



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

5066

May 31, 2022

REGIONAL MEMORANDUM

No. **525**, s. 2022

ACCESSING SUB-ALLOTMENT RELEASES ORDER (SUB-AROs) THRU THE SHARED GOOGLE DRIVE

To: Schools Division Offices
 Implementing Units
 Regional Office Division Chiefs
 Section/Unit Heads
 All Others Concerned

- To facilitate the on-time planning and procurement of programs, projects and activities and to minimize the use of resources in photocopying of the approved Sub-Allotment Releases Order (Sub-AROs) received by providing copy to respective Functional Division Offices of all received Sub-AROs from DepEd Central Office and Approved Regional Sub-AROs to respective Schools Division Offices, the Finance Division, thru the Budget Section, initiated the storing of files thru uploading of PDF file into the shared google drive that is accessible by all program owners and other concerned using their respective office and individual DepEd email.
- The shared google drive can be accessed thru the following links:

Files	Links
2022 Sub-AROs	https://tinyurl.com/2022SubAROs
2021 Sub-AROs	https://tinyurl.com/2021SubAROs
2020 Sub-AROs	https://tinyurl.com/2020SubAROs

- For those Regional Office personnel who wish to access the link using their respective office DepEd email, attached is the guide on the step-by-step process of Accessing the Sub-AROs online.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

