



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
SEPT. 08, 2025
BY: NMB
TIME: 4:12 pm

SEPT. 08, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 0945

To: Schools Division Superintendent) Division of Surigao del Norte
All Others Concerned

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
DISASTER PREPAREDNESS AND RESPONSE PROGRAM

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to provide Program Support Funds (PSF) covering expenses for the **Training on Batang Empowered and Resilient Team (BERT)**, under FY 2024 GAA.
2. Attached for reference is the approved request.
3. Upon the 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
09/05/2025



Republic of the Philippines
Department of Education
CARAGA REGION

September 1, 2025

MARIA INES C. ASUNCION

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

Madam:

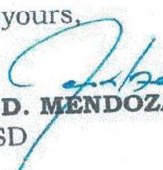
Greetings!

We respectfully request your approval to download funds to the Division of Surigao del Norte to cover the expenses for the conduct of the Training on Batang Empowered and Resilient Team (BERT) scheduled on the 3rd week of September 2025, to wit:

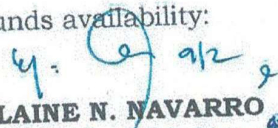
Division Office	Amount
Surigao del Norte	209,000.00

Funds for transfer will be charged against **FY 2024 GAAAO-DPRP** and must be obligated/disbursed until December 2025, subject to the usual accounting and auditing procedure.

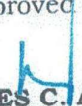
Very truly yours,


EDMUND D. MENDOZA, PhD
Chief, ESSD

Funds availability:


ELAINE N. NAVARRO
SAO/OIC-Chief, Finance Division

Approved by:


MARIA INES C. ASUNCION
Regional Director

ESSD/mpb
09/01/2025



Address: J.P. Rosales Avenue, Butuan City
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