



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
RELEASED
SEPT. 19, 2025
BY: NMB TIME: 1:29 PM

SEPT. 19, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 0999

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

**SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR DISASTER
PREPAREDNESS AND RESPONSE PROGRAM**

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to provide funds for the conduct of **Review and Enhancement of the Public Service Continuity Plan (PSCP) and DRRM Master Plan of the Division Office**, under FY 2025 GAA.
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
09/17/2025



Republic of the Philippines
Department of Education
CARAGA REGION

September 15, 2025

MARIA INES C. ASUNCION

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

Madam:

Greetings!

We respectfully request your approval to download funds to the Division of Cabadbaran City to conduct the Review and Enhancement of the Public Service Continuity Plan (PSCP) and DRRM Master Plan of the Division Office, to wit:

Division Office	Amount
Cabadbaran City	160,000.00

Funds for transfer will be charged against **FY 2025 GAAAO-DPRP** and must be obligated/disbursed until December 2025, subject to the usual accounting and auditing procedure.

Very truly yours,


EDMUND D. MENDOZA, PhD
Chief, ESSD

Funds availability:


ELAINE N. NAVARRO
SAO/OIC-Chief, Finance Division

FY 2025 DPRP GAAO

Approved by:


MARIA INES C. ASUNCION
Regional Director

ESSD/mpb
09/15/2025



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