



Republic of the Philippines
Department of Education
CARAGA REGION

September 24, 2025

MARIA INES C. ASUNCION

Director IV, Department of Education-Caraga
JP Rosales Avenue, Butuan City

Madame:

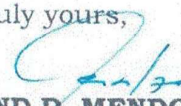
Healthy greetings!

We would like to request for your approval to download Twenty Thousand Pesos (Php20, 000.00) from the PSF for Learners Support Fund- Youth Formation to the Trento NHS to cover the travel expenses of **Maribel B. Salvadico, RGC** who will serves as one of the Core Trainers of the Capacity Building for Career Advocates (Phase 4) in Axiaa Hotel, Quezon City, NCR on September 29 to October 3, 2025.

The funds to be downloaded shall be charged against **OSEC 13-25-03734**
Program Support Funds - Learner Support Program.

Thank you.

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/ajc
09/24/2025



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MARIA INES C. ASUNCION

Director IV, Department of Education-Caraga
JP Rosales Avenue, Butuan City

Madame:

Healthy greetings!

We would like to request for your approval to download a portion of the PSF for Learners Support Fund- Youth Formation to the following Schools Division Offices as hosts of School-Based Training for Career Advocates of Caraga (Phase 2) to cover meals (am and pm snacks and lunch) of participants for 5 days per cluster. The simultaneous conduct of SBTCA-Carga (Phase 2) will be on September 29 to October 3, 2025.

The breakdown of funds to be downloaded are as follows:

Recipient SDO	No of Target Participants/cluster	Fund Allocation
Agusan del Norte	Cluster 1- 54	148,500.00
Agusan del Sur	Cluster 2 - 60	165,000.00
Surigao del Sur	Cluster 3- 61	167,750.00
Surigao City	Cluster 4-61	167,750.00
TOTAL AMOUNT:		649,000.00

The funds to be downloaded shall be charged against **OSEC 13-25-03734**
Program Support Funds – Learner Support Program.

Thank you.

Very truly yours,


EDMUND D. MENDOZA, PhD
Chief, ESSD

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