



Republic of the Philippines
Department of Education
CARAGA REGION

November 20, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1268

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

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

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the **Year-End Meeting of DepEd Caraga Legal Officers and Validation Workshop of the DLP Operation**, under FY 2025 GAA and OSEC-13-25-03625 dated June 25, 2025.
2. Attached for reference are the approved requests.
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
11/14/2025



Republic of the Philippines
Department of Education
CARAGA REGION

November 11, 2025

MARIA INES C. ASUNCION
Director IV
Regional Director
Office of the Regional Director
Caraga Regional Office
Butuan City

Ma'am;

We would like to request Authority from your good office to transfer funds amounting to **ONE HUNDRED TWENTY THOUSAND PESOS ONLY (P120,000.00)** from Regional Office MOOE (OC-25-5788-GASS-009) Spearheaded Year-end Meeting to Butuan City Division .

Division	Amount	TOTAL
BUTUAN CITY	120,000.00	120,000.00

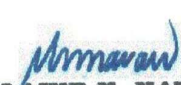
Very Truly Yours


MARIA PAULITA S. LOMONSOD
Legal Assistant II

Noted by:


ATTY. JOSE B. GUIBONE
Attorney IV

Funds Available:


ELAINE N. NAVARRO
OIC- Chief of Finance

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director
Office of the Regional Director

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signed by
Asuncion
Maria Ines
Casona
Date:
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Republic of the Philippines
Department of Education
CARAGA REGION

November 11, 2025

MARIA INES C. ASUNCION

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

Madame:

Relative to Unnumbered DepEd Memorandum dated October 6, 2025 regarding the Request to Reschedule the DLP Operations Manual Validation and Finalization Workshops and Request for Participants, the undersigned requests the release of fund to the identified School Division Office (SDO) to reimburse the travel and incidental expenses of the identified participant during the Validation Workshop of the DLP Operation held on October 27-30, 2025 at Extremelli Suites, Pasay City. The amount in sum Php 14,500.00 is from the Sub-Allotment Release Order (SARO) No. OSEC-13-25-03625.

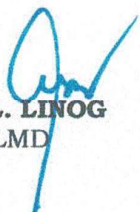
SDO	Participant	Amount (in peso)
Butuan City	Edwin C. Fuego	14,500.00
Total		14,500.00

Thank you.

Very truly yours,


LEOWENMAR A. CORVERA
EPS, CLMD

Noted by:


BERNABE L. LINOG
Chief ES, CLMD

Funds available:


ELAINE N. NAVARRO
OIC-Chief, Finance Division
OSEC-13-25-03625 Rel. 14,500-

Approved by:

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MARIA INES C. ASUNCION
Regional Director

CLMD/lac
11/11/2025



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