



Republic of the Philippines
Department of Education
CARAGA REGION

DECEMBER 22, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1375

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

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 Sub-Allotment Release Order (Sub-ARO) to fund the conduct of **School – Based Training for Career Advocates Phase 2**, under OSEC-13-24-6323 dated October 3, 2024.
2. Attached for reference is the approved request.
3. Upon receipt of the 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:
2025.12.21
16:34:11
+0800

MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
12/16/2025



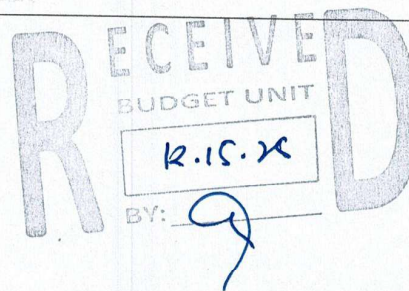
Republic of the Philippines
Department of Education
CARAGA REGION

December 9, 2025

Cont.

MARIA INES C. ASUNCION

Director IV, Department of Education-Caraga
JP Rosales Avenue, Butuan City



Madame:

We respectfully request your approval to download Program Support Fund for the following personnel as Resource Speakers of the School-Based Training for Career Advocates of Caraga (Phase 2). The funds will cover travel expenses and Professional Fee/ Honorarium.

Breakdown of Fund Allocation :

Recipient	School	SDO	Fund Allocation
Jocelyn S. Basnillo	SDO	Cabadbaran City	15,667.00
Maribel Salvadico	Trento NHIS	Agusan del Sur	15,667.00
Nancy Caballero	BCSAT	Butuan City	15,666.00
TOTAL AMOUNT:			47,000.00

The funds to be downloaded shall be charged against **PPA371-Human Resource Development for Personnel in Schools.** 082 13-24-6323

Very truly yours,

ADRIENE MAE J. CASTANOS, PhD
PDO-IV

Approved by:

ELAINE N. NAVARRO
Chief, Finance Division

MARIA INES C. ASUNCION
Director IV
Regional Director



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