



Republic of the Philippines
Department of Education
CARAGA REGION

DECEMBER 26, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1384

To: Schools Division Superintendents) Division of Agusan del Norte
All Others Concerned) Division of Bayugan City
) Division of Butuan City
) Division of Cabadbaran City
) Division of Surigao 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 **Pilot Testing of Arabic Language Literacy Assessment Tools and Gratuity Pay of Contract of Service (COS) Asatidz**, under OSEC-13-25-00368, OSEC-13-25-03443 and OSEC-13-25-03424.
2. Attached for reference are the approved requests.
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:
2025.12.23
15:54:16
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
12/19/2025



Republic of the Philippines
Department of Education
CARAGA REGION

December 15, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
This Office

Madam:

This is to respectfully request transfer of funds from the FY 2025 Madrasah Education Program (MEP) under Sub-Allotment Release Order (Sub-ARO) No. OSEC-13-25-00368 to cover the overtime payment of COS assessors who conducted the Pilot Testing of Arabic Language Literacy Assessment Tools under Regional Memorandum CLMD-2025-0646, as amended by Regional Memorandum CLMD-2025-0740, to wit:

Name of Assessor	Division	TOTAL Amount
Salich M. Maruhom	Bayugan City	1,775.60
Ghaizar A. Bautista	Butuan City	1,775.60
	TOTAL	3,551.20

For your approval.

Very truly yours,

RHEA J. YFARRAGUIRRE
EPS-CLMD

Noted:

BERNABE L. LINOG
Chief ES, CLMD

Funds Available:

ELAINE N. NAVARRO
CAO, Finance Division

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director

MEP OSEC 13-25-00368



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph

Doc. Ref. Code		
RO-ASD-F095		
Effectivity	Rev	Page
02.01.23	00	1 of 1



2025-12-22480





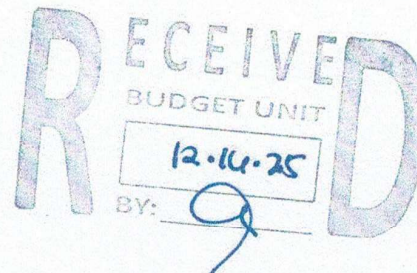
Republic of the Philippines
Department of Education
CARAGA REGION

Office of the Regional Director

December 17, 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) Fund Sub-Allotment Release Order No. **OSEC-13-25-00368** to the implementing Schools Division Offices (SDOs) through the issuance of a Sub-Allotment Release Order (Sub-ARO). These funds will cover the **Gratuity Pay of Contract of Service (COS) Asatidz** in accordance with **Administrative Order No. 39, s. 2025**, which authorizes a one-time gratuity pay of up to ₱7,000.00 for COS workers who have rendered at least four months of satisfactory service as of December 15, 2025, and whose contracts remain in effect on the same date.

Below is the breakdown of the required fund allocation:

SDO	No. of COS Asatidz	TOTAL AMOUNT
Agusan del Norte	4	28,000.00
Bayugan City	4	28,000.00
Surigao City	3	21,000.00
TOTAL	11	77,000.00

For your approval.

Very truly yours,

RHEA J. YPARRAGUIRRE

EPS-CLMD/Regional MEP Coordinator

Recommending Approval:

BERNABE L. LINOG

Chief ES, CLMD

Funds Available:

ELAINE N. NAVARRO

CAO, Finance Division

Approved:

MARIA INES C. ASUNCION

Director IV
Regional Director

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2025.12.18
10:33:14
+0800

CLMD/rjy
12/17/2025



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph

Doc. Ref. Code		
RO-ASD-F069		
Effectivity	Rev	Page
02.01.23	00	1 of 1





Republic of the Philippines
Department of Education
CARAGA REGION

Office of the Regional Director

December 17, 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) Fund Sub-Allotment Release Order No. **OSEC-13-25-03443** to the implementing Schools Division Offices (SDOs) through the issuance of a Sub-Allotment Release Order (Sub-ARO). These funds will cover the **Gratuity Pay of Contract of Service (COS) Asatidz** in accordance with **Administrative Order No. 39, s. 2025**, which authorizes a one-time gratuity pay of up to ₱7,000.00 for COS workers who have rendered at least four months of satisfactory service as of December 15, 2025, and whose contracts remain in effect on the same date.

Below is the breakdown of the required fund allocation:

SDO	No. of COS Asatidz	TOTAL AMOUNT
Surigao City	5	35,000.00
TOTAL	5	35,000.00

For your approval.

Very truly yours,

RHEA J. YPARRAGUIRRE
EPS-CLMD/Regional MEP Coordinator

Recommending Approval:

BERNABE L. LINOG
Chief ES, CLMD

Funds Available:

ELAINE N. NAVARRO
CAO, Finance Division

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2025.12.18
10:32:39
+0800

CLMD/rjy
12/17/2025



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph

Doc. Ref. Code		
RO-ASD-F069		
Effectivity	Rev	Page
02.01.23	00	1 of 1





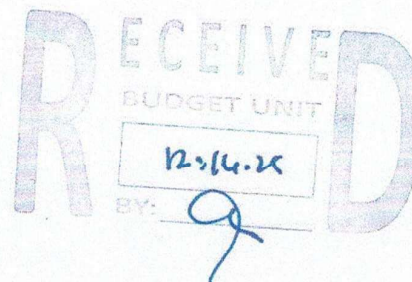
Republic of the Philippines
Department of Education
CARAGA REGION

Office of the Regional Director

December 17, 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) Fund Sub-Allotment Release Order No. **OSEC-13-25-03424** to the implementing Schools Division Offices (SDOs) through the issuance of a Sub-Allotment Release Order (Sub-ARO). These funds will cover the **Gratuity Pay of Contract of Service (COS) Asatidz** in accordance with **Administrative Order No. 39, s. 2025**, which authorizes a one-time gratuity pay of up to ₱7,000.00 for COS workers who have rendered at least four months of satisfactory service as of December 15, 2025, and whose contracts remain in effect on the same date.

Below is the breakdown of the required fund allocation:

SDO	No. of COS Asatidz	TOTAL AMOUNT
Cabadbaran City	6	42,000.00
TOTAL	6	42,000.00

For your approval.

Very truly yours,

RHEA J. YPARRAGUIRRE
EPS-CLMD/Regional MEP Coordinator

Recommending Approval:

BERNABE L. LINOG
Chief ES, CLMD

Funds Available:

ELAINE N. NAVARRO
CAO, Finance Division

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director

Digitally
signed by
Asuncion
Maria Ines
Castana
Date:
2025.12.18
10:32:54
0800

CLMD/rjy
12/17/2025



2025-12-22654