



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE - CARAGA
RELEASED
SEPT. 30 2025
BY: NMB
TIME: 4:58 pm

SEPT. 30 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1045

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

**SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR PLANNING AND
MANAGEMENT INFORMATION SYSTEM**

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the conduct of **National Planning Conference 2025**, under OSEC-13-25-04064, dated August 30, 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
09/29/2025



Republic of the Philippines
Department of Education
CARAGA REGION

September 26, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
DepEd Caraga Region
Butuna City
President

Madam:

The undersigned would like to request authority from your good office to transfer funds for the Conduct of National Planning Conference 2025 to the Division of Agusan del Norte Division in the amount of **Six Million Eight Hundred Fifteen Thousand Two Hundred Pesos Only (6,815,200.00)** chargeable against **OSEC-13-25-04064** to cover venue, hotel, lodging, meals, supplies and logistical requirements within Butuan City.

Thank you.

Very truly yours,

DANDEE JONATHAN F. MONTON
Regional Planning Officer, PPRD

Recommended for Approval:

VIOLETA C. NUNEZ
Chief, PPRD

Funds available:

ELAINE N. NAVARRO
Chief, Finance Division
PMS 082 P-25-04064

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director

PPRD/vcn
09/26/2025



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