



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
RELEASED
JULY 11 2025
BY: NMB
TIME: 10:30 AM

JULY 11 2025

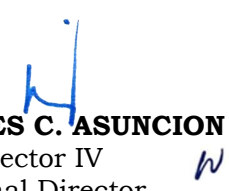
REGIONAL MEMORANDUM

No. 0694 , s. 2025

To: Schools Division Superintendents
All Others Concerned

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
TEACHER QUALITY AND DEVELOPMENT PROGRAM

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to cover travel expenses for participants attending the Batch 4 **Regional Training on Trainers' Methodology 1 (TM1) for Senior High School Technical Vocational – Livelihood (SHS-TVL) Teachers**, under OSEC-13-24-5223.
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. 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:

ALLOTMENTS
PROGRAMS

FIN/nap
07/09/2025



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



2025-07-11819

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 1





Republic of the Philippines
Department of Education
CARAGA REGION

June 24, 2025

MARIA INES C. ASUNCION

Regional Director

This Region:

Madam:

This is to respectfully request authority from your office to download funds from **TQDP OSEC 13- 24- 5223** for the transportation expenses of the following teacher-participants from the Schools Division Offices (SDOs) during the **Batch 04 Regional Training on Trainers' Methodology 1 (TMI) for Senior High School Technical-Vocational-Livelihood (SHS-TVL) Teachers** held at Balanghai Hotel and Convention Center. The above-mentioned training program is divided into 3 distinct phases to wit:

- Phase 01 (face to face): January 13 – 17, 2025
- Phase 02: January 20 – February 19, 2025
- Phase 03: February 20 – 26, 2025
- National Assessment: April 23 – 27, 2025

Please refer to the attached memo for the list of teacher-participants.

TRANSPORTATION EXPENSES

SDO	NO. of PAX	Amount per PAX	TOTAL
AGUSAN DEL NORTE	1	₱1,600.00	₱1,600.00
AGUSAN DEL SUR	9	₱5,500.00	₱49,500.00
BUTUAN	8	₱1,100.00	₱8,800.00
BISLIG	4	₱7,100.00	₱28,400.00
BAYUGAN	4	₱3,150.00	₱12,600.00
CABADBARAN	3	₱3,000.00	₱9,000.00
DINAGAT	7	₱11,100.00	₱77,700.00
SURIGAO DEL NORTE	5	₱6,500.00	₱32,500.00
SURIGAO DEL SUR	7	₱7,000.00	₱49,000.00
SURIGAO CITY	4	₱6,000.00	₱24,000.00
SIARGAO	1	₱12,000.00	₱12,000.00
TANDAG	1	₱7,000.00	₱7,000.00
TOTAL	54		₱312,100.00



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Very truly yours,


CELSA M. CATALUNA
EPS, CLMD

Fund Available:


ELAINE N. NAVARRO
OIC-Chief, Finance Division
7ADP 0612 P1 - 24 - 5223
bal. 1,242,740

Recommending Approval:


BERNABE L. LINO
Chief, CLMD

APPROVED:


MARIA INES C. ASUNCION
Regional Director



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