



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **0867**, s. 2024

To: Schools Division Superintendents
All Others Concerned

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
HUMAN RESOURCE DEVELOPMENT FOR PERSONNEL
IN SCHOOLS AND LEARNING CENTERS**

1. This office announces the release of Sub-Allotment Release Order (Sub-ARO) to cover transportation and internet expenses of participants attending the Batch 3 Regional Training on Trainers Methodology Level 1 (TM) for SHS-TVL and JHJ-SPTVE Teachers at Amontay Nasipit, Agusan del Norte, as specified under OSEC-13-24-0018 dated January 19, 2024.
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. The disbursement of such funds shall be subject to existing government accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

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

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

**ALLOTMENTS
PROGRAMS**

FIN/nap
08/22/2024



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Republic of the Philippines
Department of Education
CARAGA REGION

August 18, 2024

MARIA INES C. ASUNCION

Director III
Officer-in-Charge
Office of the Regional Director
This Region

Madam:

This is to respectfully request authority from your office to download funds from OSEC-13-24-0018 for the transportation expenses and internet allowance of the following participating SDOs during the Batch 3 Regional Training on Trainers Methodology Level 1 (TM) for SHS-TVL and JHS-SPTVE Teachers at Amontay Beach Resort, Nasipit, Agusan del Norte on July 22-31, 2024 and August 14-23, 2024 to wit:

a. Transportation Expenses

Division	No. of pax	Amount per pax	Total
Agusan del Norte	5	3,000.00	15,000.00
Agusan del Sur	9	7,000.00	63,000.00
Bayugan City	2	4,500.00	9,000.00
Butuan City	5	2,500.00	12,500.00
Cabadbaran City	4	4,500.00	18,000.00
Dinagat	7	12,500.00	87,500.00
Siargao	1	13,500.00	13,500.00
Surigao City	5	8,000.00	40,000.00
Surigao del Norte	15	8,000.00	120,000.00
Surigao del Sur	7	9,000.00	63,000.00
Tandag City	1	8,500.00	8,500.00
TOTAL	61		450,000.00

b. Internet Allowance

Division	No. of pax	Amount per pax	Total
Agusan del Norte	5	500.00	2,500.00
Agusan del Sur	9	500.00	4,500.00
Bayugan City	2	500.00	1,000.00
Butuan City	5	500.00	2,500.00
Cabadbaran City	4	500.00	2,000.00
Dinagat	7	500.00	3,500.00
Siargao	1	500.00	500.00
Surigao City	5	500.00	2,500.00
Surigao del Norte	15	500.00	7,500.00
Surigao del Sur	7	500.00	3,500.00
Tandag City	1	500.00	500.00
TOTAL	61	30,500.00	30,500.00

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SUMMARY:

Division	Travel Expenses	Internet Allowance	Total
Agusan del Norte	15,000.00	2,500.00	17,500.00
Agusan del Sur	63,000.00	4,500.00	67,500.00
Bayugan City	9,000.00	1,000.00	10,000.00
Butuan City	12,500.00	2,500.00	15,000.00
Cabadbaran City	18,000.00	2,000.00	20,000.00
Dinagat	87,500.00	3,500.00	91,000.00
Siargao	13,500.00	500.00	14,000.00
Surigao City	40,000.00	2,500.00	42,500.00
Surigao del Norte	120,000.00	7,500.00	127,500.00
Surigao del Sur	63,000.00	3,500.00	66,500.00
Tandag City	8,500.00	500.00	9,000.00
GRAND TOTAL	450,000.00	30,500.00	480,500.00

For your approval.

Very truly yours,

Celsa M. Cataluña
CELSA M. CATALUÑA
EPS, CLMD

Funds Available:

Elaine N. Navarro
ELAINE N. NAVARRO
OIC Chief, Finance Division

Recommending Approval:

Bernabe L. Linog
BERNABE L. LINOG
Chief, CLMD

Approved:

Maria Ines C. Asuncion
MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

CLMD/cmc
08/18/2024

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