



Republic of the Philippines
Department of Education
CARAGA REGION

REGIONAL MEMORANDUM
FIN – 2026 – 0298

To: Schools Division Superintendents) Division of Agusan del Sur
All Others Concerned) Division of Bislig City
) Division of Siargao
) Division of Surigao City
) Division of Surigao del Sur

SUB-ALLOTMENT RELEASE ORDER (SubARO) FOR OPERATION OF SCHOOLS –
ELEMENTARY AND JUNIOR HIGH SCHOOL

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the **FY 2026 Renewal and Hiring of School-Based Administrative Support Staff under Contract of Service (COS) for Elementary and Junior High School Level**, under OSEC-13-26-00165 and OSEC-13-26-00181 dated February 25, 2026.
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.

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2026.03.30
11:15:59
C8000
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
03/24/2026



Republic of the Philippines
Department of Education
CARAGA REGION

March 18, 2026

MARIA INES C. ASUNCION

Director IV

Regional Director

DepEd Caraga Regional Office

J. Rosales Ave., Butuan City

Madam:

This is to request to download a Sub-Allotment Order (SARO) to the **SCHOOLS DIVISION OFFICES** of this Region. The fund is intended to be used to cover funding requirement for **FY 2026 RENEWAL AND HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (COS) FOR ELEMENTARY LEVEL (UNDER OPERATIONS OF SCHOOLS)**:

SDO	NO. OF SCHOOLS	MONTHLY SALARY	TOTAL SALARY
BISLIG CITY	2	20,000.00	132,000.00
SIARGAO	6	20,000.00	396,000.00
SURIGAO CITY	9	20,000.00	594,000.00
SURIGAO DEL SUR	3	20,000.00	198,000.00
TOTAL	20		1,320,000.00


SHERYL R. PUYO
AO V/HRMO III

Funds Available:


ELAINE N. NAVARRO
Chief Administrative Officer
Finance Division
Est. 13-26-00165

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director



Address: J.P. Rosales Avenue, Butuan City
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Doc. Ref. Code		
RO-ASD-F069		
Effectivity	Rev	Page
02.01.23	00	1 of 1



2026-03-04342



Certificate No. PVP QMS 24 93 1011



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Department of Education
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March 18, 2026

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Director IV
Regional Director
DepEd Caraga Regional Office
J. Rosales Ave., Butuan City

Madam:

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SDO	NO. OF SCHOOLS	MONTHLY SALARY	TOTAL SALARY
AGUSAN DEL SUR	79	20,000.00	10,428,000.00
SIARGAO	1	20,000.00	132,000.00
SURIGAO DEL SUR	3	20,000.00	396,000.00
TOTAL	83		10,956,000.00


SHERYL R. PUYO
AO V/HRMO III

Funds Available:


ELAINE N. NAVARRO
Chief Administrative Officer
Finance Division

082 17 - 24 - 00121

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director