



Republic of the Philippines
Department of Education
CARAGA REGION

June 30, 2025

MARIA INES C. ASUNCION
Regional Director
Department of Education-Caraga
J. Rosales Ave., Butuan City

Madam:

We respectfully request authority from your good office to transfer allotment to select SDOs in the amount of Ninety-Four Thousand Pesos (P94,000.00) from the Human Resource Development for Personnel in Schools and Learning Centers charged against OSEC-13-24-6323 to the following:

Division	Amount
Dinagat	23,500.00
Bislig	23,500.00
Siargao	23,500.00
Butuan City	23,500.00
TOTAL AMOUNT	Php 94,000.00

This transfer will be utilized to cover travel expenses of personnel who will be participating in RO/CO-initiated Youth Formation Program activities, specifically the Career Guidance Program.

Thank you and more power.

Very truly yours,

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

Noted:

EDMUND D. MENDOZA, PhD
Chief, ESSD

Funds Available:

ELAINE N. NAVARRO
OIC-Chief, FD
bal. 94.00

Approved:

MARIA INES C. ASUNCION
Regional Director

ESSD/ajc
06/30/2025



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