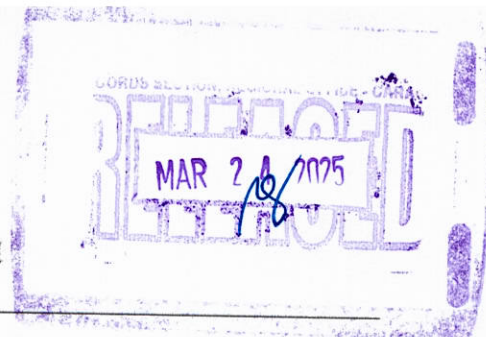




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
FIN – 2025 -0311

MAR 24 2025

To: Schools Division Superintendents) Division of Cabadbaran City
All Others Concerned

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
LEARNER SUPPORT PROGRAM

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to fund the travel expenses of participants attending the **Data Gathering and Consultation Workshop on the Policy on Learner Formation Programs Monitoring and Evaluation and the Learner Participation Framework** on March 17-21, 2025, at Tuguegarao City as authorized under OSEC-13-24-2599 dated April 9, 2024.
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 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

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ALLOTMENT
PROGRAMS

FIN/nap
03/20/2025



Address: J.P. Rosales Avenue, Butuan City
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2025-03-05207

Doc. Ref. Code	RO-ASD-F164	Rev	00
Effectivity	08.09.24	Page	1 of 1





Republic of the Philippines
Department of Education
CARAGA REGION

March 17, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director

Ma'am:

Greetings!

I respectfully request the download of Program Support Funds (PSF) to the Cabadbaran City Division to cover the travel expenses of the selected personnel attending the **Data Gathering and Consultation Workshop on the Policy on Learner Formation Programs Monitoring and Evaluation and the Learner Participation Framework**. The activity will be held on March 17-21, 2025, at Hotel Carmelita, Tuguegarao City, Cagayan (Region 2).

The PSF shall be charged against OSEC-13-24-2599.

NAME	POSITION	SCHOOL/ DIVISION	AMOUNT
Ma. Mitchie Malazarte	Division YFD Focal	SDO Cabadbaran City	P30,000.00

Travel expenses, per diem and other incidental expenses shall be charged to the downloaded program support fund subject to the standard accounting and auditing rules and regulations.

Very truly yours,

f. castaños
ADRILENE MAE J. CASTAÑOS, PhD
Regional LRP Coordinator

Noted:

Edmund D. Mendoza
EDMUND D. MENDOZA, PhD
Chief, ESSD

Funds Available:

Elaine N. Navarro
ELAINE N. NAVARRO
OIC-Chief, BUDGET

APPROVED:

Maria Ines C. Asuncion
MARIA INES C. ASUNCION
Regional Director

ESSD/sa
03/17/2025



2025-03-04526