



Republic of the Philippines
Department of Education
CARAGA REGION

JANUARY 22, 2026

REGIONAL MEMORANDUM
FIN – 2026 – 0064

To: Schools Division Superintendent) Division of Tandag City
All Others Concerned

SUB-ALLOTMENT RELEASE ORDER (SubARO) FOR LEARNER SUPPORT
PROGRAM (LSP)

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 1**, under OSEC-13-25-03349 dated June 13, 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:
2026.01.22
08:05:00
+0800

MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
01/20/2026



Republic of the Philippines
Department of Education
CARAGA REGION

January 15, 2026

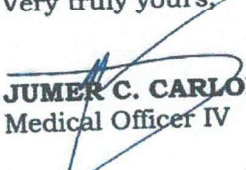
MARIA INES C. ASUNCION
Director IV
Regional Director

Madam:

This is to respectfully request authority from your office to download funds under **OSEC 13-25-03349** in the amount of **₱7,904.00** to the Schools Division Office of **Tandag City**, to cover the travel expenses of the participant (**REYMARK ASILUM**, PDO II-DPRP Focal) in attending the Training on Mental Health Crisis Response and Management Toolkit – Batch 1.

Thank you.

Very truly yours,


JUMER C. CARLON, MD
Medical Officer IV

Noted by:


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

Funds Available:


ELAINE N. NAVARRO
Chief, Finance 4/11/26

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director



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