



Republic of the Philippines
Department of Education
CARAGA REGION

JANUARY 26, 2026

REGIONAL MEMORANDUM
FIN – 2026 – 0075

To: Schools Division Superintendents) Division of Butuan City
All Others Concerned) Division of Dinagat Islands
) Division of Surigao del Sur

SUB-ALLOTMENT RELEASE ORDER (SubARO) FOR CHILD PROTECTION
PROGRAM

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the **Roll-out of the Developed Session Guides on Positive Discipline**, under OSEC-13-25-05355.
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:
2026.01.23
08:25:28
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
01/22/2026



Republic of the Philippines
Department of Education
CARAGA REGION

January 15, 2020

MARIA INES C. ASUNCION

Director IV
Regional Director
Department of Education-Caraga
J.Rosales Ave., Butuan City

Dear RD Asuncion,

Greetings!

I respectfully request the download of Program Support Funds (PSF) to the following Offices (Schools/SDOs) to cover the travel expenses of their respective attending the Participation of selected personnel for the **Roll-out of the Developed Session Guides on Positive Discipline** on **January 13-16, 2020**, at **DepEd Ecotech, Sudlon, Lahug, Cebu City**. The PSF shall be charged against **OSEC-13-25-05355** to cover the expenses related to the above-mentioned activity as follows:

NAME	POSITION	SCHOOL/ DIVISION	AMOUNT INCURRED
Nancy N. Caballero	Registered Guidance Counselor II	Butuan City School of Arts and Trades (BCSAT), SDO Butuan City	Php. 10,660.00
Dr. Teresita P. Loca	Principal IV	Cagdianao National High School, SDO Dinagat Islands	Php. 13,500.00
Dr. Megenilla C. Guillen	EPS-GMRC	SDO Surigao del Sur	Php. 16,875.00
Total:			Php. 41,035.00

Travel expenses, per diem and other incidental expenses shall be charged to the downloaded program support fund subject to the usual accounting and auditing rules and regulations.

Very truly yours,

GIRO PAOLO MISAEL V. ALMENDRALEJO
PDO II, Regional LRP Focal



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



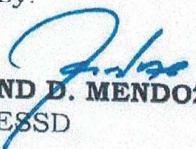
2020-01-00458

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



Certificate No.: PHP QMS
24 93 0191

Noted by:


EDMUND D. MENDOZA, PhD
Chief, ESSD

Funds Available:


ELAINE N. NAVARRO
Chief, FINANCE *11/16/26*

APPROVED:


MARIA INES C. ASUNCION
Regional Director

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2026.01.21
10:16:39
008006

ESSD/sa
01/15/2026



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2026-01-09438

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



Certificate No.: PHP QMS
24 93 0191