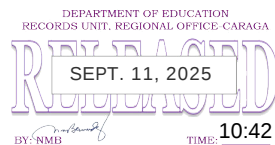




Republic of the Philippines
Department of Education
CARAGA REGION



SEPT. 11, 2025

REGIONAL MEMORANDUM
FIN – 2025 –0957

To: Schools Division Superintendent) Division of Agusan del Norte
All Others Concerned) Division of Bayugan City

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
GENERAL MANAGEMENT AND SUPERVISION

1. This office announces the issuance of Sub-Allotment Release Order (Sub-ARO) to cover the Program Support Funds (PSF) for the conduct of **Teachers' Day Culmination Program and Recognition of Teachers, and for the Regionwide Entrance Conference with Commission on Audit (COA)**, under FY 2025 GAA.
2. Attached for reference are the approved requests.
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
09/09/2025



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



Doc. Ref. Code	RO-ASD-F164	Rev	00
Effectivity	08.09.24	Page	1 of 1





Republic of the Philippines
Department of Education
CARAGA REGION

September 5, 2025

MARIA INES C. ASUNCION
Director IV
Regional Director

Madam:

This is to request your office for the authority to download funds from **ESSD- MOOE** to the Schools Division Office of Bayugan City for the conduct of **Teachers' Day Culmination Program and Recognition of Teacher** on October 1, 2025 in the amount of **P 225,000.00** for the meals and snacks of participants.

Thank you.

Very truly yours,


EDMUND D. MENDOZA, PhD.
Chief, ESSD

Funds Available:


ELAINE N. NAVARRO
Chief, Finance

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph

2025-09-15789		
Effectivity	02.01.23	Page 1 of 1





Republic of the Philippines
Department of Education
CARAGA REGION

September 2, 2025

MARIA INES C. ASUNCION

Regional Director
DepEd Caraga
J. Rosales St., Butuan City

Madam:

Greetings!

This is to respectfully request authority from your office to download funds from GAS-MOOE c/o ORD Funds to the Schools Division of Agusan del Norte. The said funds will cover the meals and venue expenses of participants of the Regionwide Entrance Conference with COA on September 16, 2025, hosted by Agusan del Norte Division.

No. of pax	Amount per pax	Total
DepEd RO (30 pax)	1,000.00	30,000.00
DepEd SDO (60 pax)	1,000.00	60,000.00
COA (29 pax)	1,000.00	29,000.00
Contingency Fund	5,000.00	5,000.00
Total		P124,000.00

Your positive response to this request is highly appreciated.

Very truly yours,


ELAINE N. NAVARRO
Chief AO, Finance Division

Funds Available:


ELAINE N. NAVARRO
Chief AO, Finance Division

PT 2025 CNA - ORD

RR-2025-R5788-00094 } 110,680-

KL-25-5788-CHSS-006

ATL-2025-R5788-00020

KL-25-5788-CHSS-001/000 } 13,320-

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director

Address: J.P. Rosales Avenue, Butuan City

Trunkline No: (082) 225-1151

Telefax No: (085) 342-5969

Email: caraga@depd.gov.ph

Website: caraga.deped.gov.ph



2025-09-15437

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



Certificate No.: PHP QMS
24 93 0191