

Republic of the Philippines
Department of Education
CARAGA REGION

August 18, 2025

MARIA INES C. ASUNCION
Director IV
Regional Director

Madam:

This is to request your office for the authority to download funds from **OSEC 12-25-02554** to the Schools Division Offices to cover expenses related to the **Partnership Convergence Program** on September 2, 2025 to wit :

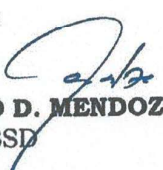
Division	Particular	Amount to be downloaded:
Agusan del Norte	LED Wall and Soundsystem	PhP 35,000.00
Butuan City	Stage Decoration	PhP 5,000.00
Cabadbaran City	Meals and Snacks	PhP 15,000.00
Total:		PhP 55,000.00

Thank you.

Very truly yours,


ADRILENE MAE J. CASTANOS
PDO IV

Noted by:


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

Funds Available:


ELAINE N. NAVARRO
Chief, Finance
BAP 08-25-2025

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director



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