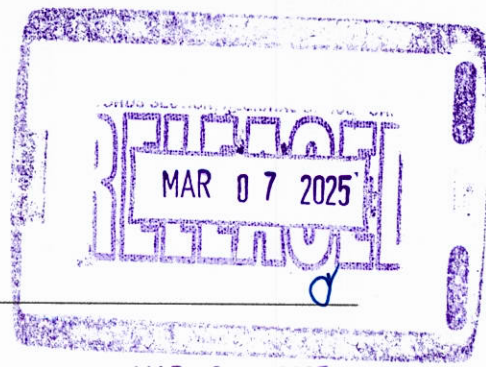




Republic of the Philippines
Department of Education
CARAGA REGION



MAR 07 2025

REGIONAL MEMORANDUM
FIN – 2025 – 0252

To: Schools Division Superintendent) Division of Surigao del Sur
All Others Concerned

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

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to cover expenses incurred for the conduct of the **Regional Schools Press Conference (RSPC)**, under the FY 2025 General Appropriations Act as Allotment Order (GAAAO).
2. Attached herewith 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 a 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
Director IV
Regional Director

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

**ALLOTMENT
PROGRAMS**

FIN/nap
03/06/2025



Republic of the Philippines
Department of Education
CARAGA REGION

March 4, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director

Madam:

This is to respectfully request authority from your office to download funds to Surigao del Sur division from GAS MOOE-CLMD 2025, for the meal expenses, hotel accommodation of the judges, videography services for TV broadcasting, sound system rental for broadcasting contests and technical assistance for water and electricity for the contest venue, on the conduct of the 2025 Regional Schools Press Conference (RSPC), to wit;

Charged to GAS MOOE - CLMD 2025

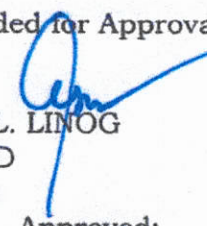
Particular	No. of pax	Amount per pax/day	Total Amount
Meals and Snacks:	50	575.00	28,750.00
Day 1- Lunch, PM snacks Dinner			
Day 2 to 4- 3meals and 2 snacks	100	800.00	240,000.00
Day 5- 2 meals (Breakfast and Lunch) and 1 snacks	50	575.00	28,750.00
Accommodation for the Judges(3 days)	10		30,000.00
Videography services for TV broadcasting for 3 days			40,000.00
Sound system rental for broadcasting contests for 3 days			30,000.00
Technical Assistance for Water and Electricity for the Contest venue			10,000.00
		Total	407,500.00

For your approval.

Very truly yours,


GLADYS S. ASIS
EPS, CLMD

Recommended for Approval:


BERNABE L. LINO
Chief, CLMD

Funds available:


ELAINE N. NAVARRO
OIC Chief, Finance Division

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director

CLMD/gsa
03/04/2025