



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
MAY 9 2025

BY: NMB

TIME: 12:03 PM

MAY 9 2025

REGIONAL MEMORANDUM
FIN – 2025 – 0479

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

**ISSUANCE OF 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 cover expenses for the **Regional Skills Enhancement for the 2025 National Festival of Talents (NFOT) Delegates**, under FY 2025 GAA.
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
05/05/2025



Republic of the Philippines
Department of Education
CARAGA REGION

April 25, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director

Madam:

This is to respectfully request authority from your office to download funds from the FY 2025 GAA Funds for the Regional Skills Enhancement for the 2025 NFOT Delegates expenses to Bayugan City division, to wit:

Item No.	Particular	Quantity	Unit Cost	Total Cost
1	1 Meal and 2 snacks (Lunch, AM & PM snacks without accommodation good for 3 days	34 pax	500.00	51,000.00
2	Accommodation of invited experts	1 room for 2 nights	2,000.00	4,000.00
3	3 Meals and 2 snacks of invited experts for 3 days	2 pax	1,000.00	6,000.00
Total				61,000.00

For your approval.

Very truly yours,


CELSA M. CATALUÑA
EPS, CLMD

Recommended for Approval:


BERNABE L. LINO
Chief, CLMD

Approved:

MARIA INES C. ASUNCION
Director IV
Regional Director

Funds available:


ELAINE N. NAVARRO
OIC Chief, Finance Division
AR-2475-R1760-00052 } 300,000-
AC-24-5780-62435-004 }