



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 25, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1279

To: Schools Division Superintendents) Division of Agusan del Norte
All Others Concerned) Division of Butuan City
) Division of Surigao del Norte
) Division of Surigao del Sur
) Division of Tandag City

SUB-ALLOTMENT RELEASE ORDER FOR NATIONAL ASSESSMENT SYSTEMS
FOR BASIC EDUCATION

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the participation of attendees in the **Research Dissemination Activities in the National Capital Region (NCR)**, under OSEC-13-24-7621 dated November 28, 2024.
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:
2025.11.21
09:16:47
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
11/19/2025



Republic of the Philippines
Department of Education
CARAGA REGION

Office of the Regional Director

November 17, 2025

MARIA INES C. ASUNCION

Regional Director

DepEd Caraga

J. Rosales St., Butuan City

Madam:

We respectfully request authority from your good office to transfer funds for the 5 schools division offices, chargeable against the **FY 2024 GAAAO Sub-Allotment Release Order (SARO) No. OSEC-13-24-7621**. These funds will cover the travel expenses of the participants for the **Research Dissemination Activities in the National Capital Region (NCR)**.

DIVISION OFFICE	AMOUNT
1. Agusan del Norte	18,900.00
2. Butuan City	18,900.00
3. Surigao del Norte	19,500.00
4. Surigao del Sur	19,700.00
5. Tandag City	19,700.00
Total	96,700.00

Thank you.

Very truly yours,

WINSTON C. EBEN

Education Program Specialist II

Recommended for Approval:

VIOLETA C. NUÑEZ

Chief, PPRD

Funds Available:

ELAINE N. NAVARRO

Chief, Finance

Approved:

MARIA INES C. ASUNCION

Regional Director

PPRD/wce
11/17/2025



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

Doc. Ref. Code		
RO-ASD-F095		
Effectivity	Rev	Page
02.01.23	00	1 of 1



2025-11-20652

