



Republic of the Philippines
Department of Education
CARAGA REGION

November 21, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1264

To: Schools Division Superintendents) Division of Agusan del Sur
All Others Concerned) Division of Bayugan City
) Division of Bislig City
) Division of Butuan City
) Division of Cabadbaran City
) Division of Dinagat Islands
) Division of Surigao City
) Division of Surigao del Norte
) Division of Surigao del Sur
) Division of Tandag City

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

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the participation of attendees in the **Regional Training of Trainers Methodology Level I and Competency Assessors' Accreditation for SHS-TVL, JHS-SPTVE, and JHS-TLE Teachers**, under OSEC-13-25-0693 dated March 17, 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

FIN/nap
11/18/2025



Republic of the Philippines
Department of Education
CARAGA REGION

October 24, 2025

MARIA INES C. ASUNCION

Regional Director

This Region:

Madam:

This is to respectfully request authority from your office to download funds from **OSEC 13 - 25 - 00693** for the registration expenses of the teacher-participants from the Schools Division Offices (SDOs) during the **Batch 05 Group 2 Regional Training on Trainers Methodology Level I and Competency Assessors' Accreditation for SHS -TVL, JHS-SPTVE, and JHS-TLE Teachers (Groups 1 and 2)**, at Teacher Development Center, DepEd Caraga Regional Office, J. Rosales Avenue, Butuan City.

SDO	NO. of PAX	Amount per PAX	TOTAL
AGUSAN DEL SUR	20	P500.00	P10,000.00
BUTUAN	10	P500.00	P5,000.00
BISLIG	4	P500.00	P2,000.00
BAYUGAN	5	P500.00	P2,500.00
CABADBARAN	8	P500.00	P4,000.00
DINAGAT	9	P500.00	P4,500.00
SURIGAO DEL NORTE	7	P500.00	P3,500.00
SURIGAO DEL SUR	1	P500.00	P500.00
SURIGAO CITY	7	P500.00	P3,500.00
TANDAG	4	P500.00	P2,000.00
TOTAL			P37,500.00

Please refer to the enclosure for specific details.

Very truly yours,

ELMER AUGUSTUS F. CONDE
Education Program Specialist II
HRDD - NEAP



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Effectivity	Rev	Page
02.01.23	00	1 of 2



2025-11-20-429



Fund Available:

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ELAINE N. NAVARRO
Chief, Finance Division
CSA-13-25-00693 Bal. 1,039,150-

Recommending Approval:

FLORDELISA R. DALIN, EdD
Chief, HRDD

APPROVED
Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2025.11.17
11:21:52
+0800
MARIA INES C. ASUNCION
Regional Director



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Effectivity	Rev	Page
02.01.23	00	2 of 2



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