



Republic of the Philippines
Department of Education
CARAGA REGION

November 20, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1265

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

SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR EARLY LANGUAGE
LITERACY AND NUMERACY (ELLN)

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the participation of attendees in the **Development, Revision, and Finalization of Mathematical Story Book for Key Stage 1 under the ELLN Program**, under OSEC-13-25-03665 dated June 30, 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
11/17/2025



Republic of the Philippines
Department of Education
CARAGA REGION

Office of the Regional Director

November 14, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
DepEd Caraga

Madam:

This is to respectfully request the transfer of funds from **OSEC-13-25-03665** to the concerned Schools Division Offices (SDOs) to cover the **travel expenses of participants in the activities under the Early Language, Literacy, and Numeracy (ELLN) Program**, specifically for the region's participation in the **Development, Revision, and Finalization of Mathematical Story Books for Key Stage 1**.

Below is the summary of the required fund transfer:

Schools Division Office	No. of Participants	Total Amount per Participants for the 3 Activities	Total Amount per SDO
Bayugan City	1	43,560.00	43,560.00
Bislig City	1	43,560.00	43,560.00
Cabadbaran City	2	43,560.00	87,120.00
Dinagat Islands	1	43,560.00	43,560.00
Surigao del Sur	1	43,560.00	43,560.00
TOTAL			261,360.00

For your approval.

Very truly yours,

RHEA J. YPARRAGUIRRE
EPS-CLMD

Funds Available:

ELAINE N. NAVARRO
CAO, Finance Division
OFAT B-R-076665 pat. 342,460-

Noted:

BERNABE L. LINOG
Chief ES, CLMD

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2025.11.17
10:12:54
+0800



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph

Doc. Ref. Code		
RO-ASD-F069		
Effectivity	Rev	Page
02.01.23	00	1 of 1



2025-11-20448

