



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

November 4, 2020

**DIVISION MEMORANDUM**

No. 375, s. 2020

To: Principals/TIC  
This Division

**ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR THE  
PROVISION OF ADMINISTRATION PERSONNEL BENEFITS**

1. This office announces the release of Sub-Allotment Release Order (Sub-ARO) to cover funding requirements for the salary differential from January-December 31, 2020 on the upgrading of positions through ERFs, conversion of Master Teacher positions and Reclassification of Positions approved in FY 2019.
2. Attached are the approved breakdown of allocations by school JHS-IUS.
3. Upon receipt of Sub-ARO, the schools 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.

**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent

Encls.: As stated.

Reference: SARO FY2019 GAA



6 Balilihan, Mabua, Tandag City, Surigao del Sur, 8300  
(086) 211-3225  
surigaodelsur.division@deped.gov.ph



ISO Cert. No. AIS/1999/2020