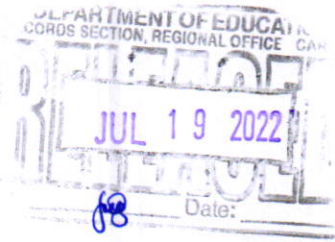




Republic of the Philippines  
**Department of Education**  
CARAGA REGION



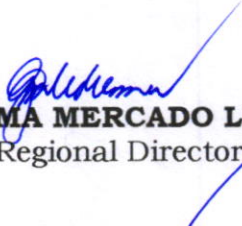
July 15, 2022

REGIONAL MEMORANDUM  
No. 0631, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENT  
Division of Agusan Del Norte  
This Region

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR  
TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

1. This office announces the release of Sub-Allotment Release Order (Sub-ARO) to cover travelling expenses of the participants during the conduct of DepEd Storybook Forum on June 6-10, 2022 in Makati City under OSEC-13-22-4504 dated June 30, 2022.
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.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

Encl.: as stated  
Reference: FY 2022 GAA  
To be indicated in the Perpetual Index  
under the following subjects:

TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS  
SUB-ARO

BUD/nap  
07/15/2022



Address: J.P. Rosales Avenue,  
Butuan City  
Trunkline No: (085) 342-8207  
Telefax No: (085) 342-5969  
Email: caraga@deped.gov.ph



Document Control No:  
DepEdRO13-F-REC-013/R3/02-18-2020



Republic of the Philippines  
**Department of Education**  
CARAGA REGION

July 13, 2022

**MA. GEMMA M. LEDESMA**

Regional Director  
Department of Education  
J. Rosales Ave., Butuan City

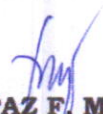
Dear RD Ledesma:

This is to respectfully request for the issuance of Sub-Allotment Release Order (Sub-ARO) to the identified Schools Division Office (SDO) of Caraga Region from the fund downloaded by the DepEd-CO in the amount of PhP **14,680.00 with Sub-ARO No. OSEC-13-22-4504**. This fund is **to cover funding requirements for travelling expenses of the participant during the conduct of DepEd Storybook Forum on June 6-10, 2022 in Makati City**. Below is the budget allocation per division:

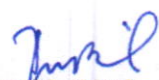
Division	Number of Pax	Amount
Agusan del Norte	1 (Mariel Balcuit)	Php 14, 680.00
	Total	Php 14, 680.00

Attached is a copy of **Sub-ARO No. OSEC-13-22-4504**.

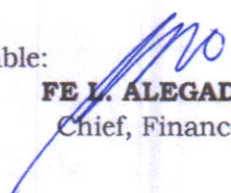
Very truly yours,

  
**MARIPAZ F. MAGNO**  
EPS-LR Manager


Noted:

  
**ISIDRO M. BIOL, JR., PhD.**  
Chief, CLMD

Funds Available:

  
**FE L. ALEGADO**  
Chief, Finance

Approved:

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director



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