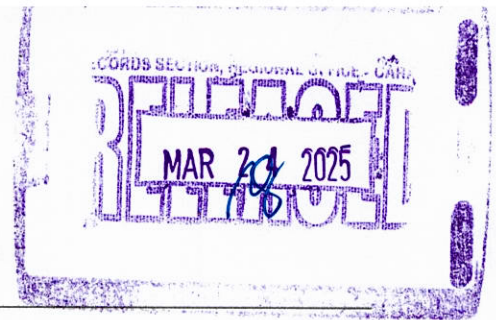




Republic of the Philippines
Department of Education
CARAGA REGION



MAR 24 2025

REGIONAL MEMORANDUM
FIN – 2025 -0308

To: Schools Division Superintendents) Division of Agusan del Norte
All Others Concerned

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
EARLY LANGUAGE LITERACY AND NUMERACY

1. This office announces the issuance of Sub-Allotment Release Order (Sub-ARO) to fund travel expenses for the **Regional Orientation on the Utilization of Bridging Primer 3** as authorized under OSEC-13-24-6468 dated November 4, 2024.
2. Attached for reference is the approved request.
3. Upon the 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. Immediate dissemination of this Memorandum is highly desired.


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
03/20/2025



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
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2025-03-05201

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

March 11, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
DepEd Caraga Region
Butuan City

Madam:

The undersigned would like to request authority from your good office to transfer the Program Support Fund to the participants of Agusan del Norte Division chargeable against **OSEC-13-24-6468** to cover travel expenses in connection with the conduct of the **Regional Orientation on the Utilization of Bridging Primer 3** on **March 6-8, 2025**, at Butuan Southville Hotel and Restaurant, Villa Kananga, Butuan City to wit:

Name of Participants	Station/Office	Total Amount
Cherlita P. Acierto	Jagupit ES, Santiago	P 1,500.00
Roslyn Despe	San Agustin ES, Carmen	1,500.00
Cyrinn L. Ocmen	Sta. Ana ES, Tubay	1,500.00
May Joy S. Ranario	Mateo B. Abao CES, Nasipit	1,500.00
Anna Moreen M. Generalao	Jagupit ES, Santiago	1,500.00
Total		P7,500.00

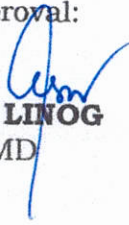
Should the transportation expenses of the participants exceeded the downloaded funds for their division/school, the remaining expenses shall be charged against any available or local funds.

Thank you.

Very truly yours,


MARIA CONSUELO C. JAMERA
EPS, CLMD

Recommended for Approval:


BERNABE L. LINOG
Chief, CLMD

Funds available:


ELAINE N. NAVARRO
SAO, Finance Division

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director

CLMD/mcj
03/11/2025

