



Republic of the Philippines
Department of Education
CARAGA REGION

REGIONAL MEMORANDUM
FIN – 2024 – 1303

To: Schools Division Superintendents) Division of Siargao
All Others Concerned

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

1. This office announces the issuance of Sub-Allotment Release Order (Sub-ARO) to cover travel expenses for the conduct of *Workshop on the Enhancement of MATATAG Kindergarten Lesson Exemplars (LEs) and Worksheets (WSs)* under OSEC-13-24-5613 dated August 14, 2024.
2. Attached is the approved request for reference.
3. Upon receipt of Sub-ARO, the SDOs shall immediately request the Issuance of Notice of Cash Allocation from the DBM Regional Office XIII. The disbursement of such funds shall be subject to existing government accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION
Director III *g*
Officer-in-Charge
Office of the Regional Director

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

**ALLOTMENT
PROGRAMS**

FIN/nap
11/18/2024



Republic of the Philippines
Department of Education
CARAGA REGION

November 18, 2024

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 to the Schools Division Offices from **OSEC OSEC-13-24-5613**, as funding requirement for the **(travel expenditure) during the Workshop on the Enhancement of MATATAG Kindergarten Lesson Exemplar (LEs) and Worksheets (WSs)**. Below is the budget allocation per division:

Division	Name	Fund Allocation
Siargao Islands	Luz Sandra R. Fernandez	PhP 7,720.00
	Total	PhP 7,720.00

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
Officer In-Charge
Office of the Regional Director

CLMD/mfm
11/18/2024

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2024-11-19162

Doc. Ref. Code	RO-ASD-F069	Rev	00
Effectivity	02.01.23	Page	1 of 1

