



Republic of the Philippines
Department of Education
CARAGA REGION

DECEMBER 18, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1366

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

SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR LEARNER SUPPORT
PROGRAM

1. This Office announces the issuance of a Negative Sub-Allotment Release Order (Sub-ARO) to **withdraw unutilized/unobligated allotment** issued under SubARO RO-13-25-1264 and RO-13-25-1256 dated July 11, 2025.
2. Attached for reference are the letter requests.
3. Immediate dissemination of this Memorandum is highly desired.

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2025.12.13
20:34:53
+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 OF AGUSAN DEL NORTE

December 1, 2025

MARIA INEZ C. ASUNCION, CESO IV

Regional Director
DepEd – Caraga Region
JP Rosales Ave., Butuan City

Dear Director Asuncion,

This is to respectfully inform your good office that the amount of **Nineteen Thousand Two Hundred Pesos (Php 19,200.00)** under **Sub-ARO No. RO-13-25-01264**, intended for expenses in connection with the school-based training for Career Advocates 2025, remains **unused**.

Attached herewith is the **Certification of Unused Funds** for your reference and appropriate action regarding the return of the unused funds to the Regional Office.

Thank you for your usual support and guidance.

Respectfully,

JEANIE L. MATIVO, PhD., CESO V
Schools Division Superintendent



Address: J.P. Rosales Avenue,
Butuan City, Agusan del Norte, 8600
Email Address: agusan.norte@deped.gov.ph
Website: depedagnor.com



PRIME HRM
BRONZE AWARD
MATURITY LEVEL II
ACCREDITED/DEREGULATED PURSUANT TO
CSC Resolution No.: 2200771
Dated: DECEMBER 29, 2022



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF AGUSAN DEL NORTE

CERTIFICATION OF UNUSED FUNDS

December 01, 2025

This is to certify that the amount of **Nineteen Thousand Two Hundred Pesos (Php 19,200.00)** under **Sub-ARO No. RO-13-25-01264**, intended for the transfer of funds to cover expenses in connection with the **school-based training for Career Advocates 2025**, remains **unused** and is hereby reported **for return to the Regional Office**.

Issued this 1st day of December 2025 at DepEd Agusan del Norte Division, J.P. Rosales Ave., Butuan City.

MARK ANTHONY P. INTANO
Division Budget Officer



Address: J.P. Rosales Avenue,
Butuan City, Agusan del Norte, 8600
Email Address: agusan.norte@deped.gov.ph
Website: depedagnor.com



PRIME HRM
BRONZE AWARD
MATURITY LEVEL II

ACCREDITED/REGULATED PURSUANT TO
CSC Resolution No.: **2200771**
dated **DECEMBER 29, 2022**



Republic of the Philippines
DEPARTMENT OF EDUCATION

Regional Office - XIII

SUB-ALLOTMENT RELEASE ORDER

Fiscal Year 2025

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA229 200000100006000 - Continuing Appropriations Learner Support Programs		REFERENCE: OSEC-13-25-03408 dated 06/17/2025	SUB-ALLOTMENT RELEASE ORDER NO. RO-13-25-01264
FUND CODE: 01102101		LEGAL BASIS: FY 2024 GAA R.A. No. 11975 (Continuing Appropriations)	DATE: 11-Jul-25
ORGANIZATION CODE: 070010300016		FISCAL YEAR: FY 2025	
PURPOSE: <i>Transfer of funds to cover expenses in connection with the School-Based Training for Career Advocates 2025.</i>			
To: The Schools Division Superintendent Schools Division of Agusan del Norte DepEd - CARAGA 070010816001			Region : 13
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	19,200.00
AMOUNT IN WORDS: *** Nineteen Thousand Two Hundred Pesos Only ***			Total: <u>19,200.00</u>
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2025.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

Certification of Availability of Allotment:

NOIME A. PLAZON
Budget Officer III

Recommending Approval:

ELAINE N. NAVARRO
SAO, OIC Chief of Finance

Approval for Transfer/Downloading of Funds:

MARIA INES C. ASUNCION
Regional Director



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OFFICE OF BISLIG CITY

December 4, 2025

ADRILENE MAE J. CASTAÑOS

Project Development Officer IV

DepEd Regional Office XIII – Caraga Region

Subject: Request for Negative Sub-AROs on Sub-Allotment RO-13-25-01256

Dear Ms. Castaños,

Greetings of peace and service!

