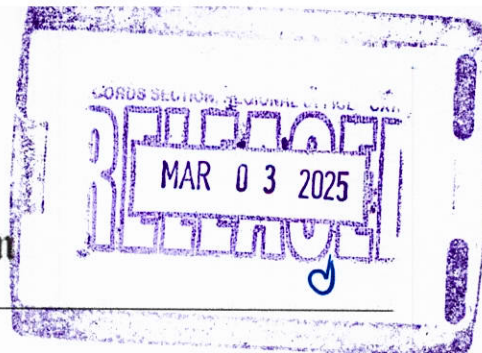




MAR 03 2025

REGIONAL MEMORANDUM

FIN - 2025 - 0224

To: Schools Division Superintendents) Division of Siargao
) Division of Surigao City
) Division of Tandag City

All Others Concerned

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

1. This office announces the issuance of Sub-Allotment Release Order (Sub-ARO) to cover travel expenses of participants in the **Learning Resource (LR) Evaluation and Co-Management of the DepEd Developed Learning Resources (DDLRs)** under OSEC-13-24-6372, dated October 10, 2024.
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. For immediate dissemination and compliance.

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
02/27/2025



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Republic of the Philippines
Department of Education
CARAGA REGION

February 24, 2025

MARIA INES C. ASUNCION

Regional Director
Department of Education

Madam:

This is to respectfully request for the issuance of Sub-Allotment Release Order (Sub-ARO) to the identified Schools Division Offices (SDO/s) of Caraga Region, to download funds from **OSEC-13-24-6372**, as *Program Support Fund (PSF)* to cover travel funds during the LR Evaluation and Co-Management of the DepEd Developed Learning Resources (DDLRs). Below is the budget allocation per division:

Division	Recipient	Amount
Siargao Islands	Sandra Luz R. fernandez	15,000.00
Surigao City	Venus M. Alboruto	14,000.00
Tandag City	Gemma B. Espadero	15,000.00
Total		44,000.00

Thank you.

Very truly yours,

MARIPAZ F. MAGNO
EPS-LR Manager

Noted:

BERNABE L. LINO
Chief, CLMD

Funds Available:

ELAINE N. NAVARRO
SAO, Finance

Approved:

MARIA INES C. ASUNCION
Regional Director

CLMD/mfm
02/24/2025



2025-02-03313

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