



Republic of the Philippines
Department of Education
CARAGA REGION

JUNE 23, 2026

REGIONAL MEMORANDUM
FIN – 2026 –0571

To: Schools Division Superintendents) Division of Bayugan City
All Others Concerned) Division of Cabadbaran City

**SUB-ALLOTMENT RELEASE ORDER (SubARO) FOR GENERAL MANAGEMENT
AND SUPERVISION – REGIONAL OFFICE PROPER**

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the **Installation of the New Regional Director and Turn-Over Ceremony and for the 4th Regional Management Committee Meeting for CY 2026**, under FY 2026 GAA.
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:
2026.06.19
14:58:31
+0800
MARIA INES C. ASUNCION
Director IV
Regional Director

FIN/nap
06/16/2026



Republic of the Philippines
Department of Education
CARAGA REGION

OFFICE OF THE REGIONAL DIRECTOR

June 11, 2026

MARIA INES C. ASUNCION

Director IV
Regional Director

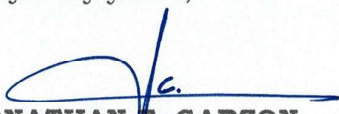
Ma'am:

We respectfully request authority from your good office to effect transfer of allotment amounting to ONE HUNDRED FIFTY-FOUR THOUSAND PESOS (Php 154,000.00) from FY 2026 GAA of the Office of the Regional Director to the Division of Bayugan City to cover the funding requirements for the conduct of Installation of the New Regional Director and Turn-Over Ceremony on June 18, 2026, detailed as follows:

PARTICULARS	NO. OF PAX	NO. OF DAYS	UNIT COST	TOTAL ESTIMATED COST
Meals and Snacks	130	1 day	800.00	104,000.00
Lights and Sound			50,000.00	50,000.00
			Total	154,000.00

For your approval.

Very truly yours,


JONATHAN F. GARZON
EPS, FTAD
Lead Secretariat

Funds Available:


ELAINE N. NAVARRO
Chief, Finance Division

Approved: 
MARIA INES C. ASUNCION
Regional Director

FTAD/jfg
06/11/2026



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Republic of the Philippines
Department of Education
CARAGA REGION

OFFICE OF THE REGIONAL DIRECTOR

June 16, 2026

MARIA INES C. ASUNCION

Director IV
Regional Director

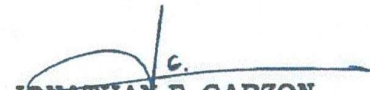
Ma'am:

We respectfully request authority from your good office to effect transfer of allotment amounting to EIGHTY THOUSAND PESOS (Php 80,000.00) from FY 2026 GAA of the Office of the Regional Director to the Division of Cabadbaran City to cover the funding requirements for the conduct of 4th Regional Management Committee Meeting for CY 2026 on June 23, 2026, detailed as follows:

PARTICULARS	NO. OF PAX	NO. OF DAYS	UNIT COST	TOTAL ESTIMATED COST
Meals, Snacks & Accommodation	40	1 day	2,000.00	80,000.00

For your approval.

Very truly yours,


JONATHAN F. GARZON
EPS, FTAD
Lead Secretariat

Funds Available:


ELAINE N. NAVARRO
Chief, Finance Division

Approved:


MARIA INES C. ASUNCION
Regional Director

FTAD/jfg
06/16/2026



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