



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
RELEASED
AUGUST 7 2025
BY: NMB
TIME: 1:32 PM

AUGUST 7 2025

REGIONAL MEMORANDUM
FIN – 2025 – 0812

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

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
EARLY LANGUAGE LITERACY AND NUMERACY (ELLN)**

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to cover expenses for the following activities:

A. Workshop on the Revision and Refinement of Play-Based Modules to Develop Physical Movement and Social Interaction to Key Stage 1, under OSEC-13-25-02534, dated April 15, 2025.

B. Implementation of ELLN Program for the Field Testing of Play-Based Modules to Develop Physical Movement and Social Interaction in Key Stage I, under OSEC-13-25-02149, dated April 9, 2025.

2. Attached for reference are the approved requests.

3. Upon 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:

**ALLOTMENTS
PROGRAMS**

FIN/nap
08/01/2025



Address: J.P. Rosales Avenue, Butuan City
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Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
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Republic of the Philippines
Department of Education
CARAGA REGION

July 22, 2025

MARIA INES C. ASUNCION
Regional Director
DepEd Caraga Region
J.P. Rosales Avenue, Butuan City

Madame:

This is to request from your good office the approval on the downloading of ELLN Fund SARO No. **OSEC-13-25-02534** to cover travelling expenses of **Marie Joy M. Intong in Butuan City** in connection with her attendance during the Workshop on the Revision/ Refinement of Play- Based Modules to Develop Physical Movement and Social Interaction in Key Stage 1 on July 2-5, 2025 in Cebu City with an amount of **Twelve Thousand Seven hundred Seventy Two pesos only (P12,720)** only.

Thank you.

Very truly yours,

Elena Naquian
ELENA NAQUIAN CAPANGPANGAN
RO, EPS, MG Focal Person

Noted by:

Bernabe L. Linog
BERNABE L. LINO
CLMD Chief

Funds Available:

Elaine Navarro
ELAINE NAVARRO
SAO- Finance Division
ELLN OSEC 13-25-2534

Approved:

Maria Ines C. Asuncion
MARIA INES C. ASUNCION
Regional Director

CLMD/enc
07/23/2025



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Republic of the Philippines
Department of Education
CARAGA REGION

July 21, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
DepEd Caraga Region
Butuan City

Madam:

This is to respectfully request authority from your good office to transfer the Program Support Fund to the Schools Division of Butuan City in the amount of **Ten Thousand Pesos (P10,000.00)**, chargeable against **OSEC-13-25-02149**.

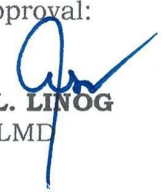
The fund will be used to cover expenses related to the implementation of the Early Language, Literacy, and Numeracy (ELLN) program, specifically for the Field Testing of Play-Based Modules to Develop Physical Movement and Social Interaction in Key Stage 1, scheduled on July 29-30, 2025.

Thank you.

Very truly yours,


MARIA CONSUELO C. JAMERA
EPS, CLMD

Recommended for Approval:


BERNABE L. LINOG
Chief, CLMD

Funds available:


ELAINE N. NAVARRO
SAO, Finance Division
ELN OSE 13-25-2149

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director

CLMD/mcj
07/21/2025



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