



Republic of the Philippines
Department of Education
CARAGA REGION

June 30, 2025

MARIA INES C. ASUNCION
Regional Director
Department of Education-Caraga
J. Rosales Ave., Butuan City

Madam:

We respectfully request authority from your good office to transfer allotment from the Learner Support Program – Program Support Funds (PSF) amounting to two hundred sixty-seven thousand, and two hundred forty-four pesos only (P267,244.00), to cover funding requirements related to the School-based Training for Career Advocates 2025 conducted across the Schools Division Offices (SDOs) of the Caraga Region.

The requested PSF, to be charged against **OSec-13-25-03408**, will cover the trainers' allowable expenses incurred in connection with the said training program, including honorarium/professional fees, travel expenses, per diem and other incidental and necessary expenses associated with their role as trainers.

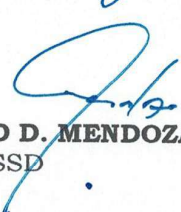
Enclosed is the Summary of Fund Transfer and Detailed Breakdown of Learner Support Program – Program Support Funds (PSF) Allocation for School-based Training for Career Advocates 2025.

Thank you and more power.

Very truly yours,


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

Noted:


EDMUND D. MENDOZA, PhD
Chief, ESSD

Funds Available:


ELAINE N. NAVARRO
OIC-Chief, FD
LSP OSec 13-25-03408
bal. 290,700.

Approved:


MARIA INES C. ASUNCION
Regional Director

ESSD/ajc



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