



Republic of the Philippines
Department of Education
CARAGA REGION

DECEMBER 22, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1373

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

SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR MULTIGRADE EDUCATION

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the **Region-Based Training of Teachers on Multigrade Instruction**, under OSEC-13-25-05678 dated November 21, 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:
2025.12.21
16:36:58
+0800

MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
12/16/2025



Republic of the Philippines
Department of Education
CARAGA REGION



December 11, 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- 05678** with a total amount of **One Hundred Sixty Thousand Seven hundred twenty pesos only (P160,720.00)** for the travel expenses of participants who attended the Workshop on the Development of Multilevel Materials (MLM) English, Science and Mathematics and Workshop on the Refinement of Collaborative Expertise Materials for Multigrade Teachers (MG Learning Action Cell Training Resource Package), to wit:

No.	Division	Total Amount
1	Agusan del Sur	106,360.00
2	Surigao del Norte	54,360.00
	TOTAL	160,720.00

Thank you.

Very truly yours,

ELENA NAQUILA CAPANGPANGAN
RO, EPS, MG Focal Person

Noted by:

BERNABE L. LINO
CLMD Chief

Funds Available:

ELAINE NAVARRO
Chief- Finance Division

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director

Digitally
signed by
Asuncion
Maria Ines
Casona
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CLMD/enc
12/12/2025



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Effectivity	Rev	Page
02.01.23	00	1 of 1



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