



Republic of the Philippines
Department of Education
CARAGA REGION

October 6, 2025

MARIA INES C. ASUNCION

Regional Director
DepEd-Caraga Regional Office
J.P. Rosales Ave., Butuan City

Madame:

In reference to DepEd Memorandum DM-CT-2024-030, titled "Guidelines on the Utilization and Reporting of the Program Support Funds for the Alternative Delivery Mode (ADM) for Fiscal Year 2024", the undersigned respectfully requests the transfer of funds to the following Schools Division Offices (SDOs).

This request aims to cover expenses related to transportation, accommodation, meals and snacks, and other incidental costs incurred by participants during the Benchmarking Visit to the Central Visayan Institute Foundation (CVIF) on October 21-23, 2025, focusing on the Dynamic Learning Program (DLP) Implementation for ADM in Education in Emergencies (EiE).

The total amount requested is ₱270,000.00, to be drawn from Sub-Allotment Release Order No. OSEC-13-24-1005.

Schools Division Office (SDO)	No. of Participants	Amount (in peso)
Agusan del Sur	3	30,000.00
Agusan del Norte	1	10,000.00
Bayugan City	3	30,000.00
Butuan City	6	60,000.00
Bislig City	2	20,000.00
Cabadbaran City	2	20,000.00
Dinagat Islands	2	20,000.00
Surigao del Norte	2	20,000.00
Siargao	2	20,000.00
Tandag City	4	40,000.00
	27	270,000.00

Thank you.

Very truly yours,


LEOWENMAR A. CORVERA
EPS, CLMD



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Noted by:

BERNABE L. LINOG
Chief ES, CLMD

Funds available:

ELAINE N. NAVARRO
Chief, Finance Division
two 082 13 - 24 - 1005

Approved by:

MARIA INES C. ASUNCION
Director IV
Regional Director

CLMD/lac
10/06/2025