



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE - CARAGA
RELEASED
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SEPT. 26 2025

REGIONAL MEMORANDUM
FIN – 2025 –1032

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

**SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR LEARNER SUPPORT
PROGRAM**

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the travel expenses of participants to the **Training on Mental Health Crisis Response and Management Toolkit**, under OSEC-13-25-03349, dated June 13, 2025.
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 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
09/25/2025



Republic of the Philippines
Department of Education
CARAGA REGION

September 24, 2025

MARIA INES C. ASUNCION

Director IV

Regional Director

Madam:

This is to request your office for the authority to download funds from **OSEC 13-25-03349** to **Bayugan National Comprehensive High School** to cover travel expenses of participant to the Training on Mental Health Crisis Response and Management Toolkit in the amount of **P 9,880.00**.

Thank you.

Very truly yours,

JUMER O. CARLON, MD
Medical Officer IV

Noted by:

EDMUND D. MENDOZA, Ph.D.
Chief, ESSD

Funds Available:

ELAINE N. NAVARRO
Chief, Finance

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director



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