



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
JUN 27 2025

BY: NMB

TIME: 10:50 AM

REGIONAL MEMORANDUM

JUN 27 2025

No. 0635, s. 2025

To: Schools Division Superintendents
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 funds for the following activities:

- A. Travel expenses for Special Program in Foreign Language (SPFL) – Japanese Intensive Course, under OSEC-13-25-02754.
- B. Travel expenses for the Writeshop on the Development of Collaborative Expertise Learning Resource Package for Special Curricular Programs (SCPs), under OSEC-13-25-00609.
- C. Program Support Funds for the Special Curricular Programs (SCP) for School Year 2024-2025, under OSEC-13-24-7579.
- D. Program Support Funds for the Upgrading of Essential Digital Skills for Key Stage Learners on ICT-based Assessment, under OSEC-13-24-7738.

2. Attached for reference are the approved requests.

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:

ALLOTMENTS

PROGRAMS

FIN/nap
06/24/2025

Address: J.P. Rosales Avenue, Butuan City

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2025-06-10689



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Republic of the Philippines
Department of Education
CARAGA REGION

June 20, 2025

MARIA INES C. ASUNCION

Director IV
Officer of the Regional Director
DepEd Caraga Region
Butuan City

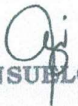
Madam:

This is to request authority from your good office to transfer the Program Support Fund to SDO-Siargao amounting to Thirty-Two Thousand Six Hundred Pesos Only (**P32,600.00**) chargeable against **OSEC-13-25-02754** to cover travel expenses in connection with the conduct of Special Program in Foreign Language (SPFL) - Japanese Intensive Course (Face-to-face Portion) in National Capital Region (NCR) on June 2-6, 2025.

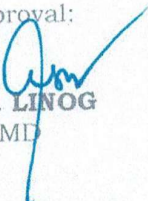
Should the transportation expenses of the participants exceeded the downloaded funds for their division/school, the remaining expenses shall be charged against any available or local funds.

Thank you.

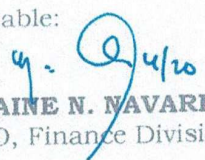
Very truly yours,


MARIA CONSUELO C. JAMERA
EPS, CLMD

Recommended for Approval:


BERNABE L. LINOG
Chief, CLMD

Funds available:


ELAINE N. NAVARRO
SAO, Finance Division

Approved:


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

CLMD/mcj
06/20/2025



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Republic of the Philippines
Department of Education
CARAGA REGION

June 23, 2025

MARIA INES C. ASUNCION
Regional Director
DepEd-Caraga Regional Office

Madame:

Relative to DepEd Memorandum DM-CT-2025-091 regarding the Writeshops on the Development, Validation, and Finalization of the Collaborative Expertise Learning Resource Package for Special Curricular Programs (SCPs), the undersigned respectfully requests the transfer of funds to the following Schools Division Offices (SDOs) to cover the traveling expenses of the participants during the Writeshop on the Development of Collaborative Expertise Learning Resource Package for Special Curricular Programs (SCPs) – May 28-30, 2025 (Ecotech Center, Cebu City). The total amount requested is PHP 35,000.00, to be drawn from OSEC-13-25-00609.

SDO	Participant	Amount (in peso)
Agusan del Sur	Clifford P. Flores	7,000.00
Agusan del Sur	Melodina Orlandez	7,000.00
Sub-total		14,000.00
Surigao del Norte	Kathy Leah S. Servas	7,000.00
Surigao del Norte	Angelito M. Naquila	7,000.00
Sub-total		14,000.00
Surigao del Sur	Elnie Anthony P. Barcena	7,000.00
Sub-total		7,000.00
Total		35,000.00

Thank you.

