Offices (SDOs) of Butuan City, Cabadbaran City, and Surigao del Sur to cover the travel expenses incurred during the Revision and Finalization of the Mathematics Teaching and Learning Materials Package for Key Stages 2 [and 3] in print and digital formats.

Name of Participant	Division	Amount
Ellen B. Cubillas	Butuan City	P12,500.00
Vanessa P. Bolambot	Cabadbaran City	P12,200.00
Danife B. Engcoy	Surigao del Sur	P18,000.00
TOTAL		P42,700.00

The funds will be sourced from **BEC 2024 Continuing Funds (OSEC-13-24-6390)**.

For your approval.

Thank you.

Very truly yours,

RHEA J. YPARRAGUIRRE
EPS-CLMD

Funds Available:

ELAINE N. NAVARRO
SAO, Finance Division

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director

CLMD/rjy
02/19/2025



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



2025-02-03081

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

