



Republic of the Philippines  
 Department of Education  
**REGION IV-A CALABARZON**  
 Gate 2 Karangalan Village  
 1900 Cainta, Rizal



DEPED-4A-RM-09-18- 294

**TO :** SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** FRANCIS CESAR B. BRINGAS  
*(Signature)*  
 OIC-Director III

**SUBJECT :** AUTHORIZED FINANCE STAFF IN THE SCHOOL DIVISION OFFICE WHO WILL GET THE SUB-ALLOTMENT RELEASE ORDERS

**DATE :** May 17, 2018

- As defined in DBM Joint Circular No. 2013-1 (DBM-COA) entitled Revised Guidelines on the Submission of Quarterly Accountability Reports on Appropriations, Allotments, Obligation and Disbursements, Sub-Allotment Release Order (Sub-ARO) is a specific authority issued by the Central Office (CO)/Regional Office (RO) of a department/office/agency to its ROs/ lower operating units (I.e., field office, district office or provincial office) which allow them to incur obligations within a specified amount during a specified period.
- The release of said legal document must be given priority inasmuch as the aggregate allotment releases during the year from all appropriation sources shall not exceed the Allotment Release Program (ARP) of each agency, thereby strict monitoring shall be observed.
- As such, all School Division Offices are required to submit to the Finance Division the official name of the finance staff and an alternate personnel from the SDO, Budget Section who is authorize to get the Sub-Allotment Release Order (Sub-ARO).

Name	Designation	Station	Remarks (Permanent and Alternate
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- An official communication must be sent to this Office addressed to the Regional Director, copy furnished Mrs. Marites L. Gloria, Chief Administrative Officer duly signed by the Schools Division Superintendent not later than May 21, 2018 or email to [finance.calabarzon@deped.gov.ph](mailto:finance.calabarzon@deped.gov.ph).



5. A summarized official list will be available at the Finance Division (Budget Section) which will be the bases for the release of said document. Only the authorized permanent and alternate finance personnel reflected on the list will get the Sub-AROs from the SDOs proper and implementing units. An advance soft copy of Sub-AROs will be sent to all SDOs Budget Officers while the hard copy will be available for release by the Regional Office Proper three (3) days after the receipt of the official email.
6. This will be implemented immediately after the signature of the Regional Director.
7. Please be guided accordingly.