Very truly yours,

LEOWENMAR A. CORVERA
EPS, CLMD

Noted by:

BERNABE L. LINO
Chief ES, CLMD

Funds available:

ELAINE N. NAVARRO
OIC-Chief, Finance Division

Approved by

MARIA INES C. ASUNCION
Regional Director

CLMD/lac
06/23/2025



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Republic of the Philippines
Department of Education
CARAGA REGION

June 23, 2025

MARIA INES C. ASUNCION
Regional Director
DepEd-Caraga Regional Office

Madame:

In reference to the Joint Memorandum from the Office of the Assistant Secretary for Curriculum and Teaching and the Office of the Undersecretary for Finance dated August 22, 2024, which outlines the implementing guidelines for the utilization of the Special Curricular Programs (SCP) Program Support Funds (PSF) for School Year (S.Y.) 2024–2025, the undersigned respectfully requests your approval to transfer funds to the following Schools Division Offices (SDOs) in support of the identified schools implementing the Special Curricular Program (SCP).

The total amount of ₱ 305,534.00 is from the Sub-Allotment Release Order (SARO) No. OSEC-13-24-7579.

Division	Program	School	Amount(in peso)
Agusan del Norte	SPA	Barobo National High School	18,302.00
Agusan del Norte	SPA	Magallanes NHS	18,504.00
Agusan del Norte	SPA	Agay NHS	37,260.00
Sub-total			74,066.00
Bayugan	SPA	Bayugan National Comprehensive HS	25,000.00
Sub-total			25,000.00
Butuan City	SPA	Taligaman NHS	7,596.00
Sub-total			7,596.00
Surigao City	SPA	Cabrera-Altres NHS	22,190.00
Sub-total			22,190.00
Agusan del Sur	SPSTEM-STE	Agusan del Sur NHS	87,620.00
Sub-total			87,620.00
Surigao del Sur	SPA	Cantilan National High School	40,000.00
Sub-total			40,000.00
Dinagat	SPA	Don Ruben Edera Ecleo Memorial National HS	29,062.00
Sub-total			29,062.00
Cabadbaran	SPA	Cabadbaran City NHS	20,000.00
Sub-total			20,000.00
Total			305,534.00

Thank you.



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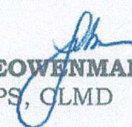


2025-06-10605

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Very truly yours,


LEOWENMAR A. CORVERA
EPS, CLMD

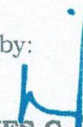
Noted by:


BERNABE L. LINOG
Chief ES, CLMD

Funds available:


ELAINE N. NAVARRO
OIC-Chief, Finance Division

Approved by:


MARIA INES C. ASUNCION
Regional Director

CLMD/lac
06/23/2025



Republic of the Philippines
Department of Education
CARAGA REGION

June 17, 2025

MARIA INES C. ASUNCION

Regional Director

DepEd-Caraga Regional Office

J.P. Rosales Ave., Butuan City

Madame:

Relative to the Joint Memorandum on the Implementing Guidelines on the Use of Program Support Fund for the Upgrading of Essential Digital Skills for Key Stage Learners on ICT-based Assessment, the undersigned respectfully seeks for your approval to download the following:

Schools Division Offices		Number of Schools to Receive the Funds per SDO	Amount to be Downloaded to SDOs
1	Agusan del Norte	1	138,600.00
2	Agusan del Sur	1	138,600.00
3	Bayugan City	1	138,600.00
4	Bislig City	1	138,600.00
5	Butuan City	1	138,600.00
6	Cabadbaran City	1	138,600.00
7	Dinagat Islands	1	138,600.00
8	Siargao	1	138,600.00
9	Surigao City	1	138,600.00
10	Surigao del Norte	1	138,600.00
11	Surigao del Sur	1	138,600.00
12	Tandag City	1	138,600.00
TOTAL		12	1,663,200.00

The fund amounting to P1,663,200.00 is from the Sub-allotment Release Order No. OSEC-13-24-7738 which is intended for the Upgrading of Essential Digital Skills for Key Stage Learners on ICT-based Assessment. Attached in this letter are the issuances for your reference.

Thank you.

Very truly yours,

KEVIN HOPE Z. SALVAÑA

EPS, CLMD

Noted by:

BERNABE L. LINOG

Chief ES, CLMD

Approved by:

MARIA INES C. ASUNCION

Regional Director

Funds available:

ELAINE N. NAVARRO

OIC-Chief, Finance Division



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