



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
MAY 2 2025

BY: NMB

TIME: 1:01 PM

REGIONAL MEMORANDUM
FIN – 2025 – 0440

To: Schools Division Superintendent) Division of Agusan del Norte
) Division of Agusan del Sur
) Division of Bayugan City
) Division of Bislig City
) Division of Butuan City
) Division of Cabadbaran City
) Division of Surigao City
) Division of Surigao del Norte
) Division of Surigao del Sur

All Others Concerned

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM**

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to cover travel expenses for the student participants of the **2025 National School Press Conference (NSPC)**, under OSEC-13-25-02132 dated April 7, 2025.
2. Attached for reference is the approved request.
3. Upon 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:

**ALLOTMENTS
PROGRAMS**

FIN/nap
04/23/2025



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Republic of the Philippines
Department of Education
CARAGA REGION

April 22, 2025

MARIA INES C. ASUNCION

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

Madam:

We respectfully request authorization to download funds from OSEC-13-25-02132 to cover travel expenses for the student participants attending the 2025 National Schools Press Conference (NSPC) on May 19-23, 2025, in Vigan City, Ilocos Sur, Region I.

No.	Division	Quantity	Total Cost
1	Agusan del Norte	16	240,000.00
2	Agusan del Sur	21	315,000.00
3	Bayugan City	26	390,000.00
4	Bislig City	16	240,000.00
5	Butuan City	11	165,000.00
6	Cabadbaran City	4	60,000.00
7	Surigao City	11	165,000.00
8	Surigao del Norte	6	90,000.00
9	Surigao del Sur	5	75,000.00
TOTAL		116	1,740,000.00

Thank you.

Very truly yours,

GLADYS S. ASIS

EPS, Journalism Focal Person

Recommended for Approval:

BERNABE L. LINOG
Chief, CLMD

Funds Available:

ELAINE N. NAVARRO
Supervising Administrative Officer

Approved:

MARIA INES C. ASUNCION
Regional Director



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