



Republic of the Philippines
Department of Education
CARAGA REGION

DECEMBER 4, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1322

To: Schools Division Superintendents) Division of Agusan del Norte
All Others Concerned) Division of Agusan del Sur
) Division of Bayugan City
) Division of Bislig City
) Division of Cabadbaran City
) Division of Siargao
) Division of Surigao City
) Division of Surigao del Norte
) Division of Surigao del Sur
) Division of Tandag City

SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR MADRASAH EDUCATION
PROGRAM

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the **Course Development Phase for AI-Takween: Developing Basic Competencies for ALIVE Teachers**, under OSEC-13-25-00368 dated February 21, 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:
2025.12.04
08:51:06
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
11/27/2025

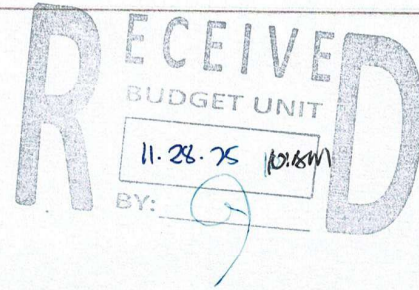


Republic of the Philippines
Department of Education
CARAGA REGION

November 25, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
This Office



Madam:

This is to respectfully request the transfer of funds from the FY 2025 Madrasah Education Program (MEP) Current Funds under Sub-Allotment Release Order (Sub-ARO) No. OSEC-13-25-00368 to cover the travel expenses of the participants for the conduct of **Al-Takween: Developing Basic Competencies for ALIVE Teachers**—a beginning professional development program for teachers handling Arabic Language and Islamic Values Education (ALIVE)—scheduled on **December 3–5, 2025** at **Nickel Hall, RNEAP-DepEd Caraga**. Specifically, the requested fund transfer will support the following Schools Division Offices:

Division	No. of Participants	TOTAL AMOUNT
Agusan del Norte	5	2,450.00
Agusan del Sur	6	11,460.00
Bayugan City	4	2,280.00
Bislig City	4	8,800.00
Cabadbaran City	6	1,500.00
Siargao	1	2,020.00
Surigao City	10	18,000.00
Surigao del Norte	2	2,960.00
Surigao del Sur	10	23,720.00
Tandag City	13	30,550.00
TOTAL	61	103,740.00

For your approval.

Very truly yours,

RHEA J. YPARRAGUIRRE
EPS-CLMD/RM

Noted:

BERNABE L. LINOG
Chief ES, CLMD

Funds Available:

ELAINE N. NAVARRO
CAO, Finance Division
082-13-25-00368 Pnd 195.656

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director



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