



Republic of the Philippines
Department of Education
CARAGA REGION

FEBRUARY 25, 2026

REGIONAL MEMORANDUM
FIN – 2026 – 0183

To: Schools Division Superintendent) Division of Agusan del Norte
All Others Concerned

SUB-ALLOTMENT RELEASE ORDER (SubARO) FOR TEXTBOOKS AND OTHER
INSTRUCTIONAL MATERIALS

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the **Gawad Teodora Alonso (GTA) 2025 Technical Working Group (TWG) members**, under FY 2025 GAA.
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:
2026.02.24
10:36:06
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
02/19/2026



Republic of the Philippines
Department of Education
CARAGA REGION

Office of the Regional Director

January 28, 2026

MARIA INES C. ASUNCION

Regional Director
Department of Education

Madam:

This is to respectfully request for the issuance of Sub-Allotment Release Order (Sub-ARO) to the identified Schools Division Offices (SDO/s) of Caraga Region, to download funds from FY 2025 Textbooks and Other Learning Resources (TBIMs), as **travel funds of the Gawad Teodora Alonso (GTA) 2025 Technical Working Group (TWG) members**. Below is the budget allocation per division:

Division	Name	Amount
Agusan del Norte	Mariel Balacuit	15,000.00
	Neil Arado	15,000.00
TOTAL		30,000.00

Thank you.

Very truly yours,

MARIPAZ F. MAGNO
EPS-LR Manager

Noted:

BERNABE L. LINOG
Chief, CLMD

Funds Available:

ELAINE N. NAVARRO
SAO, Finance

Approved:

MARIA INES C. ASUNCION
Regional Director

CLMD/mfm
01/28/2026



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 1



2026-01-01147