Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
RELEASED
MAY 21, 2025
10:13AM
BY: MLS TIME:

MAY 21, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 0523

To: Schools Division Superintendents) Division of Agusan del Norte
) Division of Bislig City
) Division of Siargao

All Others Concerned

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR ADMINISTRATION OF PERSONNEL BENEFITS

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to cover the allotment for the payment of **Terminal Leave Benefits (TLB)** under FY 2025 GAAAO, dated January 2, 2025.

2. For details regarding this Sub-ARO, the personnel concerned are advised to coordinate with the Personnel Unit and/or Budget Unit.

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 (NCA) 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
05/15/2025