



Republic of the Philippines
Department of Education
CARAGA REGION



OCT 11 2025

REGIONAL MEMORANDUM
FIN – 2025 –1076

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

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

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the LED Wall Rental for the **Regionwide Entrance Conference with COA**, 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 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
10/07/2025



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Republic of the Philippines
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September 30, 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 LED Wall Rental for the Regionwide Entrance Conference with COA on September 16, 2025, hosted by Agusan del Norte Division.

No. of pax	Total
LED Wall Rental	14,000.00
	P14,000.00

Your positive response to this request is highly appreciated.

Very truly yours,


ELAINE N. NAVARRO *10/01*
Chief AO, Finance Division

Funds Available:

cy: 
ELAINE N. NAVARRO *10*
Chief AO, Finance Division
FY 2025 CARA - ORD
ATC-2024-R-5788-00024 *14,000-*
AC-25-5788-CARAS-002 *14,000-*
3029905004 - Rent - Equipment

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director