



Republic of the Philippines
Department of Education
CARAGA REGION

MARCH 31, 2026

REGIONAL MEMORANDUM
FIN – 2026 –0299

To: Schools Division Superintendent) Division of Tandag City
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 **Workshop on the Review of the Revised and Final Checking of Textbooks (TXs) and Teacher's Manuals (TMs)**, under OSEC-13-25-00815 dated March 18, 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:
2026.03.30
11:15:03
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
03/24/2026



Republic of the Philippines
Department of Education
CARAGA REGION

Office of the Regional Director

March 17, 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 PPA-356 – TOIM - **OSEC-13-25-00815**, as travel funds to cover **travel expenses** in the conduct of various activities of the BLR-Quality Assurance. Below is the budget for **Tandag City Division**:

Tandag City Division		Allocation
Title of Workshop	Date and Venue	Amount Incurred
1. Workshop on the Review of the Revised and Final Checking of Textbooks (TXs) and Teacher's Manuals (TMs)	December 2-9, 2025 Makati Palace Hotel, Makati City	P 24,400.00
2. Workshop on the Review of the Revised and Final Checking of Textbooks (TXs) and Teacher's Manuals (TMs)	January 9-16, 2026 Makati Palace Hotel, Makati City	P 24,200.00
3. Workshop on the Final Checking of Textbooks (TXs) and Teacher's Manuals (TMs)	February 2 to 6, 2026 Eurotel Hotel Makati, Makati City	P 23,800.00
Total		72,400.00

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

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2026.03.23
09:23:02
0800

CLMD/mfm
03/17/2026



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