



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

July 16, 2024

DIVISION MEMORANDUM

No. 401, s. 2024

IMPLEMENTATION OF PROJECT “DOSA”: (DIGITALIZATION OF ISSUANCES OF SUB-ALLOTMENT RELEASE ORDER (SUB-ARO) FOR SECONDARY SCHOOLS IMPLEMENTING UNITS

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Office of the Chief Education Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads of Secondary Implementing Units
Accountants/Bookkeepers of Implementing Units

1. Relative to Regional Memorandum No. 175, s. 2021 titled “Institutionalization of Educational Innovation in Region VI – Western Visayas”, this Office announces the implementation of Project DOSA (Digitalization Issuances of Sub-Allotment Release Order (Sub-ARO) for Secondary Schools Implementing Units starting this Fiscal Year 2024.
2. Project DOSA will work on the digitalization of issuances of Sub-ARO for secondary schools implementing units to provide easy access to information related to releases of additional funds. This project aims to:
 - a. create an online support system to facilitate effective communication between the Budget Section and schools, ensuring that schools are well-informed about additional fund releases;
 - b. automate processes of releasing Sub-ARO to schools, leading to faster distribution and utilization of funds;
 - c. produce a shared database system where schools can securely download their Sub-ARO, ensuring easy and safe access to fund release documents and will also serve as digital archive of their fund releases; and



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



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- d. ensure timely and accurate recording in the Budget Monitoring System, thereby preventing delays in the consolidation and submission of monthly and quarterly accountability report.
3. This project, will use online platform to set up an online network of all secondary school accountants/bookkeepers where all updates pertaining to additional PS and MOOE releases will be posted. A Sub-ARO Data Base system will be provided that will serve as the digital archive of all the fund releases.
4. Anent this, all school administrators and accountants/ bookkeepers of secondary schools implementing units are advised to access and utilize the digital archive as platform for posting real-time updates regarding the fund releases. The Sub-ARO data base system can be accessed through this link:

<https://bit.ly/Sub-AROSchoolDownloadFY2024>
5. Immediate dissemination of this Memorandum is desired.

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MIGUEL MAC D. APOSIN, EdD, CESO V
Schools Division Superintendent

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Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

INNOVATION
PROJECTS
SCHOOLS
SUB-ARO



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