



December 10, 2019



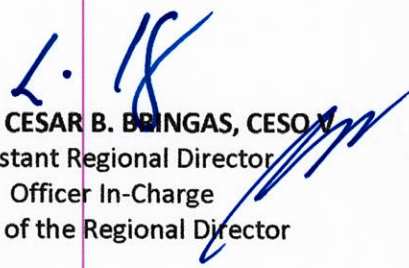
**REGIONAL MEMORANDUM**

No. 854, s. 2019

**Issuance of Sub-Allotment Release Order (Sub-ARO) for Microsoft Productivity Tools  
Training for SHS Teachers**

To: **Schools Division Superintendents  
This Region**

1. This office announces the release of Sub-Allotment Release Order (Sub-ARO) to cover traveling expenses for Microsoft Productivity Tools Training for SHS Teachers at Naga City under OSEC 13-19-6839 dated December 3, 2019.
2. Attached is the approved request for transfer.
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.

  
**FRANCIS CESAR B. BRINGAS, CESO V**  
Assistant Regional Director  
Officer In-Charge  
Office of the Regional Director

FIN/fla/nap  
12/10/2019



2019-12-19667

DCC No.: DepEdRO13-F-REC-013/R2/9-4-2019



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Certificate No.:  
UAE/QMS/2019/1938



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December 6, 2019

**DIR. FRANCIS CESAR B. BRINGAS, CESO V**  
OIC, Office of the Regional Director  
DepEd Caraga Regional Office

Dear Sir:

This is to request to download a **Sub Allotment Release Order (SARO)** to Five (5) Division Offices of Caraga from the fund downloaded by the ICTS-Central Office with **SARO # OSEC-13-19-6839**. The fund is intended to be used to cover travelling expenses for the Senior High Training on Microsoft Productivity Tools last October 21-26, 2019 in Naga City. Below are the distributions per division:

Division	Microsoft Productivity Tools Training for Senior High School Teachers (7 days)		Total
	Naga City		
	# of pax	allocation	
Agusan del Sur	14	25,920.00	362,880.00
Bayugan City	3	20,520.00	61,560.00
Cabadbaran City	3	23,920.00	71,760.00
Surigao City	4	26,620.00	106,480.00
Surigao del Sur	10	30,320.00	303,200.00
	<b>34</b>	<b>127,300.00</b>	<b>905,880.00</b>

Attached is the copy of Sub Allotment Release Order # **OSEC-13-19-6839**.

For your approval. Thank you.

**MARCELINO M. MAHON JR.**  
IT Officer

Funds Available:

**FEL ALEGADO**  
Chief, Finance Division

Approved:

**FRANCIS CESAR B. BRINGAS, CESO V**  
OIC-Regional Director



2019-12-19504

DCC No.: DepEdRO13-F-REC-004/R2/9-4-2019



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