



REGIONAL MEMORANDUM
FIN – 2025 – 1221

To: Schools Division Superintendents) Division of Agusan del Sur
) Division of Bislig City
) Division of Butuan City
All Others Concerned

SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR BASIC EDUCATION CURRICULUM

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the conduct of the National Workshop on the Validation/Revision of Manual on the Utilization of Learning Management System for Teaching and Learning at NEAP, Marikina City, and for the Workshop on the Refinement and Finalization of Policy Guidelines on the Implementation of Environment Education Across the Revised K to 10 Curriculum, under OSEC-13-25-02450 dated April 11, 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.

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2025.11.11
10:32:23
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
11/07/2025



Republic of the Philippines
Department of Education
CARAGA REGION

November 3, 2025

MARIA INES C. ASUNCION

Regional Director

DepEd Caraga

J.P. Rosales Ave., Butuan City

Madam:

We respectfully request authority from your good office to transfer funds for the following Schools Division Offices chargeable against the **SARO OSEC-13-25-02450**:

ACTIVITY	SDO	PARTICIPANTS	AMOUNT
National Workshop on the Validation/Revision of Manual on the Utilization of Learning Management System for Teaching and Learning – NEAP Marikina City	Bislig City	Mario C. Lozada Jr.	16,188.30
Workshop on the Refinement of Policy Guidelines on the Implementation of Environment Education Across the Revised K to 10 Curriculum on October 7-10, 2025 at Country Hotel, Inc., Cagayan De Oro City	Agusan del Sur	Bernie O. Montero	6,040.00
	Butuan City	Kevin Hope Z. Salvaña	5,860.00
Workshop on the Finalization of Policy Guidelines on Implementation of Environment Education Across the Revised K to 10 on October 14-17, 2025 at Baguio Teachers Camp, Baguio City, CAR	Agusan Del Sur	Bernie O. Montero	13,329.00
	Butuan City	Kevin Hope Z. Salvaña	12,228.00
TOTAL			53,645.30

Thank you.

Very truly yours,

BERNABE L. LINOG

Chief, CLMD

Funds Available:

ELAINE N. NAVARRO

Chief, Finance

Approved:

Digitally signed by
Maria Ines Casona
Date: 2025.11.05
12:26:32
+0800

MARIA INES C. ASUNCION

Regional Director

CLMD/bll
11/03/2025



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

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