



Republic of the Philippines
Department of Education
CARAGA REGION

November 20, 2025

REGIONAL MEMORANDUM
FIN – 2025 – 1270

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

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 to the **Consultative Workshops on the Formulation of the Language Mapping Policy and Workshops on the Finalization of Play-based Integration Modules to Develop Physical Movement and Social Interaction in Key Stage 1**, under OSEC-13-24-6468 and OSEC-13-25-02534 respectively.
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
11/14/2025



Republic of the Philippines
Department of Education
CARAGA REGION

November 11, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
DepEd Caraga Region
Butuan City

Madam:

The undersigned respectfully request authority to transfer the Program Support Fund to the Schools Division Offices, chargeable against the **ELLN Funds** to cover travel expenses of the participants to various Early Language, Literacy and Numeracy (ELLN) activities to wit:

Fund Source	Activity	Office	Participant	Total
OSEC-13-24-6468	Consultative Workshops on the Formulation of the Language Mapping Policy on August 11-13, 2025, at NEAP General Santos City, Region XII	Butuan City	Marie Joy M. Intong	6,000.00
			Angie S. Abbot	5,831.43
OSEC-13-25-02534	Workshop on the Finalization of Play-based Integration Modules to Develop Physical Movement and Social Interaction in Key Stage 1 in Malaybalay City, Bukidnon on October 13-15, 2025	Butuan City	Carolyn S. Mayuga	7,000.00
Total				P18,831.43

11,831.43

Should the transportation expenses of the participants exceeded the downloaded funds for their division/school, the remaining expenses shall be charged against any available or local funds.

Thank you.

Very truly yours,


MARIA CONSUELO C. JAMERA
EPS, CLMD



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Recommended for Approval:


BERNABE L. LINO
Chief, CLMD

Funds available:


ELAINE N. NAVARRO
Chief, Finance Division
EUN 092-13-24-0468 Bal. 11,871.43
CONT. 092-13-25-2534 Bal. 25,860-

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2025.11.13
10:56:10
+0800

CLMD/mcj
11/11/2025



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