



Republic of the Philippines
Department of Education
CARAGA REGION



September 13, 2023

REGIONAL MEMORANDUM

No. 0864, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENT
Division of Surigao 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 transportation expenses of participants in attending Field Orientation on the Guidelines of Career Guidance Program (CGP) for the Regional Youth Formation Coordinators and CGP Focal Persons/ Supervisors on September 19-23, 2023 at Makati City 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
09/13/2023



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2023-09-13525

Doc. Ref. Code	RO-ASD-F107	Rev	00
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Republic of the Philippines
Department of Education
CARAGA REGION

September 8, 2023

MARIA INES C. ASUNCION

Director III
OIC -Regional Director
DepEd Caraga, Regional Office

Madam:

This is to request your office for the authority to download funds from ESSD MOOE to the Schools Division Office of Surigao City to cover travelling expenses and other related expenses for the conduct of the Field Orientation on the Guidelines of Career Guidance Program (CGP) for the Regional Youth Formation Coordinators and CGP Focal Persons/ Supervisors on September 19-23, 2023 at St. Giles Hotel, Makati City in the amount of Twenty Thousand Pesos (Php 20,000.00)

Thank you.

Respectfully yours,

ADRILENE MAE J. CASTAÑOS
PDO IV

Noted by:

BERNABE L. LINO
Chief, ESSD

Funds Available:

FE L. ALEGADO
Chief, Finance Division
Travel Fund GAS move % ESSD

Approved:

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

ESSD/jcc
9/8/2023



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2023-07-10736

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