



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE, CARAGA

RELEASED
JULY 11 2025

BY: NMB TIME: 10:38 AM

JULY 11 2025

REGIONAL MEMORANDUM

No. 0696 , s. 2025

To: Schools Division Superintendents
All Others Concerned

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
LEARNER SUPPORT PROGRAM

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to cover the expenses for the following activities:

- a. Program Support Fund (PSF) for the Capacitation of Health Personnel Related to the Implementation of Child and Adolescent Reproductive Health (CARH), under OSEC-13-25-03556.
- b. PSF for the Re-Echo Training on Universal Prevention Curriculum for Substance Use (UPC) and other related activities, under OSEC-13-25-03572.
- c. PSF for the Provision of Basic Health Services, under OSEC-13-25-03588.
- d. Funds for the conduct of Bullying Prevention Caravan for the Development of Kindness and Empathy, under OSEC-13-25-03492.
- e. PSF for the Establishment of Functional Referral Mechanism for Health and Wellness of Learners, under OSEC-13-25-03540.
- f. PSF for the Establishment of Learner Support Center, under OSEC-13-25-03524.

2. Attached for reference are the approved requests.

3. Upon receipt of the 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.



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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2025-07-11830

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2




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



Republic of the Philippines
Department of Education
CARAGA REGION

June 30, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director

Madam:

This is to request your office for the authority to download funds from **OSEC 13-25-03556** to the Schools Division Offices to cover expenses in connection with the Capacitation of health personnel related to the implementation of Child and Adolescent Reproductive Health (CARH) to wit:

Division	Amount to be downloaded
Agusan del Norte	P 75,000.00
Agusan del Sur	P 75,000.00
Bayugan City	P 75,000.00
Bislig City	P 75,000.00
Butuan City	P 75,000.00
Cabadbaran City	P 75,000.00
Dinagat	P 75,000.00
Siargao	P 75,000.00
Surigao City	P 75,000.00
Surigao del Norte	P 75,000.00
Surigao del Sur	P 75,000.00
Tandag City	P 75,000.00
Total	P 900,000.00

Thank you.

Very truly yours,

JUMER C. CARLON, MD
Medical Officer IV

Noted by:

EDMUND D. MENDOZA, Ph.D.
Chief, ESSD

Funds Available:

ELAINE N. NAVARRO
Chief, Finance

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director



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2025-06-10991

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Republic of the Philippines
Department of Education
CARAGA REGION

June 30, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director

Madam:

This is to request your office for the authority to download funds from **OSEC 13-25-03572** to the Schools Division Offices to cover expenses in connection with the Re-echo training on Universal Prevention Curriculum for Substance Use (UPC) and other related activities to wit:

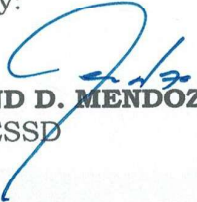
Division	Amount to be downloaded
Agusan del Norte	P 130,000.00
Agusan del Sur	P 130,000.00
Bayugan City	P 130,000.00
Bislig City	P 130,000.00
Butuan City	P 130,000.00
Cabadbaran City	P 150,000.00
Dinagat	P 130,000.00
Siargao	P 130,000.00
Surigao City	P 130,000.00
Surigao del Norte	P 130,000.00
Surigao del Sur	P 150,000.00
Tandag City	P 130,000.00
Total	P 1,600,000.00

Thank you.

Very truly yours,


JUMER C. CARLON, MD
Medical Officer IV

Noted by:


EDMUND D. MENDOZA, Ph.D.
Chief, ESSD

Funds Available:


ELAINE N. NAVARRO
Chief, Finance

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director



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Republic of the Philippines
Department of Education
CARAGA REGION

June 30, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director

Madam:

This is to request your office for the authority to download funds from **OSEC 13-25-03588** to the Schools Division Offices to cover expenses in connection with the Provision of Basic Health Services to wit:

Division	Amount to be downloaded
Agusan del Norte	P 225,000.00
Agusan del Sur	P 225,000.00
Bayugan City	P 180,000.00
Bislig City	P 225,000.00
Butuan City	P 225,000.00
Cabadbaran City	P 180,000.00
Dinagat	P 225,000.00
Siargao	P 225,000.00
Surigao City	P 225,000.00
Surigao del Norte	P 225,000.00
Surigao del Sur	P 225,000.00
Tandag City	P 180,000.00
Total	P 2,565,000.00

Thank you.

Very truly yours,

JUMER C. CARLON, MD
Medical Officer IV

Noted by:

EDMUND D. MENDOZA, Ph.D.
Chief, ESSD

Funds Available:

ELAINE N. NAVARRO
Chief, Finance

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director



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Republic of the Philippines
Department of Education
CARAGA REGION

July 1, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
Department of Education-Caraga
J.Rosales Ave., Butuan City

Madam:

Greetings!

