



Republic of the Philippines
Department of Education
CARAGA REGION

OCT 18 2024

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REGIONAL MEMORANDUM
FIN – 2024 – **1115**

To: Schools Division Superintendent) Division of Bayugan City
All Others Concerned) Division of Butuan City

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
BASIC EDUCATION CURRICULUM**

1. This office announces the issuance of Sub-Allotment Release Order (Sub-ARO) to cover transportation expenses of participants in the conduct of *Development of Special Curricular Programs Division (SCPD) Special Curricular Programs (SCP) Monitoring and Evaluation (M&E) System* under OSEC-13-24-5815 dated August 30, 2024.
2. Attached is the approved request for reference.
3. Upon receipt of Sub-ARO, the SDOs shall immediately request the Issuance of Notice of Cash Allocation from the DBM Regional Office 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

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO TENEBRO ESCOBARTE JR.

Director III
Assistant Regional Director

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

**ALLOTMENT
PROGRAMS**

FIN/nap
10/16/2024



Republic of the Philippines
Department of Education
CARAGA REGION

October 15, 2024

MARIA INES C. ASUNCION

Regional Director

DepEd Caraga Regional Office

J.P. Rosales Ave., Butuan City

Madame:

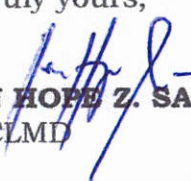
Relative to the guidelines on the use of travel expenses on the Development of Special Curricular Programs (SCP) Monitoring and Evaluation (M&E) System, the undersigned respectfully seeks for your approval to download funds to the following Schools Division Offices:

Schools Division Offices	No. of Pax	Total Amount
Bayugan City	1	12,000.00
Butuan City	1	12,000.00
Total	2	24,000.00

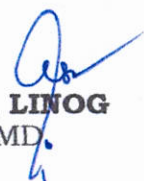
The amount in sum Php 24,000.00 is from the Sub-Allotment Release Order No. OSEC-13-24-5815 which is intended to cover the travel expenses of the participants for the abovementioned activity. Attached in this request letter are the issuances and budget appropriation for your reference.

Thank you.

Very truly yours,


KEVIN HOPE Z. SALVAÑA
EPS, CLMD

Noted by:


BERNABE L. LINOG
Chief ES, CLMD.

Approved by:


MARIA INES C. ASUNCION
Regional Director

CLMD/khzs
10/15/2024

Funds available:


ELAINE N. NAVARRO
OIC-Chief, Finance Division
Bal. - ₱ 28,582.72 OSEC 10-15-2024



2024-10-16846