This is to respectfully request for the issuance of a **Negative Sub-Allotment Release Order (Sub-ARO)** in relation to the **Sub-Allotment Release Order (RO-13-25-01256)** dated **July 11, 2025**, amounting to **Twenty-Three Thousand Five Hundred Pesos (P23,500.00)** under **Fund Code 01102101, Organization Code 070013000016**, chargeable against the **FY 2024 GAA (R.A. No. 11975 – Continuing Appropriations)**.

Said amount was originally transferred to the Schools Division of Bislig City to cover travel expenses of personnel participating in Regional and Central Office-initiated Youth Formation Program activities, specifically the **Career Guidance Program**.

In view of this, we are hereby requesting that the corresponding Negative Sub-ARO be issued to facilitate the proper adjustment and recording of the fund transfer.

We shall highly appreciate your kind consideration and prompt action on this request.

Thank you very much.

Sincerely yours,

RETCHEL D. GENEROSO

Project Development Officer I

Noted:

GEMMA A. DE PAZ

OIC-Schools Division Superintendent



Address: Herculiano Basañez Blvd., Villa Josefa Subdivision, Government Complex, Poblacion, Bislig City
Telephone No.: (086) 853-7403
E-mail Address: bislig.city@deped.gov.ph
Website: deped.bislig.org



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF BISLIG CITY

CERTIFICATION

This is to certify that the **Sub-Allotment Release Order (Sub-ARO) No. RO-13-25-01256**, dated **11 July 2025**, amounting to **Twenty-Three Thousand Five Hundred Pesos (P23,500.00)** under **Fund Code 01102101** and **Organization Code 070013000016**, intended for the participation of personnel in Regional/Central Office-initiated Youth Formation activities, **has not been utilized, obligated, nor disbursed** by the Schools Division Office of Bislig City.

After verification and review of the Division records, no transactions, claims, or obligations have been charged against this Sub-ARO as of this date.

This certification is being issued upon request for the purpose of facilitating the processing of a **Negative Sub-ARO** with the DepEd Regional Office XIII – Caraga Region.

Issued this 24TH day of NOVEMBER 2025 at the Schools Division Office of Bislig City.

JULIUS BENJAMIN R. TECSON, CPA
Administrative Officer V/Budget Officer
Schools Division Office – Bislig City



part



Republic of the Philippines
DEPARTMENT OF EDUCATION

Regional Office - XIII

SUB-ALLOTMENT RELEASE ORDER

Fiscal Year 2025

DEPTED BISLIG CITY DIVISION
RECEIVED
Budget Office
Date: 7/15/25 Time: _____
Control #: _____
(Signature Over Printed Name)

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA371 310500100001000 - Continuing Appropriations Human resource development for personnel in schools and learning centers		REFERENCE: OSEC-13-24-6323 dated 10/3/2024	SUB-ALLOTMENT RELEASE ORDER NO. RO-13-25-01256
FUND CODE: 01102101		ORGANIZATION CODE: 070010300016	LEGAL BASIS: FY 2024 GAA R.A. No. 11975 (Continuing Appropriations)
PURPOSE: Transfer of funds to cover travel expenses of personnel participating in Regional Office / Central Office initiated Youth Formation Program activities, specifically the Career Guidance Program.		DATE: 11-Jul-25	FISCAL YEAR: FY 2025
To: The Schools Division Superintendent Schools Division of Bislig City DepEd - CARAGA 070010816008			
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Training Expenses		MOOE 5020201002	23,500.00
AMOUNT IN WORDS: *** Twenty Three Thousand Five Hundred Pesos Only ***			Total: <u>23,500.00</u>
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2025.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

Certification of Availability of Allotment:

NOIME A. PLAZON
Budget Officer III

Recommending Approval:

ELAINE N. NAVARRO
SAO, OIC Chief of Finance

Approval for Transfer/Downloading of Funds:

MARIA INES C. ASUNCION
Regional Director

OP conduct of travel monitoring

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