



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 12, 2025

REGIONAL MEMORANDUM
No. 1220 , s. 2025

To: Schools Division Superintendents
All Others Concerned

**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 the following activities:

- a. Workshop on the Development, Validation, and Finalization of Distance Education Modules for Learners with Severe to Profound Learners with Disabilities, under OSEC-13-25-02771 dated May 16, 2025.
- b. Workshop on the Development, Validation, and Finalization of Resource Packages on Special Needs Education for the Teacher Induction Program, under OSEC-13-25-03369 dated June 13, 2025.
- c. Orientation of Core Trainers on Republic Act No. 11650 Implementation for Local Government Unit Officials, under OSEC-13-25-03369 dated June 13, 2025.
- d. Workshop on the Development, Validation, and Finalization of Resource Packages on Special Needs Education for the School Head Development Program, under OSEC-13-25-02739 dated May 13, 2025.

2. Attached for reference are the approved requests.

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
Casoma
Date: 2025.11.11
13:24:08 +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 29, 2025

MARIA INES C. ASUNCION

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

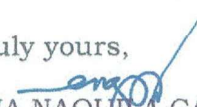
Madame:

This is to request from your good office the approval on the downloading of Fund from **SARO OSEC-13-25-02771** with a total amount of **Eighty-Five Thousand Three Hundred Twenty pesos only (P85,320.00)** for the travel expenses of the participants during the **Workshop on the Development, Validation and Finalization of Distance Education Modules for Learners with Severe to Profound Learners with Disabilities**, to wit:

No	Name	Division	Amount	Total
1	Annabel Tubasis	Agusan del Norte	12,080.00 (2)	24,160.00
2	Genevieve S. Veceles	Bayugan City	12,080.00 (2)	24,160.00
3	Ma Veronica Ivy Torrefranca	Agusan del Sur	12000	12,000.00
4	Marites S. Lasay	Surigao del Sur	25,000.00	25,000.00
			TOTAL	85,320.00

Thank you.

Very truly yours,


ELENA NAQUILA CAPANGPANGAN
RO, EPS, SNED Focal Person

Noted by:


BERNABE L. LINO
CLMD Chief

Funds Available:


ELAINE NAVARRO
SAO- Finance Division

Approved:


MARIA INES C. ASUNCION

Director IV
Regional Director

CLMD/enc
10/29/2025



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@depd.gov.ph
Website: caraga.depd.gov.ph

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2025-10-19310



Caraga Region



Republic of the Philippines
Department of Education
CARAGA REGION

October 29, 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 Fund from **SARO OSEC-13-25-03369** with a total amount of **Ninety Thousand pesos only (P90,00.00)** for the travel expenses of participants attended the Workshop on the Development, Validation and Finalization of Resource Packages on Special Needs Education for the Teacher Induction Program, to wit:

No	Name	Division	Amount	
1	Normalia S. Linsa	Surigao del Norte	15,000.00 (2)	30,000.00
2	Maria Venus L. Rallos	Agusan del Norte	15,000.00 (2)	30,000.00
1	Rizaida R. Otacan	Bislig City	15,000.00	15,000.00
2	Genalyn S. Feril	Tandag City	15,000.00	15,000.00
			TOTAL	90,000.00

Thank you.

Very truly yours,

[Signature]
ELENA NAQUILA CAPANGPANGAN
RO, EPS, SNED Focal Person

Noted by:

[Signature]
BERNABE L. LINO
CLMD Chief

Funds Available:

[Signature]
ELAINE NAVARRO
Chief - Finance Division

Approved:

[Signature]
Digitally signed by
Asuncion
Maria Ines
Cassara
Date:
2025.11.05
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+0800

MARIA INES C. ASUNCION
Director IV
Regional Director

CLMD/enc
10/29/2025



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
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CARAGA REGION

October 30, 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 Fund from **SARO OSEC-13-25-03369** with a total amount of **Three Hundred Forty-Eight Thousand pesos only (P348,000.00)** for the travel expenses of participants attended the Orientation of Core Trainers on Republic Act No 11650 Implementation for Local Government Unit Officials, to wit:

No.	Division	Amount per pax	Total
1	Agusan del Norte	14,000.00 (2)	28,000.00
2	Agusan del Sur	14,050.00 (2)	28,100.00
3	Bayugan City	14,050.00 (2)	28,100.00
4	Bislig City	14,050.00 (2)	28,100.00
5	Butuan City	14,000.00 (2)	28,000.00
6	Cabadbaran City	14,050.00 (2)	28,100.00
7	Dinagat	14,050.00 (2)	28,100.00
8	Siargao	14,050.00 (2)	28,100.00
9	Surigao City	14,050.00 (2)	28,100.00
10	Suirgao del Norte	14,050.00 (2)	28,100.00
11	Surigao del Sur	14,050.00 (2)	28,100.00
12	Tandag City	14,050.00 (2)	28,100.00
	TOTAL		337,000.00

Thank you.

Very truly yours,


ELENA NAQUILA CAPANGPANGAN
RO, EPS, SNED Focal Person

Noted by:


BERNABE L. LINO
CLMD Chief

Funds Available:


ELAINE NAVARRO
Chief - Finance Division

Approved:


Digitally signed by
Asuncion
Maria Ines
Casona
Date:
2025.11.05
14:28:14
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

CLMD/enc
10/30/2025



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Telefax No: (085) 342-5959
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October 30, 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 Fund from **SARO OSEC-13-25-02739** with a total amount of **Ninety Thousand pesos only (P90,000.00)** for the travel expenses of participants attended the Workshop on the Development, Validation and Finalization of Resource Packages on Special Needs Education for the School Head Development Program, to wit:

No.	Name	Division	Amount per pax	Total
1	Edison G. Lafuente	Agusan del Norte	15,000.00 (2)	30,000.00
2	Artha Ophalia Yparraguirre	Surigao del Sur	15,000.00 (2)	30,000.00
3	Fidel L. Verceles	Bayugan City	15,000.00	15,000.00
4	Marnelli R. Esmenda	Surigao City	15,000.00	15,000.00
			Total	90,000.00

Thank you.

Very truly yours,

ELENA NAQUIDA CAPANGPANGAN
RO, EPS, SNED Focal Person

Noted by:

BERNABE L. LINOG
CLMD Chief

Funds Available:

ELAINE NAVARRO
Chief - Finance Division

Approved:

Digitally signed by
Asuncion
Maria Ines
Casona
Date:
2025.11.05
12:38:31
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

CLMD/enc
10/30/2025



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