



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
SEPTEMBER 19, 2025

BY: MLS

TIME: 10:26AM

SEPTEMBER 19, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 0994

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

**SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR HUMAN RESOURCE
DEVELOPMENT FOR SCHOOLS AND LEARNING CENTER PERSONNEL**

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to cover venue rental and electricity expenses for the administration of the **FY 2025 National Assessment for School Heads (NASH)**, under OSEC-13-25-03950 dated August 12, 2025.
2. Attached for reference is the approved request.
3. Upon the 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
09/16/2025



Republic of the Philippines
Department of Education
CARAGA REGION

September 15, 2025

MARIA INES C. ASUNCION
Director IV
Regional Director
This Office

Madam:

This is to respectfully request authority from your office to download funds worth ₱10,000.00 from the Sub-Allotment Release Order (**Sub-ARO**) No. **OSEC-13-25-03950** to Butuan City School of Arts and Trades (BCSAT) for the examination site's rental and electricity payment during the Administration of the FY 2025 National Assessment for School Heads (NASH) on September 7 and 14, 2025.

The funding support enables the effective administration of the FY 2025 National Assessment for School Heads (NASH) in the Caraga region.

For your approval.

Very truly yours,


ANALOU O. HERMOCILLA
EPS, HRDD

Funds Available:


ELAINE N. NAVARRO
Chief, Finance Division
HRRD OSEC 13-25-3950

Recommending Approval:


FLORDELISA R. DALIN, EdD.
Chief, HRDD

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director

HRRD/jad
09/15/2025



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