



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
MAY 13 2025

BY: NMB

TIME: 3:03 PM

MAY 13 2025

REGIONAL MEMORANDUM

No. 0494, s. 2025

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 issuance of a Sub-Allotment Release Order (Sub-ARO) to cover meals and supplies of participants during the **Capacity Building for Career Guidance Advocates on the Implementation of Career Guidance Program**, under OSEC-13-25-02500 dated April 15, 2025.
2. Attached for reference is the approved request.
3. Upon receipt of 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.


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
05/08/2025



Republic of the Philippines
Department of Education
CARAGA REGION

May 2, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director

Madame:

Greetings of Peace and Prosperity!

This is to request your good office for the approval on the downloading of funds from **FY 2025 OSEC-13-25-02500** for the meals and supplies of the participants to attend the **Capacity Building For Career Guidance Advocates on the Implementation of Career Guidance Program** in their respective School Division Offices, to wit:

Division Office	Number of Pax	Amount		Total Amount
		Meals	Supplies	
Agusan del Norte	51	204,000.00	15,300.00	219,300.00
Agusan del Sur	122	488,000.00	36,600.00	524,600.00
Bayugan City	16	64,000.00	4,800.00	68,800.00
Bislig City	21	84,000.00	6,300.00	90,300.00
Butuan City	55	220,000.00	16,500.00	236,500.00
Cabasaran City	16	64,000.00	4,800.00	68,800.00
Dinagat Islands	36	144,000.00	10,800.00	154,800.00
Siargao	27	108,000.00	8,100.00	116,100.00
Surigao City	23	92,000.00	6,900.00	98,900.00
Surigao del Norte	42	168,000.00	12,600.00	180,600.00
Surigao del Sur	121	484,000.00	36,300.00	520,300.00
Tandag City	11	44,000.00	3,300.00	47,300.00
TOTAL	541	2,164,000.00	162,300.00	2,326,300.00

Thank you.

Very truly yours,


ANALOU O. HERMOCILLA
EPS-HRDD

Noted by:

FLORDELISA R. DALIN, EdD
Chief, HRDD

Funds Available:

ELAINE N. NAVARRO
Chief, FD

HRDD OSC 17-25-025000

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director

HRDD/aoh
05/02/2025