



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 25, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1277

To: Schools Division Superintendents) Division of Bayugan City
All Others Concerned) Division of Bislig City
) Division of Butuan City
) Division of Dinagat Islands
) Division of Surigao City
) Division of Surigao del Sur

SUB-ALLOTMENT RELEASE ORDER FOR TEXTBOOKS AND OTHER
INSTRUCTIONAL MATERIALS

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the participation of attendees in the **Evaluation Workshop of Grade 2, 3, 5, and 8 TX's and TMs**, under OSEC-13-25-00815 dated March 18, 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:
2025.11.21
10:35:42
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
11/19/2025



Republic of the Philippines
Department of Education
CARAGA REGION

Office of the Regional Director

November 17, 2025

MARIA INES C. ASUNCION

Regional Director
Department of Education

Madam:

This is to respectfully request for the issuance of Sub-Allotment Release Order (Sub-ARO) to the identified Schools Division Offices (SDO/s) of Caraga Region, to download funds from PPA-356 – TOIM - **OSEC-13-25-00815**, as travel funds to cover travel expenses in the conduct of various activities of the BLR-Quality Assurance Division (Evaluation Workshop of Grades 2,3,5, and 8 TX's and TMs). Below is the budget allocation per division:

Name of Recipient		Division	Allocation Amount
1	Napoles, Isidra	Bayugan	PhP 56,000.00
2	Adrales, Corazon		
3	Luga, Rhodora	Bislig City	95,000.00
4	Odtohan, Victor		
5	Patayon, Elma		
6	Almazan, Lilifreda	Butuan City	28,000.00
7	Sanguenza, Marina		
8	Raza, Emelinda	Dinagat City	28,000.00
9	Cortes, Monreynard	Surigao City	28,000.00
10	Morata, Romulo	Surigao del Sur	28,000.00
		Total	263,000.00

Thank you.

Very truly yours,

MARIPAZ F. MAGNO
EPS-LR Manager

Noted:

BERNABE L. LINO
Chief, CLMD

Funds Available:

ELAINE N. NAVARRO
SAO, Finance

Approved:

MARIA INES C. ASUNCION
Regional Director

CLMD/mfm
11/17/2025



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