



Republic of the Philippines
Department of Education
CARAGA REGION

JUNE 3, 2026

REGIONAL MEMORANDUM
FIN – 2026 – 0526

To: Schools Division Superintendents) Division of Butuan City
All Others Concerned) Division of Cabadbaran City

SUB-ALLOTMENT RELEASE ORDER FOR BASIC EDUCATION CURRICULUM

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the Workshop on the Refinement of the Homeroom Guidance Program Facilitation Manual for Key Stage 1 to 4, under OSEC-13-26-02551 dated May 13, 2026.
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.

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signed by
Asuncion
Maria Ines
Casona
Date:
2026.06.03
09:36:45
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
06/02/2026



Republic of the Philippines
Department of Education
CARAGA REGION

OFFICE OF THE REGIONAL DIRECTOR

May 25, 2026

MARIA INES C. ASUNCION

Director IV
Regional Director
DepEd Caraga Region

Madam:

The undersigned respectfully requests authority from your good Office to facilitate the transfer of Funds to cover travel expenses relative to the conduct of Workshop on the Refinement of the Homeroom Guidance Program Facilitation Manual for Key Stages 1 to 4 on May 25-27, 2026, at Red Hotel, Cubao, Quezon City chargeable against OSEC-13-26-02551, as follows:

Division	Participant	Amount
1. Butuan City Division	Elynor A. Sayson, Guidance Counselor	28,480.00
	Nancy Caballero, Guidance Counselor	
2. Cabadbaran City Division	Jeffer V. Guiral, HT III	28,480.00
	Yvonne R. Avila, EPS	
Total		56,960.00

Thank you.

Very truly yours,

ELIZABETH M. YSULAN
EPS, Regional IPed Focal Person

Recommended for Approval:

BERNABE L. LINOG
Chief, CLMD

Funds Available:

ELAINE N. NAVARRO
Chief, Finance Division

Approved:

Digitally signed by
Asuncion
Maria Ines
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Date:
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MARIA INES C. ASUNCION
Director IV
Regional Director

CLMD/emv
05/22/2026



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