



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
RELEASED
July 23 2025
BY: NMB TIME: 11:04 AM

July 23 2025

REGIONAL MEMORANDUM
FIN – 2025 –0735

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

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

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to provide Program Support Funds (PSF) covering expenses for the **33rd National Children's Month Kick-Off Ceremony**, under OSEC-13-25-00399.
2. Attached for reference is the approved request.
3. Upon the 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
07/16/2025



Republic of the Philippines
Department of Education
CARAGA REGION

July 11, 2025

MARIA INES C. ASUNCION

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

Madam:

This is to respectfully request the downloading of **Child Protection Program Support Fund (PSF)** amounting to **₱80,000.00** to the **Schools Division Office of Butuan City**, to support the necessary preparations, logistics, and implementation of the **33rd National Children's Month Kick-off Ceremony** with the theme "**OSAEC-CSAEM Wakasan: Kaligtasan at Karapatan ng Bata, Ipaglaban!**" for the Caraga Region.

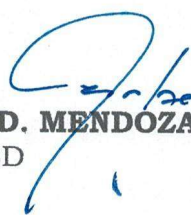
This aligns with the objectives of the National Children's Month to uphold and promote the rights and well-being of every Filipino child.

The fund will be charged to **OSEC-13-25-00399** and must be obligated and disbursed on or before **December 2025**, subject to government accounting and auditing rules and regulations.

Very truly yours,


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

Noted by:


EDMUND D. MENDOZA, PhD
Chief, ESSD

Funds Available:


ELAINE N. NAVARRO
OIC-Chief, FINANCE
CPP OSEC 13-25-00399

APPROVED:


MARIA INES C. ASUNCION
Regional Director

ESSD/sa
07/11/2025

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