



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 12, 2025

REGIONAL MEMORANDUM
FIN – 2025 –1217

To: Schools Division Superintendents) Division of Cabadbaran City
All Others Concerned) Division of Tandag City

**SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR GENERAL MANAGEMENT
AND SUPERVISION**

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the conduct of the following activities under FY 2025 GAA:
 - a. Semi-Annual Convergence Meeting of Regional and Division Supply Officers for the second semester 2025
 - b. CY 2025 Year-End Reconciliation Workshop on the Preparation and Consolidation of Financial Reports
2. Attached for reference are the approved requests.
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.

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2025.11.11
10:22:00
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
11/07/2025



Republic of the Philippines
Department of Education
CARAGA REGION

Office of the Regional Director

October 27, 2025

MARIA INES C. ASUNCION

Director IV, Regional Director
DepEd Caraga Regional Office
J. Rosales Avenue, Butuan City

Director Asuncion:

We would like to request Authority from your good office to execute the transfer of allotment amounting to THIRTY-SIX THOUSAND PESOS (Php 36,000.00) to Tandag City Division to cover funding requirements on the conduct of the Semi-Annual Convergence Meeting of Regional and Division Supply Officers for Second Semester 2025.

Thank you and God bless.

Very truly yours,


ZENYLOU I. FRIAS-BUYAN
AO V, ASD

Noted:


JOEL B. ROSALES
CAO, ASD

Approved: 
MARIA INES C. ASUNCION
Director IV
Regional Director

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2025.10.30
09:32:01
+0800

Funds Available:


ELAINE N. NAVARRO
CAO, Finance Division
FY 2025 CARA ADMIN
AR 2025-RS-779-60249 / AL 007

ASD/zfb
10/27/2025



Address: J.P. Rosales Avenue, Butuan City
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Republic of the Philippines
Department of Education
CARAGA REGION

November 4, 2025

MARIA INES C. ASUNCION

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

Madam:

Greetings!

This is to respectfully request authority from your office to download funds from GAS-MOOE c/o Finance Division Funds to the Schools Division of Cabadbaran City. The said funds will cover the Meals and Accommodation for the CY 2025 Year-End Reconciliation Workshop on the Preparation and Consolidation of Financial Reports on December 16-19, 2025, hosted by Cabadbaran City Division.

Unit	Item Description	Quantity	Unit Price	Total
pax	Board and Lodging (Day 0-arrival) Meals (Lunch, PM snacks, Dinner @ P775.00/pax and Lodging @ P1,000.00/pax)	82	1,775	145,550.00
pax	Board and Lodging (Days 1 and 2)	82	2,000.00	328,000.00
pax	Breakfast and AM snacks (Day 3)	82	225.00	18,450.00
Total				P492,000.00

Your positive response to this request is highly appreciated.

Very truly yours,


ELAINE N. NAVARRO
Chief AO, Finance Division

Funds Available:


ELAINE N. NAVARRO
Chief AO, Finance Division
FY 2025 CARAGA FINANCE
KR-2025-R-5743-00037
KC-25-5743-CASS-013-1492,000-

Approved:


MARIA INES C. ASUNCION
Regional Director