



Republic of the Philippines
Department of Education
CARAGA REGION

MARCH 25, 2026

REGIONAL MEMORANDUM
FIN – 2026 –0283

To: Schools Division Superintendents) Division of Bislig City
All Others Concerned) Division of Siargao
) Division of Surigao City
) Division of Surigao del Sur

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

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the **FY 2026 Renewal and Hiring of School-Based Administrative Support Staff under Contract of Service (COS) for Elementary Level**, under OSEC-13-26-00149 dated February 25, 2026.
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:
2026.03.24
15:59:23
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
03/24/2026



Republic of the Philippines
Department of Education
CARAGA REGION

March 18, 2026

MARIA INES C. ASUNCION

Director IV
Regional Director
DepEd Caraga Regional Office
J. Rosales Ave., Butuan City

Madam:

This is to request to download a Sub-Allotment Order (SARO) to the **SCHOOLS DIVISION OFFICES** of this Region. The fund is intended to be used to cover funding requirement for **FY 2026 RENEWAL AND HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (COS) FOR ELEMENTARY LEVEL (UNDER GENERAL MANAGEMENT AND SUPERVISION)**:

SDO	NO. OF SCHOOLS	MONTHLY SALARY	TOTAL SALARY
BISLIG CITY	2	20,000.00	132,000.00
SIARGAO	6	20,000.00	396,000.00
SURIGAO CITY	9	20,000.00	594,000.00
SURIGAO DEL SUR	3	20,000.00	198,000.00
TOTAL	20		1,320,000.00


SHERYL R. PUYO
AO V/HRMO III

Funds Available:


ELAINE N. NAVARRO
Chief Administrative Officer
Finance Division

CAR 17-26-00149

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director