In line with the region's initiative to strengthen child protection mechanisms, promote a positive learning environment, and continue bringing essential services closer to learners especially those in remote and underserved areas, I respectfully seek your approval for the downloading of **Program Support Fund (PSF) to the 12 Schools Division Offices.**

This fund will serve as additional support for the implementation of the **Bullying Prevention Caravan for the Development of Kindness and Empathy** in conjunction with the **Learner Rights and Protection (LRP) on Wheels** initiative. These activities aim to raise awareness regarding learners' rights, promote anti-bullying practices, and foster a culture of empathy and respect among learners and school communities.

The utilization of these funds shall be in accordance with the guidelines from the Learner Rights and Protection Division-Central Office. The amount shall be charged to **OSEC-13-25-03492** and must be obligated and disbursed **on or before December 2025**, subject to the usual accounting and auditing rules and regulations.

Below is the proposed allocation per SDO:

Division Offices	Amount
Agusan del Norte	14,375.00
Agusan del Sur	14,375.00
Bayugan City	14,375.00
Bislig City	14,375.00
Butuan City	14,375.00
Cabadbaran City	14,375.00
Dinagat	14,375.00
Siargao	14,375.00
Surigao City	14,375.00
Surigao del Norte	14,375.00
Surigao del Sur	14,375.00
Tandag City	14,375.00
Total	172,500.00



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Certificate No.: PHP QMS
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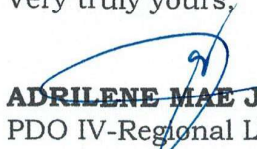
The Schools Division Offices shall utilize the funds to carry out activities scheduled for implementation between **July and August 2025**.

To ensure effective implementation and provision of technical support, personnel from the Regional Learner Rights and Protection Office (LRPO) will also conduct monitoring visits across all divisions during the rollout of the initiative.

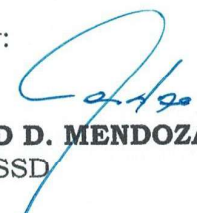
The following are the eligible expenses that may be charged against the downloaded funds:

- a. Travel Expenses for all LRP-related programs and activities;
- b. Supplies and Materials;
- c. Printing and Distribution of advocacy materials;
- d. Rental of Equipment and Services;
- e. Gasoline for DepEd vehicle or rental of vehicle;
- f. Venue with board and lodging of identified participants, trainers, or resource persons and facilitators
- g. Professional fees or honorarium of non-DepEd resource persons, subject to the guidelines under Budget Circular Nos. 2017-1 and 2 and National Budget Circular No. 2007-510.

Very truly yours,


ADRIENE MAE J. CASTAÑOS, PhD
PDO IV-Regional LRP Coordinator

Noted by:


EDMUND D. MENDOZA, PhD
Chief, ESSD

Funds Available:


ELAINE N. NAVARRO
OIC-Chief, BUDGET

APPROVED:


MARIA INES C. ASUNCION
Regional Director

ESSD/sa
07/1/2025



Republic of the Philippines
Department of Education
CARAGA REGION

July 3, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director

Madam:

This is to request your office for the authority to download funds from **OSEC 13-25-03540** to the Schools Division Offices to cover expenses in connection with the Establishment of a Functional Referral Mechanism for Health and Wellness of Learners to wit:

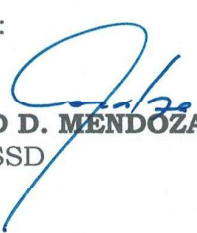
Division	Amount to be downloaded
Agusan del Norte	P 50,000.00
Bayugan City	P 50,000.00
Bislig City	P 50,000.00
Butuan City	P 50,000.00
Cabadbaran City	P 50,000.00
Siargao	P 50,000.00
Surigao City	P 50,000.00
Surigao del Norte	P 50,000.00
Surigao del Sur	P 50,000.00
Tandag City	P 50,000.00
Total	P 500,000.00

Thank you.

Very truly yours,


JUMER C. CARLON, MD
Medical Officer IV

Noted by:


EDMUND D. MENDOZA, Ph.D.
Chief, ESSD

Funds Available: 9


ELAINE N. NAVARRO
Chief, Finance
LSP OGC 13-25-3540

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director



2025-07-11375

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Republic of the Philippines
Department of Education
CARAGA REGION

July 3, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director

Madam:

This is to request your office for the authority to download funds from **OSEC 13-25-03524** to the Schools Division Offices to cover expenses in connection with the Establishment of Learner Support Center to wit:

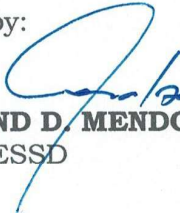
Division	Amount to be downloaded
Agusan del Sur	P 50,000.00
Dinagat	P 50,000.00
Total	P 100,000.00

Thank you.

Very truly yours,


JUMER C. CARLON, MD
Medical Officer IV

Noted by:


EDMUND D. MENDOZA, Ph.D.
Chief, ESSD

Funds Available:


ELAINE N. NAVARRO
Chief, Finance
USD OSEC 13-25-03524

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director



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