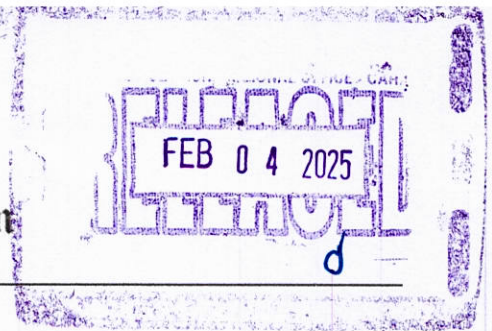




Republic of the Philippines
Department of Education
CARAGA REGION



FEB 04 2025

REGIONAL MEMORANDUM
FIN – 2025 – 0105

To: Schools Division Superintendents) Division of Butuan City
All Others Concerned

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
GENERAL MANAGEMENT AND SUPERVISION**

1. This office announces the issuance of Sub-Allotment Release Order (Sub-ARO) to cover funding requirements for meals and accommodation for the conduct of the Regional Management Committee (RMANCOM) Meeting.
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 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
Regional Director

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

**ALLOTMENT
PROGRAMS**

FIN/nap
01/28/2025



Republic of the Philippines
Department of Education
CARAGA REGION

January 27, 2025

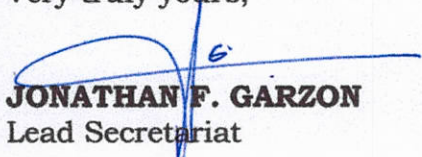
MARIA INES C. ASUNCION
Regional Director
Department of Education
Caraga Region

Madam:

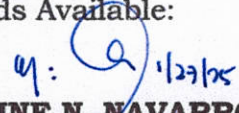
We would like to request authority from your good office to effect the transfer of allotment amounting to **TWO HUNDRED TWENTY THOUSAND PESOS (Php 220,000.00)** to Butuan City Division to cover funding requirements for 2.5 days of meals and accommodation for the conduct of the Regional Management Committee (RMANCOM) Meeting on February 4-6, 2025, at a venue within Butuan City.

Thank you and God bless.

Very truly yours,


JONATHAN F. GARZON
Lead Secretariat

Funds Available:


ELAINE N. NAVARRO
SAO, Finance

Approved:


MARIA INES C. ASUNCION
Regional Director

HRDD/jbt
01/23/2025



2025-01-01275

Doc. Ref. Code	RO-ASD-F069	Rev	00
Effectivity	02.01.23	Page	1 of 1