



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
JUN 27 2025

BY: NMB

TIME: 10:37 AM

JUN 27 2025

REGIONAL MEMORANDUM
FIN – 2025 – 0633

To: Schools Division Superintendent) Division of Butuan City
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) covering the allotment for **Terminal Leave Benefits (TLB)** under FY 2025 GAAAO, dated January 2, 2025.
2. For details regarding this Sub-ARO, concerned personnel are advised to coordinate with the Personnel Unit and/or the 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
06/24/2025