



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
JUN 27 2025

BY: NMB

TIME: 10:45 AM

JUN 27 2025

REGIONAL MEMORANDUM
FIN – 2025 –0634

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

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR THE
CHILD PROTECTION PROGRAM**

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to cover the travel expenses of the Learners' Rights and Protection Desk (LRPD) members serving during the 2025 Palarong Pambansa, under OSEC-13-24-0640 dated March 5, 2024.
2. Attached for reference is the approved request.
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 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



Republic of the Philippines
Department of Education
CARAGA REGION

June 23, 2025

MARIA INES C. ASUNCION

Regional Director
Department of Education-Caraga
J.Rosales Ave., Butuan City

Madam:

Greetings!

We respectfully request the download of Child Protection Program - Program Support Funds (PSF) to DepEd Caraga personnel who served as members of the Learners' Rights and Protection Desk (LRPD) during the 2025 Palarong Pambansa held in Laoag, Ilocos Norte from May 17 to June 4, 2025. The PSF shall be charged against OSEC-13-24-0640 to cover expenses incurred by the personnel in relation to the above-mentioned activity, specifically the following:

NAME	POSITION	SCHOOL/ DIVISION	AMOUNT INCURRED
Generuth M. Bagaforo	EPS II - SMME Registered Guidance Counselor	Butuan City Division	Php 15,724.52
Hazel Torres-Badayos	Master Teacher I Guidance Advocate	Taligaman National High School -Butuan City	Php 14,584.82

30,309.3

Travel expenses, per diem and other incidental expenses shall be charged to the downloaded program support fund subject to the usual accounting and auditing rules and regulations.

For your approval.

Very truly yours,

ADRILENE MAE J. CASTAÑOS, PhD
PDO IV-Regional LRP Coordinator

Noted:

EDMUND D. MENDOZA, PhD
Chief, ESSD

Funds Available:

EIAINE N. NAVARRO
OIC-Chief, FD

APPROVED:

MARIA INES C. ASUNCION
Regional Director

ESSD/sa
06/23/2025

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



2025-06-10552

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



Certificate No.: PHP QM
24 93 0191

