



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 25, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1278

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

**SUB-ALLOTMENT RELEASE ORDER 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 participation of attendees in the **conduct of NEAP and KHAN Academy Philippines Teachers Champion Fellowship Program**, under OSEC-13-25-05342 dated November 7, 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:
2025.11.21
09:22:48
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
11/19/2025



Republic of the Philippines
Department of Education
CARAGA REGION

November 17, 2025

MARIA INES C. ASUNCION

Regional Director
This Region:

Madam:

This is to respectfully request authority from your office to download funds from **OSEC 13 - 25 - 05342** to cover for the expenses in connection for the conduct of **NEAP and KHAN Academy Philippines Teachers Champion Fellowship Program** batch 02. The list of teacher-participants are as follows:

Name	Station	Schools Division Office	Amount
1. Susan Gulfo	Surigao del Norte NHS	Surigao del Norte	₱15,000.00
2. Ruel C. Dolorito	Bayugan West CES	Bayugan City	₱15,000.00
3. Geneva Talagon	Agusan del Sur NHS	Agusan del Sur	₱15,000.00
4. Roxanne Mongato	Surigao del Norte NHS	Surigao del Norte	₱15,000.00
5. Glory Jane Codilla	Agusan del Sur NHS	Agusan del Sur	₱15,000.00
6. Joysie Sabejon	Surigao del Norte NHS	Surigao del Norte	₱15,000.00
7. Teacher Arlene	Agusan del Sur NHS	Agusan del Sur	₱15,000.00
8. Alwin Ga	Caraga Regional Science HS	Surigao City	₱15,000.00
9. Sharaae Hermosada	Barobo NHS	Surigao del Norte	₱15,000.00
10. Reynaldo Ocon	Surigao City NHS	Surigao City	₱15,000.00
TOTAL			₱150,000.00

Please refer to the enclosures for the specific details.

Very truly yours,

ELMER AUGUSTUS F. CONDE
EP Specialist II
HRDD-NEAP

Fund Available:


ELAINE N. NAVARRO
Chief, Finance Division

Recommending Approval:


FLORDELISA R. DALIN
Chief, HRDD

APPROVED:


Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2025.11.18
16:56:36
+0800
MARIA INES C. ASUNCION
Regional Director