



Republic of the Philippines
Department of Education
CARAGA REGION

DECEMBER 4, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1319

To: Schools Division Superintendent) Division of Dinagat Island
All Others Concerned

SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR HUMAN RESOURCE
DEVELOPMENT FOR PERSONNEL IN SCHOOLS AND
LEARNING CENTERS

1. This Office announces the issuance of a Negative Sub-Allotment Release Order (Sub-ARO) to **withdraw unutilized/unobligated allotment** issued under SubARO RO-13-25-1258 dated July 11, 2025.
2. Attached for reference is the letter 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:
2025.12.03
14:04:35
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
11/27/2025



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OFFICE OF DINAGAT ISLANDS

Received by:
Monsie^{to} Salamy
on 11/27/2025
Time: 1:11pm
DB 40-2025-11-21264

November 24, 2025

MARIA INES C. ASUNCION

Regional Director
DepED, Caraga Region

Thru : **ELAINE N. NAVARRO**
Supervising Administrative Officer
OIC Chief- Finance Division

Madam:

Respectfully submitting herewith to your good office the following documents, to wit:

- a. Request for the Issuance of Negative Sub-Aro;
- b. Certification of Availability of Funds;
- c. Quick Status of Allotment Releases and its Utilization by GAAAO/SARO/Sub-Aro

Hoping you find everything in order.

Thank you very much!

Sincerely yours,

fmm

FLORENCE E. ALMADEN, CESO VI
Schools Division Superintendent