





Republic of the Philippines
Department of Education
CARAGA REGION

July 14, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
This Office

Madam:

This is to respectfully request transfer of funds from the FY 2025 Madrasah Education Program (MEP) Continuing Funds and MEP 2025 Current Funds under Sub-Allotment Release Order (Sub-ARO) No. OSEC-13-25-00368 to cover the **travel expenses of participants attending the Orientation on the Pilot Testing of Arabic Language Literacy Assessment Tools**, specifically:

Division	No. of Pax	Amount per pax	TOTAL Amount	Fund Source
Bislig City	2	1,820.00	3,640.00	FY 2024 GAAAO
Tandag City	2	2,500.00	5,000.00	FY 2025 MEP Current Funds (OSEC-13-25-00368)
Surigao City	1	1,500.00	1,500.00	

The abovementioned expenses are in support of the capacity-building and pilot testing initiatives under the Madrasah Education Program, in alignment with the Department of Education- Caraga Region's efforts to enhance Arabic language instruction and literacy assessment in ALIVE-implementing schools.

For your approval.

Very truly yours,

RHEA J. YPARRAGUIRRE
EPS-CLMD/RMEPC

Funds Available:

ELAINE N. NAVARRO
SAO, Finance Division

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director