



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
APR 8 2025
BY: NMB
TIME: 9:50 AM

REGIONAL MEMORANDUM
FIN – 2025 – 0360

To: Schools Division Superintendent) Division of Butuan City
All Others Concerned

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR HUMAN
RESOURCE DEVELOPMENT FOR PERSONNEL IN SCHOOLS
AND LEARNING CENTERS

1. This office announces the issuance of Sub-Allotment Release Order (Sub-ARO) to cover travel expenses for participants of the **Specialized Training for Guidance Designates Phase 3 and 4**, under OSEC-13-25-00504 dated March 4, 2025.
2. Attached for reference is the approved request.
3. Upon receipt of Sub-ARO, the Schools Division Offices (SDOs) are directed to promptly request the issuance of 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.

MARIA INES C. ASUNCION
Director IV
Regional Director

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

ALLOTMENT
PROGRAMS

FIN/nap
04/03/2025



2025-04-06145

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Republic of the Philippines
Department of Education
CARAGA REGION

March 27, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director

Madame:

Greetings!

This is to request your good office for the approval on the downloading of funds from **FY 2025 OSEC-13-25-00504** for the travel allowances of the participants to attend the **Specialized Training for Guidance Designates Phase 3 and 4** ECOTECH, Lahug, Cebu City, to wit:

No.	Name	Division Office	Amount
Specialized Training for Guidance Designates Phase 3 March 17 – 21, 2025			
1.	GENERUTH M. BAGAFORO	Butuan City	₱ 14,000.00
Specialized Training for Guidance Designates Phase 4 April 07 – 11, 2025			
1.	GENERUTH M. BAGAFORO	Butuan City	₱ 14,000.00
2.	CARLA JANE M. RAGA	Butuan City	₱ 14,000.00

42,000 -

Thank you.

Very truly yours,


ELMER AUGUSTUS F. CONDE
Educ. Program Specialist II, NEAP – Caraga

Noted by:


FLORDELISA R. DALIN, EdD
Chief, HRDD

Funds Available:


ELAINE N. NAVARRO
OIC Chief, FD

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director

HRDD/eafc
10/02/2023



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