



Republic of the Philippines
Department of Education
CARAGA REGION



MAY 15 2025

REGIONAL MEMORANDUM
FIN – 2025 –0507

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

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
BUILDING PARTNERSHIPS AND LINKAGES PROGRAM

1. This office announces the issuance of a Sub-Allotment Release Order (Sub-ARO) to cover expenses in connection with the **2025 Regional Brigada Eskwela Kick-Off Program**, under OSEC-13-25-01968 dated March 27, 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 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

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

ALLOTMENT
PROGRAMS

FIN/nap
05/09/2025



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



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

May 8, 2025

MARIA INES C. ASUNCION

Regional Director
DepEd Caraga

Madam:

Warm Greetings!

In connection with the 2025 Regional Brigada Eskwela Kick-Off Program at Surigao City Pilot Central School, Surigao City on June 9, 2025, we respectfully request the downloading of funds to the Schools Division Office of Surigao City to support the event.

Requested funding:

- Food and refreshments (AM snack, lunch, and PM snack) for 76 participants: ₱38,000.00
- Supplies and materials for the host school: ₱50,000.00

Total amount requested: ₱88,000.00

These funds shall be charged to OSEC 13-25-01968 (Adopt-A-School PSF) and are subject to COA and accounting rules and regulations.

We deeply appreciate the continued support.

Thank you for your favorable action.

Very truly yours,

ADRILENE MAE J. CASTAÑOS, PhD
PDO IV/ Regional BE Coordinator

Noted:

EDMUND D. MENDOZA, PhD
Chief, ESSD

Availability of Funds:

ELAINE N. NAVARRO
OIC-Chief, Finance

Approved:

MARIA INES C. ASUNCION
Regional Director

ESSD/ajc
05/08/2025



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2025-05-08065

Doc. Ref. Code	RO-ASD-F069	Rev	00
Effectivity	02.01.23	Page	1 of 1



Certificate No.: PHP QN
24 93 0191