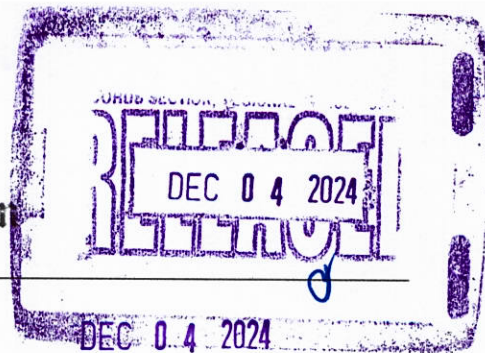




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
FIN – 2024 – 1357

To: Schools Division Superintendents) Division of Agusan del Norte
) Division of Agusan del Sur
) Division of Bayugan City
) Division of Butuan City
) Division of Cabadbaran City
) Division of Surigao City
) Division of Surigao del Norte
) Division of Surigao del Sur

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 Sub-Allotment Release Order (Sub-ARO) under OSEC-13-24-6323 dated October 3, 2024, intended to cover travel expenses of participants for the **Training of Trainers for Guidance Designate, Phase 1 and 2**.
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

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

ALLOTMENT
PROGRAMS

FIN/nap
11/29/2024



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@depd.gov.ph
Website: caraga.depd.gov.ph



2024-11-20040

Doc. Ref. Code	RO-ASD-F164	Rev	00
Effectivity	08.09.24	Page	1 of 1





Republic of the Philippines
Department of Education
 CARAGA REGION

November 27, 2024

MARIA INES C. ASUNCION

Director III
 OIC- Office of the Regional Director
 DepEd Caraga

Madam:

This is to respectfully request for your approval to download funds to the following identified Schools Division Offices (SDOs) for the travel expenses of participants for the Training of Trainers for Guidance Designates- Phases 1 and 2 on November 17-22, 2024, and December 1-6, 2024, respectively:

SDO	Name	Amount	Total Amount
Agusan del Norte	Gil G. Ducena	₱17,000.00	₱28,000.00
	Maryline A. Basilio	₱11,000.00	
Agusan del Sur	Maribel B. Salvadico	₱15,000.00	₱15,000.00
Bayugan City	Herlyn D. Asis	₱11,000.00	₱11,000.00
Butuan City	Generuth M. Bagaforo	₱15,000.00	₱60,000.00
	Generuth M. Bagaforo	₱19,000.00	
	Indira Fideles G. Lacre	₱14,000.00	
	Roxanne May T. Tuazon	₱12,000.00	
Cabadbaran City	Jocelyn S. Basnillo	₱12,000.00	₱12,000.00
Butuan City	Nancy N. Caballero	₱17,000.00	₱17,000.00
Surigao City	Maria Kristine Elizabeth H. Mangyan	₱12,000.00	₱12,000.00
Surigao del Norte	Ramilo M. Osigan	₱10,000.00	₱22,000.00
	Lucille P. Menor	₱12,000.00	
Surigao del Sur	Ivy Jane T. Cullamat	₱9,000.00	₱9,000.00
	Total	Total	₱186,000.00

The total amount of **₱186,000.00** shall be charged against OSEC-13-24-6323 subject to the usual accounting and auditing rules and regulations and

Very truly yours,


FLORDELISA R. DALIN
Chief, HRDD

Availability of Funds:


ELAINE N. NAVARRO
SAO/ OIC
Finance Division
HRDD OSEC 13-24-6323

Approved:


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

QAD/mmv
11/27/2024