



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
OCTOBER 16, 2025

BY: MLS

TIME: 12:17PM

OCTOBER 16, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1108

To: Schools Division Superintendents) Division of Agusan del Norte
All Others Concerned) Division of Agusan del Sur

**SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR SPECIAL NEEDS
EDUCATION PROGRAM**

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund for the Workshop on the Development, Validation and Finalization of Learning Action Cell (LAC) Resource Packages on Disability Sensitivity Awareness, under OSEC-13-25-03369 dated June 13, 2025.
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
10/14/2025



Address: J.P. Rosales Avenue, Butuan City
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2025-10-18201

Doc. Ref. Code	RO-ASD-F164	Rev	00
Effectivity	08.09.24	Page	1 of 1





Republic of the Philippines
Department of Education
CARAGA REGION

October 8, 2025

MARIA INES C. ASUNCION

Regional Director
DepEd Caraga Region
J.P. Rosales Avenue, Butuan City

Madame:

This is to request from your good office the approval on the downloading of funds to cover expenses of the participants: Workshop on the Development, Validation and Finalization of Learning Action Cell (LAC) Resource Packages on Disability Sensitivity Awareness with the total amount of **Thirty-Six Thousand pesos only (P36,000.00) from SARO OSEC-13-25-003369, to wit:**

No.	Activity	Name	Division	Amount
1	Workshop on the Development and Finalization of Learning Action Cell (LAC) Resource Packages on Disability Sensitivity Awareness	Jennifer Paynandos	Agusan del Sur	24,000.00
2	Workshop on the Validation of Learning Action Cell (LAC) Resource Packages on Disability Sensitivity Awareness	Annabel Tubasis	Agusan del Norte	12,000.00
			TOTAL AMOUNT	P 36,000.00

Thank you.

Very truly yours,

Elena Naquila
ELENA NAQUILA CAPANGPANGAN
RO, EPS, SNED Focal Person

Noted by:

Bernabe L. Linog
BERNABE L. LINO
CLMD Chief

Funds Available:

Elaine Navarro
ELAINE NAVARRO
SAO- Finance Division

Approved:

Maria Ines C. Asuncion
MARIA INES C. ASUNCION
Regional Director

CLMD/enc
10/08/2025