



Republic of the Philippines  
**Department of Education**  
CARAGA REGION

FEBRUARY 26, 2026

REGIONAL MEMORANDUM  
FIN – 2026 – 0188

To: Schools Division Superintendent ) Division of Surigao City  
All Others Concerned

SUB-ALLOTMENT RELEASE ORDER (SubARO) FOR GENERAL MANAGEMENT  
AND SUPERVISION

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the **2<sup>nd</sup> Regional Management Committee Meeting for CY 2026**, under FY 2026 GAA.
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:  
2026.02.26  
08:24:16  
**MARIA INES C. ASUNCION**  
Director IV  
Regional Director

FIN/nap  
02/24/2026



Republic of the Philippines  
**Department of Education**  
CARAGA REGION

**OFFICE OF THE REGIONAL DIRECTOR**

February 19, 2026

**MARIA INES C. ASUNCION**

Director IV  
Regional Director

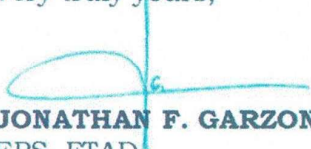
Ma'am:

We respectfully request authority from your good office to effect transfer of allotment amounting to EIGHTY FOUR THOUSAND PESOS (Php 84,000.00) from FY 2026 GAA of the Office of the Regional Director to the Surigao City Division to cover the funding requirements for the conduct of 2<sup>nd</sup> Regional Management Committee Meeting for CY 2026 on March 12, 2026, detailed as follows:

| PARTICULARS                   | NO. OF PAX | NO. OF DAYS | UNIT COST | TOTAL ESTIMATED COST |
|-------------------------------|------------|-------------|-----------|----------------------|
| Meals, Snacks & Accommodation | 42         | 1 day       | 2,000.00  | 84,000.00            |

For your approval.

Very truly yours,

  
**JONATHAN F. GARZON**  
EPS, FTAD  
Lead Secretariat

Funds Available:

  
**ELAINE N. NAVARRO**  
Chief, Finance Division  
Kc. 26-578

Approved:

  
**MARIA INES C. ASUNCION**  
Regional Director

FTAD/jfg  
02/19/2026



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

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