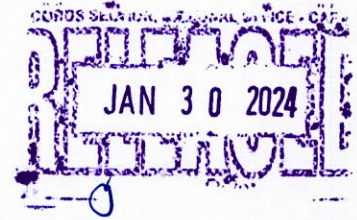




Republic of the Philippines
Department of Education
CARAGA REGION



January 26, 2024

REGIONAL MEMORANDUM
No. 0068, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENT
Division of Butuan City
This Region

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
GENERAL MANAGEMENT AND SUPERVISION - ROP**

1. This office announces the release of Sub-Allotment Release Order (Sub-ARO) to cover allotments for the conduct of CY 2023 Year-End Seminar / Workshop on the Preparation and Consolidation of Financial Reports on January 16-19, 2024 under FY 2023 GAAAO dated January 3, 2023.
2. Attached is the approved request.
3. Upon receipt of Sub-ARO, the SDOs shall immediately request for Issuance of Notice of Cash Allocation from the DBM RO XIII and disbursement of such fund shall be subject to existing government accounting and auditing rules and regulations.
4. Immediate dissemination and compliance of this memorandum is hereby directed.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

Encl.: as stated
Reference: FY 2023 GAA
To be indicated in the Perpetual Index
under the following subjects:

**GENERAL MANAGEMENT AND SUPERVISION - ROP
SUB-ARO**

FIN/nap
01/29/2024



Address: J.P. Rosales Avenue, Butuan City
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2024-01-01561

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Republic of the Philippines
Department of Education
CARAGA REGION

January 4, 2024

MARIA INES C. ASUNCION

Regional Director
Caraga Region
J. Rosales St., Butuan City

Madam:

The DepEd Central Office issued an unnumbered Memorandum dated December 7, 2023, entitled 41st National Seminar/Workshop on the Consolidation of Year-End Financial Reports (CY 2023). Given this, we would like to request authority from your good office to transfer funds to **Butuan City Division** for the regional conduct of CY 2023 Year-end Seminar/Workshop on the Preparation and Consolidation of Financial Reports on January 16-19, 2024 to be hosted by Butuan City Division.

The participants of the seminar/workshop mentioned above will be the seventeen (17) finance personnel from the region (Accounting Unit (10), Budget Unit (10), 3 CAO office) and five (5) finance personnel from each division office (Accountant, Budget Officer, 3 Finance Staffs), one (1) RD, and one (1) ARD.

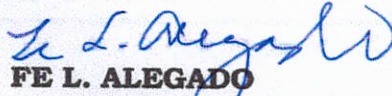
The expenses incurred during this activity such as board and lodging shall be charged against Finance Division MOOE funds (continuing funds) subject to the usual accounting and auditing rules and regulations. Below is the budget breakdown of the expenses.

No.	Unit	Item Description	Qty	Unit Price	Total
1	pax	Board and Lodging (Day 0 or arrival) Meal (dinner @ P350.00/pax and lodging @ P1,000.00/pax)	79	1,350.00	106,650.00
2	pax	Board and Lodging (Day 1&2) 2 days	79	2,000.00	316,000.00
3	pax	Meals - 2 meals and 2 snacks (Day 3)	79	650.00	51,350.00
		Total			474,000.00

All Divisions are required to comply with the submission of all reports. The deadline for the submission of FAR Nos. 2, 2A, 3, 4, 5, and 6 is on January 15, 2024 while the Financial Statements, Supporting Schedules, and Other Financial Reports shall be on January 19, 2024.

Your positive response to this request is highly appreciated.

Very truly yours,


FE L. ALEGADO
Chief Administrative Officer

Approved:


MARIA INES C. ASUNCION
Regional Director

FIN/enn
01/04/2024