



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 22, 2026

OFFICE MEMORANDUM

FD-2026- 298

**UPDATED INTERNAL POLICY ON DOWNLOADING OF FUNDS THRU THE
ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER
(SUB-ARO)**

To: Regional Chiefs of Division
Section / Unit Heads
All Others Concerned

1. In line with the proper and timely processing of request for downloading, this Memorandum is issued to update and standardize the internal policy on the downloading of funds thru the issuance of Sub-Allotment Release Order (Sub-ARO).

2. Effective immediately, all Requesting Offices (RO Functional Divisions) requesting the downloading of funds shall submit the following complete documentary requirements to the Finance Division:

2.1. Letter Request

2.1.1. Addressed to the Regional Director, attention to the Chief, Finance Division

2.1.2. The letter must clearly indicate the following:

- Purpose of the fund downloaded
- Total amount to be downloaded
- Specific source of funds
- A breakdown of amounts to be downloaded to the different recipient offices, if applicable

2.2. Copy of the Sub-Allotment Release Order (Sub-ARO), if applicable

2.3. Guidelines on the Utilization of funds issued by DepEd CO, if applicable

2.4. Activity Request (AR) / Authority to Conduct (ATC), whichever is applicable

2.4.1. In the Annex of the AR/ATC, the specific source of funds, the corresponding PPA name, the classification of the appropriation as either current or continuing, and the applicable Sub-Allotment Release Order (Sub-ARO) Number, if any, must be explicitly indicated, together with the other required supporting documents enumerated therein.

3. Requests with incomplete information and/or lacking the required supporting documents shall not be processed and will be returned to the requesting office for appropriate action and compliance.
4. For guidance and strict compliance.



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Regional Director

FD-BS-GJNC

