



NOVEMBER 17, 2025

REGIONAL MEMORANDUM
FIN - 2025 - 1238

To: Schools Division Superintendents) Division of Agusan del Norte
) Division of Butuan City
) Division of Cabadbaran City
All Others Concerned

SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR LEARNER SUPPORT PROGRAM

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the Training on Mental Health Crisis Response and Management Toolkit – Batch 2, under OSEC-13-25-05207 dated October 21, 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.

Digitally
signed by
Asuncion
Maria Ines
Casona

Date:
2025.11.13
13:52:43
+0800

MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
11/12/2025



Republic of the Philippines
Department of Education
CARAGA REGION

November 6, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director

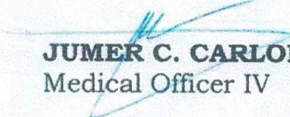
Madam:

This is to request your office for the authority to download funds from **OSEC 13-25-05207** to the Schools Division Offices to cover travel expenses of participants to the Training on Mental Health Crisis Response and Management Toolkit – Batch 2 to wit:

Division	Amount to be downloaded
Agusan del Norte	P 5,400.00
Butuan City	P 5,400.00
Cabadbaran City	P 5,400.00
Total	P 16,200.00

Thank you.

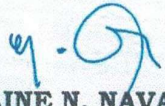
Very truly yours,


JUMER C. CARLON, MD
Medical Officer IV

Noted by:


EDMUND D. MENDOZA, Ph.D.
Chief, ESSD

Funds Available:


ELAINE N. NAVARRO
Chief, Finance

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director



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