



Republic of the Philippines
Department of Education
CARAGA REGION

DECEMBER 26, 2025

REGIONAL MEMORANDUM

No. 1386, s. 2025

To: Schools Division Superintendents
All Others Concerned

**SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR BASIC EDUCATION
CURRICULUM**

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the following activities:
 - a. Workshop on the Finalization of Formative Assessment Resources in English, Science and Mathematics for Grade 3, 6 and 10.
 - b. National Reorientation on Strengthening Early Literacy Instruction through Science of Reading (SoR) cum Consultative Workshop on Structured Pedagogy (PD) for Mindanao Cluster.
 - c. Bureau of Learning Delivery-Teaching and Learning Division activities.
 - d. Workshop and Development of Story Books for Key Stage I (Math Story Books).
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.

MARIA INES C. ASUNCION
Director IV
Regional Director

Digitally signed by Asuncion Maria Ines Casona
Date: 2025.12.23 15:51:50

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

ALLOTMENTS
PROGRAMS

FIN/nap
12/19/2025



Republic of the Philippines
Department of Education
CARAGA REGION

December 15, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
This Office

Madam:

This is to respectfully request transfer of funds from the 2025 BEC Funds (direct release) under the Activity Code AC-25-5780-BEC-008 to cover the travel expenses of participants attending the Workshop on the Finalization of Formative Assessment Resources in English, Science, and Mathematics for Grades 3, 6, and 10, to wit:

Division	No. of Pax	Amount Per Pax	TOTAL AMOUNT
Agusan del Norte	1	P16,000.00	P16,000.00
Butuan City	1	P16,000.00	P16,000.00
Cabadbaran City	2	P23,533.00	P47,066.00
TOTAL			P79,066.00

For your approval.

Very truly yours,

RHEA J. YPARRAGUIRRE
EPS-CLMD

Noted:

BERNABE L. LINOG
Chief ES, CLMD

Funds Available:

ELAINE N. NAVARRO
CAO, Finance Division

FY 2025 BEC

bal. 40,512,744.44

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 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



2025-12-22473





Republic of the Philippines
Department of Education
CARAGA REGION

December 16, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
DepEd Caraga Region
Butuan City

Madam:

The undersigned respectfully request authority to transfer the Program Support Fund to the Schools Division Offices, chargeable against the **BEC Fund FY 2025 (AC-25-5780-BEC-005)**. This will cover travel expenses of participants during the National Reorientation on Strengthening Early Literacy Instruction through Science of Reading (SoR) Cum Consultative Workshop on Structured Pedagogy (PD) in Koronadal City, for Mindanao Cluster, on December 7-9, 2025 to wit:

No.	Particular	Unit Cost	No. of Pax	Total Cost
1	Agusan del Norte	7,500.00	7	52,500.00
2	Agusan del Sur	7,000.00	7	49,000.00
3	Bayugan City	7,000.00	7	49,000.00
4	Bislig City	7,000.00	7	49,000.00
5	Butuan City	7,000.00	7	49,000.00
6	Cabadbaran City	7,500.00	7	52,500.00
7	Dinagat Islands	9,000.00	7	63,000.00
8	Siargao	9,000.00	7	63,000.00
9	Surigao City	7,500.00	7	52,500.00
10	Surigao del Norte	7,500.00	7	52,500.00
11	Surigao del Sur	7,500.00	7	52,500.00
12	Tandag City	7,500.00	7	52,500.00
	Total		84	P637,000.00

Should the transportation expenses of the participants exceeded the downloaded funds for their division/school, the remaining expenses shall be charged against any available or local funds.

Thank you.

Very truly yours,


MARIA CONSUELO C. JAMERA
EPS, CLMD

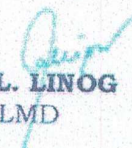


Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph

Doc. Ref. Code		
RO-ASD-F069		
Effectivity	Rev	Page
02.01.23	00	1 of 2

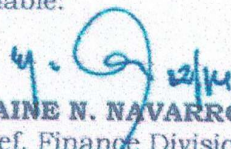


Recommended for Approval:


BERNABE L. LINOG

Chief, CLMD

Funds available:


ELAINE N. NAVARRO

Chief, Finance Division

Approved:


MARIA INES C. ASUNCION

Director IV
Regional Director

Digitally
signed by
Asuncion
Maria Ines
Casona

Date:
2025.12.18
09:15:54
+0800

CLMD/mcj
12/16/2025



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-F069		
Effectivity	Rev	Page
02.01.23	00	2 of 2





Republic of the Philippines
Department of Education
CARAGA REGION

December 16, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
DepEd Caraga Region

Madam:

The undersigned would like to request Authority from your good Office to transfer the Program Support Fund (PSF) for the travel expenses of field participants to various activities of the Bureau of Learning Delivery-Teaching and Learning Division, chargeable against BEC 2025 Funds, to wit:

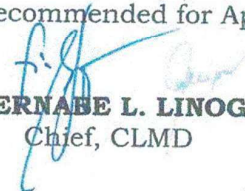
Office	Participants	Amount
Siargao Division	Jonel R. Quiban	81,551.00
	Ril D. Rosillo	81,551.00
	Florangel S. Arcadio	47, 194.00
Total		210,296.00

Thank you.

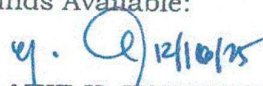
Very truly yours,


ELIZABETH M. YSULAN
EPS-CLMD

Recommended for Approval:


BERNABE L. LINOG
Chief, CLMD

Funds Available:


ELAINE N. NAVARRO
Chief, Finance Division

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2025.12.18
09:07:08
+0800

CLMD/emv
12/16/2025



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



2025-12-22606

Doc. Ref. Code	RO-ASD-F069	Rev	00
Effectivity	02.01.23	Page	1 of 1





Republic of the Philippines
Department of Education
CARAGA REGION

December 18, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
This Office

Madam:

This is to respectfully request the transfer of additional funds from the 2025 BEC Funds (direct release) under the Activity Code AC-25-5780-BEC-008 to cover the budgetary shortfall for the Travel Expenses and other related expenses (TEVs) of participants from SDO Cabadbaran City who attended the Workshop and Development of Story Books for Key Stage 1 (Math Story Books).

The request is in response to the letter from the Schools Division Superintendent of Cabadbaran City, which noted a shortfall in the allotted funds for the two participants who served as an Illustrator and a Writer during the workshop. The additional funds are necessary to fully refund the amount personally advanced by the participants.

Division	No. of Pax	TOTAL AMOUNT
Cabadbaran City	2	23,371.00

For your approval.

Very truly yours,

RHEA J. YPARRAGUIRRE
EPS-CLMD

Noted:

BERNABE L. LINOG
Chief ES, CLMD

Funds Available:

ELAINE N. NAVARRO
CAO, Finance Division

Py 2025 BEC Funds

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director