



Republic of the Philippines
Department of Education
CARAGA REGION

DECEMBER 3, 2025

REGIONAL MEMORANDUM

No. 1312, s. 2025

To: Schools Division Superintendents
All Others Concerned

**SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR COMPUTERIZATION
PROGRAM**

1. This Office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the Engagement of Contract of Service, under OSEC-13-25-05508 dated November 14, 2025.
2. Attached for reference is the approved request.
3. Upon receipt of the Sub-ARO, the Schools Division Offices (SDOs) are directed to promptly request the issuance of a 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.

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2025.12.02
08:18:06
+0800
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
11/26/2025



Republic of the Philippines
Department of Education
CARAGA REGION

November 25, 2025

MARIA INES C. ASUNCION

Director IV
Office of the Regional Director

Madam,

This is to respectfully request the issuance of a Sub-Allotment Release Order (Sub-ARO) to the 12 Schools Division Offices (SDOs) of Caraga Region, chargeable against the downloaded funds from the ICTS-Central Office under SARO No. OSEC-13-25-05508. The said allocation will be utilized for the engagement of Contract of Service (COS) personnel who will be assigned to the SDO-ICT Units.

Below are the corresponding allocations per division, as indicated in the Joint Memorandum dated October 1, 2025:

Division Office	# of COS to be hired	Budget Allocation
Agusan del Norte	2	334,400.00
Agusan del Sur	2	334,400.00
Bayugan City	1	167,200.00
Bislig City	2	334,400.00
Butuan City	2	334,400.00
Cabadbaran City	1	167,200.00
Dinagat Islands	2	334,400.00
Siargao Islands	2	334,400.00
Surigao City	2	334,400.00
Surigao del Norte	2	334,400.00
Surigao del Sur	2	334,400.00
Tandag City	1	167,200.00
Total	21	3,511,200.00

Attached are the copies of the SARO and the Joint Memorandum on the "Guidelines on the Engagement of Contract of Service for ICT Needs."

Thank you very much for your kind consideration and continued support.

Very truly yours,


MARCELINO M. AHON JR.
ITO – I



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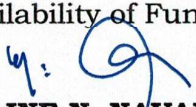


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Availability of Funds:


ELAINE N. NAVARRO
CAO – Finance Division

Oct-13-2013 Bal. 3,511,700

Approved:


MARIA INES C. ASUNCION
Regional Director



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