Republic of the Philippines
Department of Education
CARAGA REGION

FEB 27 2025

REGIONAL MEMORANDUM
FIN – 2025 – 0220

FEB 27 2025

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

All Others Concerned

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR ADMINISTRATION OF PERSONNEL BENEFITS

1. This office announces the issuance of the Sub-Allotment Release Order (Sub-ARO) to cover the allotment for the payment of **Terminal Leave Benefits (TLB)** under FY 2025 GAAAO, dated January 2, 2025.

2. For details regarding this SubARO, concerned personnel are advised to coordinate with the Personnel Unit and/or Budget Unit.

3. Upon receipt of Sub-ARO, the Schools Division Officers (SDOs) are directed to promptly request the issuance of the Notice of Cash Allocation from the DBM Regional Office XIII. The disbursement of these funds shall strictly adhere to government accounting and auditing rules and regulations.

4. Immediate dissemination of this Memorandum is highly encouraged.

MARIA INES C. ASUNCION
Director IV
Regional Director

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

ALLOTMENT
PROGRAMS

FIN/nap
02/15/2025