



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
SEPT. 19, 2025
BY: NMB
TIME: 1:35 PM

SEPT. 19, 2025

REGIONAL MEMORANDUM

No. 1000, s. 2025

To: Schools Division Superintendents
All Others Concerned

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to provide funds for the **Hauling and Delivery of Elementary Textbooks and Teacher's Manual (TXs and TMs)**, under OSEC-13-25-02087 dated April 2, 2025.
2. Attached for reference is the approved request.
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.

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
09/17/2025



Republic of the Philippines
Department of Education
 CARAGA REGION

September 12, 2025

MARIA INES C. ASUNCION
 Regional Director
 Department of Education

Madam:

This is to respectfully request for the issuance of Sub-Allotment Release Order (Sub-ARO) to the identified Schools Division Offices (SDO/s) of Caraga Region, to download funds from PPA-356 – TOIM - **OSEC-13-25-02087**, as **PSF for the Hauling and Delivery of Elementary Textbooks and Teacher's Manual (TXs and TMs)**. Below is the budget allocation per division:

Delivery/Hauling Funds for Grade 1 Textbooks and Teacher's Manual						
Divisions		No. of Copies		Total	%	TOTAL Allocation
		TX	TM			
1	Agusan del Norte	7,845	117	7,962	0.11	59,451.00
2	Agusan del Sur	18,165	254	18,419	0.25	137,533.00
3	Bayugan City	2,761	39	2,800	0.04	20,907.00
4	Bislig City	2,283	35	2,318	0.03	17,308.00
5	Butuan city	8,847	108	8,955	0.12	66,866.00
6	Cabadbaran City	1,624	27	1,651	0.02	12,327.00
7	Dinagat Islands	3,178	43	3,221	0.04	24,051.00
8	Siargao Islands	3,831	34	3,865	0.05	28,859.00
9	Surigao City	3,936	48	3,984	0.05	29,748.00
10	Surigao del Norte	6,447	85	6,532	0.09	48,774.00
11	Surigao del Sur	12,169	204	12,373	0.17	92,388.00
12	Tandag City	1,560	18	1,578	0.02	11,792.00
				73,658	1.00	550,004.00

Thank you.

Very truly yours,
MARIPAZ F. MAGNO
 EPS-LR Manager

Noted:

BERNABE L. LINO
 Chief, CLMD

Funds Available:

ELAINE N. NAVARRO
 SAO, Finance

Approved:

MARIA INES C. ASUNCION
 Regional Director

CLMD/mfm
 09/12/2025

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