



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
RELEASED
MAY 16 2025
BY: NMB
TIME: 4:50 PM

MAY 16 2025

REGIONAL MEMORANDUM
FIN – 2025 –0515

To: Schools Division Superintendent) Division of Tandag City
All Others Concerned

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR HUMAN
RESOURCE DEVELOPMENT FOR PERSONNEL IN SCHOOLS
AND LEARNING CENTERS

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to cover expenses related to the conduct of **Dynamics Learning Program (DLP) activities**, under OSEC-13-25-02605 dated April 30, 2025.
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 a 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
05/15/2025



Republic of the Philippines
Department of Education
CARAGA REGION

May 9, 2025

MARIA INES C. ASUNCION

Regional Director
Department of Education
J. Rosales Avenue, Butuan City

Madame:

The undersigned would like to request from your good office to transfer the Program Support Funds under SARO No. OSEC-13-25-02605 amounting to Eighty-Eight Thousand Six Hundred Pesos (₱ 88, 600.00) to cover up expenses in connection for the conduct of Dynamics Learning Program (DLP) activities.

The budget allocation is designated for the Schools Division Office of Tandag City and will be charged against the aforementioned funds.

Thank you.

Very truly yours,

FLORDELISA R. DALIN, EdD
Chief, HRDD

Funds Available:


ELAINE N. NAVARRO
Supervising Admin. Officer
OIC- CAO

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director

HRDD/rsr
05/9/2025



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