





Republic of the Philippines
Department of Education
CARAGA REGION

November 25, 2025

MARIA INES C. ASUNCION

Regional Director
Department of Education – RO XIII, Caraga
JP Rosales Avenue, Butuan City

Madame:

This is to respectfully request your office authority to download funds from **OSEC-13-25-05637**, intended for the implementation of **Pamaskong Handog 2025** with the theme "*Pamilya, Pag-asa, at Pagkakaisa.*" This nationwide gift-giving activity will be held on **December 6, 2025**, in support of the annual Christmas initiative of the **Office of the President**.

The allocated funds will cover the following expenses:

- Procurement of meals for learners, parents, and teachers
- Rental of LED wall and technical equipment
- Games and prizes for school activities

The amount to be downloaded to the schools is as follows:

SDO	School	Amount
Agusan Del Norte	Nasipit Central Elementary School	P 200,000.00
Agusan Del Sur	East Bunawan Central Elementary School	P 200,000.00
Province of Dinagat Island	Aurelio Elementary School	P 200,000.00
Siargao	Socorro Central Elementary School and SPED Center	P 200,000.00
Surigao del Norte	Taganito Elementary School	P 200,000.00
Surigao del Sur	Barobo Central Elementary School and SPED Center	P 200,000.00
Tandag City	Telaje Elementary School	P 200,000.00
	TOTAL	P 1,400,000.00

We appreciate your favorable consideration of this request to ensure the successful conduct of the activity.



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Effectivity	Rev	Page
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Very truly yours,


EDMUND D. MENDOZA, PhD.
Chief, ESSD

Funds Available:


ELAINE N. NAVARRO
Chief, Finance Division
062-17-25-5637 Bal. 1,400,000-

Approved:


MARIA INES C. ASUNCION
Regional Director

Digitally
signed by
Asuncion
Maria Ines
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Date:
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