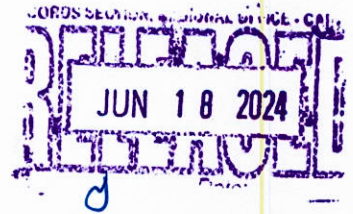




Republic of the Philippines
Department of Education
CARAGA REGION



June 7, 2024

REGIONAL MEMORANDUM
No. 0596, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENT
Division of Butuan City
This Region

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR
GENERAL MANAGEMENT AND SUPERVISION - ROP**

1. This office announces the release of Sub-Allotment Release Order (Sub-ARO) to cover meal expenses of a four (4) day skills Enhancement Training in the Preparation for the National Festival of Talents (NFOT) under FY 2024 GAAAO dated January 2, 2024.
2. Attached is the approved request.
3. Upon receipt of Sub-ARO, the SDOs shall immediately request for Issuance of Notice of Cash Allocation from the DBM RO XIII and disbursement of such fund shall be subject to existing government accounting and auditing rules and regulations.
4. Immediate dissemination and compliance of this memorandum is hereby directed.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

Encl.: as stated
Reference: FY 2024 GAA
To be indicated in the Perpetual Index
under the following subjects:

**GENERAL MANAGEMENT AND SUPERVISION - ROP
SUB-ARO**

FIN/nap
06/07/2024

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



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Certificate No.: PHP QMS
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Republic of the Philippines
Department of Education
CARAGA REGION

June 6, 2024

MARIA INES C. ASUNCION
Regional Director
This Region

Madam:

This is to respectfully request authority from your office to download funds to Butuan City division from AC-24-5780-GASS-005, for the meal expenses of a four (4) day skills enhancement training on June 24-27, 2024 in preparation for the National Festival of Talents (NFOT), to wit;

Particular	No. of pax	Amount per pax/day	Total Amount
3 Meals (Breakfast, Lunch and Dinner) and 2 snacks (AM & PM) without accommodation good for four (4) days	58	1,000.00	232,000.00

For your approval.

Very truly yours,


CELSA M. CATALUÑA
EPS, CLMD

Funds Available:


ELAINE N. NAVARRO
SAO, Finance Division
4/2024 GASS MOVE Cb CLMD

Recommending Approval:


BERNABE L. LINOG
Chief, CLMD

Approved:


MARIA INES C. ASUNCION
Regional Director

CLMD/cmc
06/06/2024