



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
MAY 9 2025

BY: NMB

TIME: 1:02 PM

MAY 9 2025

REGIONAL MEMORANDUM
FIN – 2025 – 0481

To: Schools Division Superintendent) Division of Agusan del Norte
) Division of Bayugan City
) Division of Bislig City
) Division of Butuan City
) Division of Cabadbaran City
) Division of Siargao
) 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
BASIC EDUCATION CURRICULUM

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to cover travel expenses for the **National Training of Trainers for Teachers on the National Literacy Remediation Program (NLRP) and Orientation for School Leaders on the NLRP**, 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



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Republic of the Philippines
Department of Education
CARAGA REGION

April 29, 2025

MARIA INES C. ASUNCION

Director IV
Regional Director
DepEd Caraga Region
Butuan City

Madam:

The undersigned would like to request authority from your good office to transfer the Program Support Fund to the identified participants chargeable against **FY 2025 GAAAO-BEC FUNDS** to cover travel expenses incurred during National Training of Trainers for Teachers on the National Literacy Remediation Program and Orientation for School Leaders on the National Literacy Remediation Program on April 27, 2025 to May 2, 2025 at NEAP, Baguio City to wit:

Division	Name of Participants	Station/Office	Total Amount
A. Teachers – April 27, 2025, to April 30, 2025, at NEAP, Baguio City			
Surigao del Sur	Rose Ann L. Calihat	Sumo-Sumo ES	P 22,900.00
Cabadbaran City	David M. Veloso	CASOCES	22,900.00
Surigao City	Elaine L. Negro	Cagutsan ES	22,900.00
Bislig City	Jo Anne O. Santero	New Jerusalem ES	22,900.00
Surigao del Norte	Jonathan M. Mabal	Matin-ao CES	22,900.00
Agusan del Norte	Roslyn E. Despe	San Agustin ES	22,900.00
Bayugan City	Rosette Jeanne D. Consigna	San Juan ES	22,900.00
B. School Leaders – April 30, 2025, to May 2, 2025, at NEAP, Baguio City			
Butuan City	Marylou M. Recososa	Butuan West IS	18,400.00
Siargao	Luz Sandra R. Fernandez	SDO-CID	18,400.00
Total			P197,100.00



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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

Recommended for Approval:


BERNABE L. LINOG
Chief, CLMD

Funds available:


ELAINE N. NAVARRO
SAO, Finance Division
AR-2025-R5780-000.55
KL-25-5780-BEL-001 J 197,100-

Approved:


MARIA INES C. ASUNCION
Director IV
Regional Director

CLMD/mcj
04/29/2025



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