



Republic of the Philippines
Department of Education
CARAGA REGION

September 11, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
This Office

Madam:

This is to respectfully request transfer of funds from the FY 2025 Madrasah Education Program (MEP) 2025 Current Funds under Sub-Allotment Release Order (Sub-ARO) No. OSEC-13-25-00368 to cover the **travel expenses of participants attending the Course Development Phase for Al-Takween: Developing Basic Competencies for ALIVE Teachers (A Beginning Professional Development Program for Teachers Handling Arabic Language and Islamic Values Education (ALIVE))** scheduled on **August 20-23, 2025** at the **Gold Hall, RNEAP-DepEd Caraga**, specifically:

Division	No. of Participants	Amount per pax	TOTAL Amount
Bislig City	1	1,900.00	1,900.00
Tandag City	5	5,200.00	26,000.00
Surigao del Sur	1	5,200.00	5,200.00
TOTAL	5		33,100.00

The abovementioned expenses are in support of the capacity-building and professional development initiatives under the Madrasah Education Program, in alignment with the Department of Education- Caraga Region's efforts to enhance Arabic language instruction and Islamic Values Education (ALIVE) competencies for MEP-implementing teachers.

For your approval.

Very truly yours,

RHEA J. YPARRAGUIRRE
EPS-CLMD/RMEPC

Funds Available:

ELAINE N. NAVARRO
SAO, Finance Division

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2025-09-16095



Doc. Ref. Code	RO-ASD-F095	Rev	00
Effectivity	02.01.23	Page	1 of 1