



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
APR 30 2025

BY: NMB

TIME: 12:41 PM

APR 30 2025

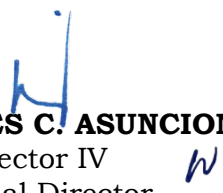
REGIONAL MEMORANDUM

No. 0432 , s. 2025

To: Schools Division Superintendents
All Others Concerned

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

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to cover funds for **Additional Maintenance and Other Operating Expenses (MOOE), Improvement of billeting quarters for FY 2025 Palarong Pambansa** and for the conduct of **CY 2025 Mid-Year Seminar Workshop on the Preparation and Consolidation of Financial Reports**, under OSEC-13-24-5054, FY 2024 and FY 2025 GAA.
2. Attached for reference are the approved requests.
3. Upon receipt of Sub-ARO, the Schools Division Offices (SDOs) are directed to promptly request the issuance of 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.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

**ALLOTMENTS
PROGRAMS**

FIN/nap
04/23/2025



Republic of the Philippines
Department of Education
CARAGA REGION

April 22, 2025

MARIA INES C. ASUNCION
Director IV
Regional Director

Madam:

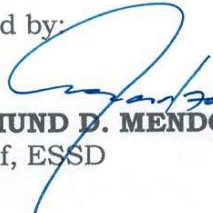
This is to request your office for the authority to download funds from **OSEC 13-24-5054** to the Schools Division Office of Agusan del Norte as additional MOOE in the amount of **P 100,000.00**.

Thank you.

Very truly yours,


JUMER C. CARLON, MD
Medical Officer IV/RSO

Noted by:


EDMUND D. MENDOZA, Ph.D.
Chief, ESSD

Funds Available:


ELAINE N. NAVARRO
OIC-Chief, Finance

Approved:


MARIA INES C. ASUNCION
Regional Director



2025-04-07117

Doc. Ref. Code	RO-ASD-F069	Rev	00
Effectivity	02.01.23	Page	1 of 1



Republic of the Philippines
Department of Education
CARAGA REGION

April 21, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director

Madam:

This is to request your office for the authority to download funds from **FY 2024 GAAAO** to the Schools Division Office of Bayugan City for the improvement of billeting quarters for the 2025 Palarong Pambansa in Ilocos Norte in the amount of **P 100,000.00**.

Thank you.

Very truly yours,


JUMER C. CARLON, MD
Medical Officer IV/RSO

Noted by:


EDMUND D. MENDOZA, Ph.D.
Chief, ESSD

Funds Available:


ELAINE N. NAVARRO
OIC-Chief, Finance

Approved:


MARIA INES C. ASUNCION
Regional Director



Republic of the Philippines
Department of Education
CARAGA REGION

April 10, 2025

MARIA INES C. ASUNCION

Regional Director
Department of Education
Caraga Region
J. Rosales St., Butuan City

Madam:

In preparation for the submission of Consolidated Mid-Year Financial Reports to DepEd Central Office and oversight agencies, we would like to request authority from your good office to transfer funds to the **Division of Siargao** for the regional conduct of the **CY 2025 Mid-year Seminar/Workshop on the Preparation and Consolidation of Financial Reports on July 1-4, 2025**, to be hosted by the Siargao Division.

The participants of the seminar/workshop mentioned above will be the fifteen (15) finance personnel from the region (Accounting Unit-9, Budget Unit-4, CAO office-2) and five (5) finance personnel from each division office (Accountant, Budget Officer, 3 Finance Staffs), and an additional seven (7) participants from the host division.

The expenses incurred during this activity shall be charged against Finance Division MOOE 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/arrival) Meals (lunch, dinner, PM snacks @ P775.00/pax and lodging @ P1,000.00/pax)	82	1,775.00	145,550.00
2	pax	Board and Lodging (Days 1&2)	82	2,000.00 per day	328,000.00
3	pax	Breakfast & AM Snacks (Day 3)	82	225.00	18,450.00
		Total			492,000.00

Your positive response to this request is highly appreciated.

Sincerely yours,

ELAINE N. NAVARRO
Supervising Administrative Officer

Approved:

MARIA INES C. ASUNCION
Regional Director



Republic of the Philippines
Department of Education
CARAGA REGION

April 21, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director

Madam:

This is to request your office for the authority to download funds from **FY 2024 GAAAO** to the Schools Division Offices for additional MOOE wit:

Division	Amount
Agusan del Norte	P 50,000.00
Agusan del Sur	P 50,000.00
Bayugan City	P 50,000.00
Bislig City	P 50,000.00
Butuan City	P 50,000.00
Cabadbaran City	P 50,000.00
Dinagat	P 50,000.00
Siargao	P 50,000.00
Surigao City	P 50,000.00
Surigao del Norte	P 50,000.00
Surigao del Sur	P 50,000.00
Tandag City	P 50,000.00
Total	P 600,000.00

Thank you.

Very truly yours,


JUMER C. CARLON, MD
Medical Officer IV/RSO

Noted by:


EDMUND D. MENDOZA, Ph.D.
Chief, ESSD

Funds Available:


ELAINE N. NAVARRO
OIC-Chief, Finance

Approved:


MARIA INES C. ASUNCION
Regional Director



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