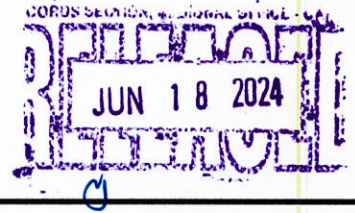




Republic of the Philippines
Department of Education
CARAGA REGION



June 13, 2024

REGIONAL MEMORANDUM
No. 0597, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENT
Division of Bayugan City
This Region

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM**

1. This office announces the release of Sub-Allotment Release Order (Sub-ARO) to cover expenses incurred during the conduct of Regional Cliniquing for the 2024 National Schools Press Conference (NSPC) delegates under OSEC-13-24-2916 dated April 26, 2024 and FY 2024 GAAAO.
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 2024 GAA
To be indicated in the Perpetual Index
under the following subjects:

**DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM
SUB-ARO**

FIN/nap
06/13/2024



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
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2024-06-09443

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Certificate No.: PHP QMS
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Republic of the Philippines
Department of Education
CARAGA REGION

June 11, 2024

MARIA INES C. ASUNCION

Regional Director
Department of Education,
Caraga Region

Madame:

This is to request from your good office the approval on the downloading of 2024 CLMD MOOE Funds in the amount of **Five Hundred Eighty-Five Thousand Pesos (P585,000.00)** and OSEC No. 13-24-2961 in the amount of **Two Hundred Fifteen and Two Hundred Fifty Pesos P 215,250.00** for the expenses incurred during the conduct of the Regional Regional Cliniquing for the 2024 National Schools Press Conference (NSPC) Delegates on June 27- 31, 2024. Below is the Budgetary allocation.

Charged to OSEC 13-24-2961

Particulars	No. of pax	Amount per Pax per day	No. of Days	TOTAL
Meals and Snacks Expenses				
Day 1 (1 Meal and Snacks (Dinner) and PM Snacks)	195	425.00	1	82,875.00
Day 5 (2 meals and 1 snacks without accommodation (Breakfast, AM Snacks, and Lunch)	195	525.00	1	102,375.00
Hotel Accommodation for Resource Speakers	6	1000	5	30,000.00
TOTAL				P 215,250.00

Charged to RO CLMD MOOE Funds

Particulars	No. of pax	Amount per Pax per day	No. of Days	TOTAL
Meals and Snacks Expenses				
Day 2-4 3 Meals and 2 Snacks without accommodation (Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner)	195	1,000.00	3	585,000.00
TOTAL				P 585,000.00

Thank you.

Very truly yours,

GLADYS S. ASIS
EPS, CLMD
NSPC Coordinator

Noted by:

Funds Available:

BERNABE L. LINOG
CLMD Chief

ELAINE N. NAVARRO
Supervising Administrative Officer

Approved:

MARIA INES C. ASUNCION
Regional Director

CLMD/gsa
06/11/2024

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