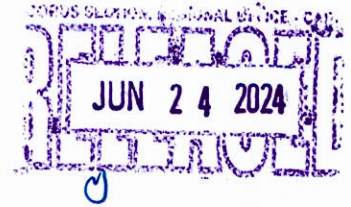




Republic of the Philippines
Department of Education
CARAGA REGION



June 21, 2024

REGIONAL MEMORANDUM
No. 0640, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENT
Division of Bislig City
This Region

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
GENERAL MANAGEMENT AND SUPERVISION - ROP**

1. This office announces the release of Sub-Allotment Release Order (Sub-ARO) to cover expenses in the conduct of CY 2024 Mid-Year Seminar/Workshop on the Preparation and Consolidation of Financial Reports under FY 2024 GAAAO dated January 2, 2024.
2. Attached is the approved request.
3. Upon receipt of Sub-ARO, the SDOs shall immediately request for Issuance of Notice of Cash Allocation from the DBM RO XIII and disbursement of such fund shall be subject to existing government accounting and auditing rules and regulations.
4. Immediate dissemination and compliance of this memorandum is hereby directed.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

Encl.: as stated
Reference: FY 2024 GAA
To be indicated in the Perpetual Index
under the following subjects:

**GENERAL MANAGEMENT AND SUPERVISION - ROP
SUB-ARO**

FIN/nap
06/21/2024

Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
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2024-06-10057

Doc. Ref. Code	RO-ASD-F107	Rev	00
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Certificate No.: PHP QMS
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Republic of the Philippines
Department of Education
CARAGA REGION

June 13, 2024

MARIA INES C. ASUNCION

Regional Director
Department of Education
Caraga Region
J. Rosales St., Butuan City

Madam:

The DepEd Central Office through the Accounting and Budget Division will conduct the 42nd National Seminar/Workshop on the Consolidation of Mid-Year Financial Reports (CY 2024) from July 24-27, 2024, to be hosted by DepEd Region VIII. Given this, we would like to request authority from your good office to transfer funds to the **Division of Bislig City** for the regional conduct of the **CY 2024 Mid-year Seminar/Workshop on the Preparation and Consolidation of Financial Reports on July 3-5, 2024**, to be hosted by Bislig City Division.

The participants of the seminar/workshop mentioned above will be the fourteen (14) finance personnel from the region (Accounting Unit-8, Budget Unit-4, CAO office-2) and five (5) finance personnel from each division office (Accountant, Budget Officer, 3 Finance Staffs), and an additional five (5) participants from the host division.

The expenses incurred during this activity shall be charged against Finance Division MOOE funds subject to the usual accounting and auditing rules and regulations. Below is the budget breakdown of the expenses.

No.	Unit	Item Description	Qty	Unit Price	Total
1	pax	Board and Lodging (Day 0 or arrival) Meal (dinner @ P350.00/pax and lodging @ P1,000.00/pax)	79	1,350.00	106,650.00
2	pax	Board and Lodging (Day 1)	79	2,000.00	158,000.00
3	pax	Meals - 2 meals and 2 snacks (Day 2)	79	650.00	51,350.00
		Total			316,000.00

All Divisions are required to comply with the submission of all reports. The deadline for the submission of FAR Nos. 1-6 is in accordance with Regional

Memorandum No. 0070, s. 2023, while the Financial Statements, Supporting Schedules, and Other Financial Reports shall be on July 15, 2024.

Your positive response to this request is highly appreciated.

Sincerely yours,


ELAINE N. NAVARRO
Supervising Administrative Officer

Approved:


MARIA INES C. ASUNCION
Regional Director

FIN/enn
06/13/2024



Address: J.P. Rosales Avenue, Butuan City
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2024-06-09523

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