



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 12, 2024

REGIONAL MEMORANDUM

No. **1218**, s. 2025

To: Schools Division Superintendents
All Others Concerned

**SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR HUMAN RESOURCE
DEVELOPMENT FOR PERSONNEL IN SCHOOLS AND LEARNING CENTERS**

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the transportation, communication and incidental expenses of teacher-participants for Batch 5 of Regional Training of Trainers Methodology Level I and Competency Assessors' Accreditation for SHS-TVL, JHS-SPTVE, and JHS-TLE Teachers (Groups 1 and 2), under OSEC-13-25-0693 dated March 17, 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.

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2025.11.11
10:27:03
+0800
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
11/07/2025



Republic of the Philippines
Department of Education
CARAGA REGION

October 24, 2025

MARIA INES C. ASUNCION

Regional Director

This Region:

Madam:

This is to respectfully request authority from your office to download funds from **OSEC 13 - 25 - 00693** for the transportation, communication and incidental expenses of the teacher-participants from the Schools Division Offices (SDOs) during the **Batch Batch 05 Group 2 Regional Training on Trainers Methodology Level I and Competency Assessors' Accreditation for SHS -TVL, JHS-SPTVE, and JHS-TLE Teachers (Groups 1 and 2)** held at Teacher Development Center, DepEd Caraga Regional Office, J. Rosales Avenue, Butuan City.

TRANSPORTATION AND COMMUNICATION/INCIDENTAL EXPENSES

SDO	NO. of PAX	Amount per PAX	TOTAL
AGUSAN DEL NORTE	10	₱2,100.00	₱21,000.00
AGUSAN DEL SUR	8	₱6,000.00	₱48,000.00
BUTUAN	11	₱1,600.00	₱17,600.00
BISLIG	7	₱7,600.00	₱53,200.00
BAYUGAN	1	₱3,650.00	₱3,650.00
CABADBARAN	9	₱3,500.00	₱31,500.00
DINAGAT	8	₱11,600.00	₱92,800.00
SURIGAO DEL NORTE	12	₱7,000.00	₱84,000.00
SURIGAO DEL SUR	14	₱7,500.00	₱105,000.00
SURIGAO CITY	3	₱6,500.00	₱19,500.00
SIARGAO	13	₱12,500.00	₱162,500.00
TANDAG	4	₱7,500.00	₱30,000.00
TOTAL	100		₱668,750.00

The above-mentioned training program is divided into 3 distinct phases per group to wit:

Group 1

- Phase 01: September 01 – 10, 2025
- Phase 02: September 12 – 10, 2025
- Phase 03: October 01 – 10, 2025
- National Assessment: To be scheduled by TESDA – Caraga Regional Office



2025-10-18833



Group 2

- a. Phase 01: September 12 – 21, 2025
- b. Phase 02: September 22 – October 08, 2025
- c. Phase 03: October 20 – 29, 2025
- d. National Assessment: To be scheduled by TESDA – Caraga Regional Office

Please refer to the enclosures for the specific details.

Very truly yours,


ELMER AUGUSTUS F. CONDE
EP Specialist II
HRDD-NEAP

Fund Available:


ELAINE N. NAVARRO
Chief, Finance Division
MEM 082 B-25-00693

Recommending Approval:


FLORDELISA R. DALIN
Chief, HRDD

APPROVED:


MARIA INES C. ASUNCION
Regional Director