[Signature]
EVELYN R. FETALVERO, CESO IV

DEPARTMENT OF EDUCATION
 RECORDS SECTION, REGIONAL OFFICE



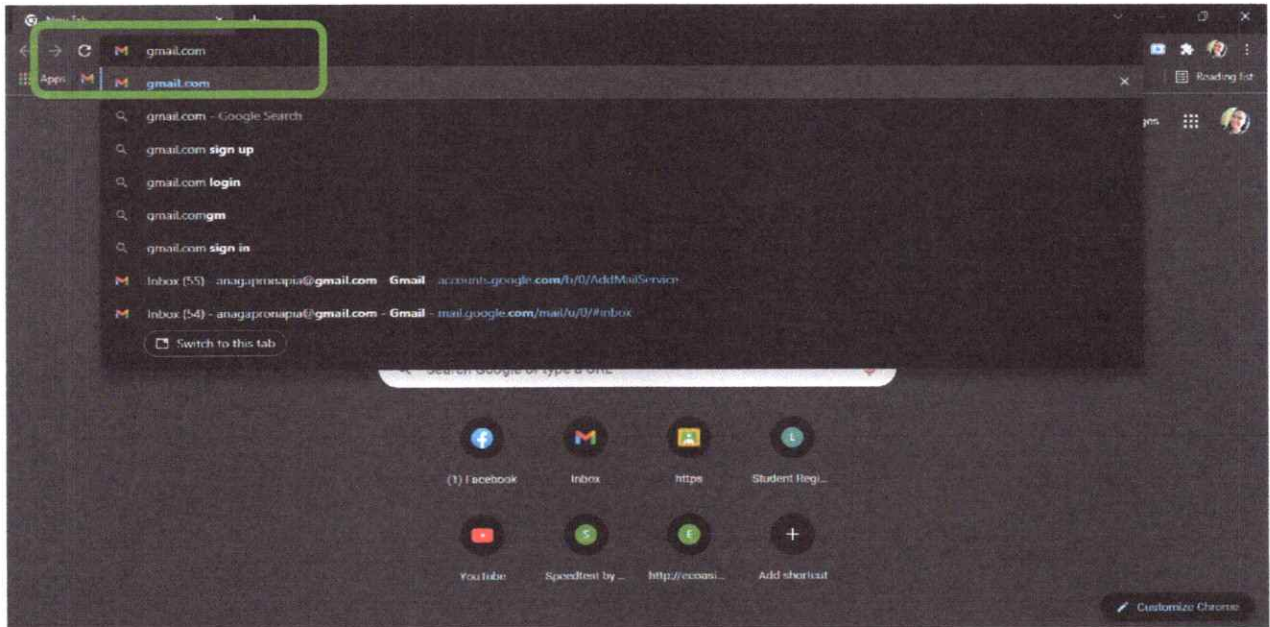
FD-BS-RAD



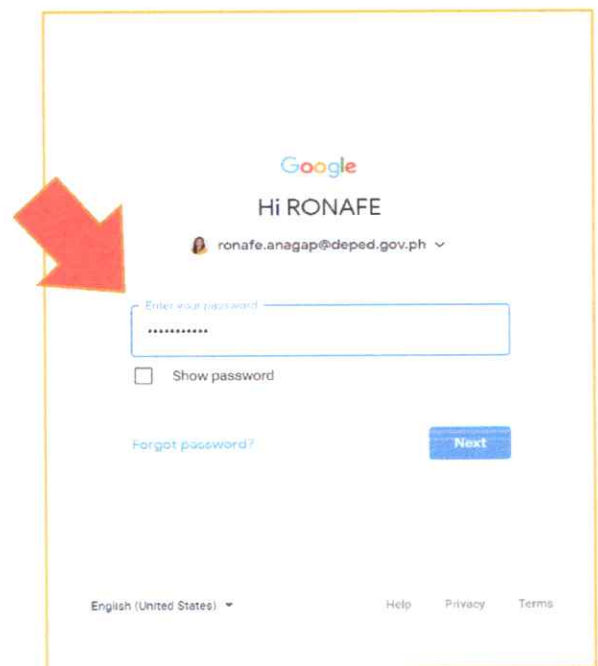
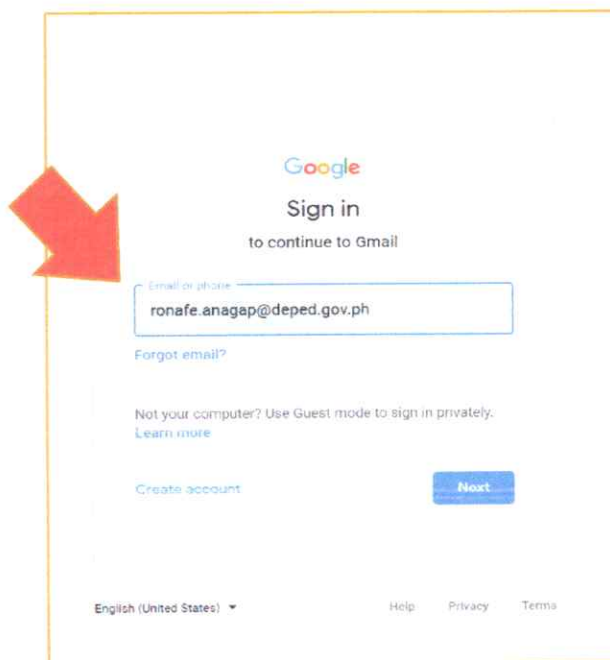
Accessing Sub-AROs in the : A Step-by-Step Process



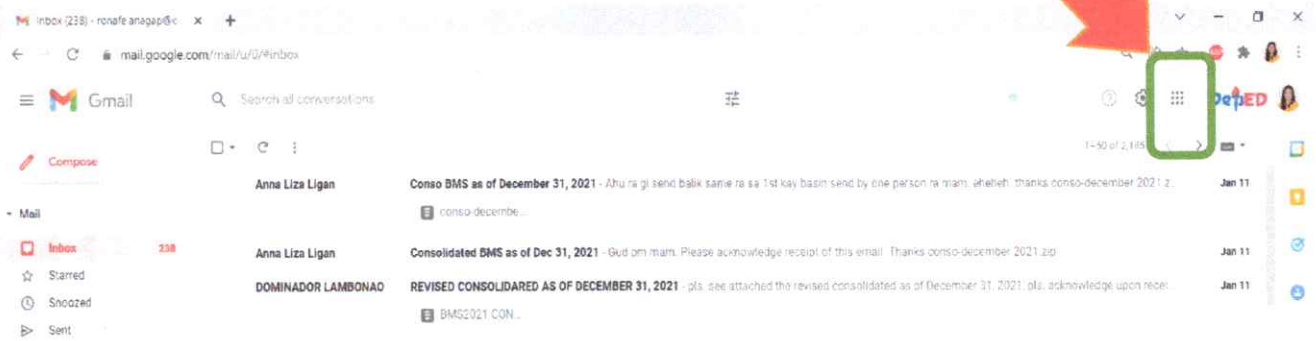
1. Open Browser (chrome, mozilla, etc.)
2. Go to gmail.com



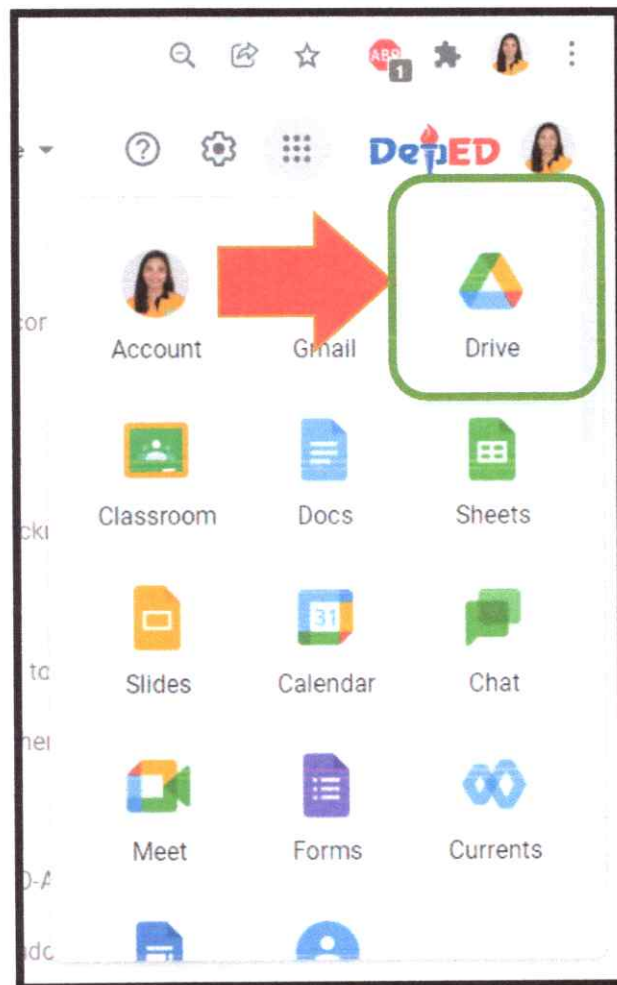
3. Sign-in using your office/individual account.



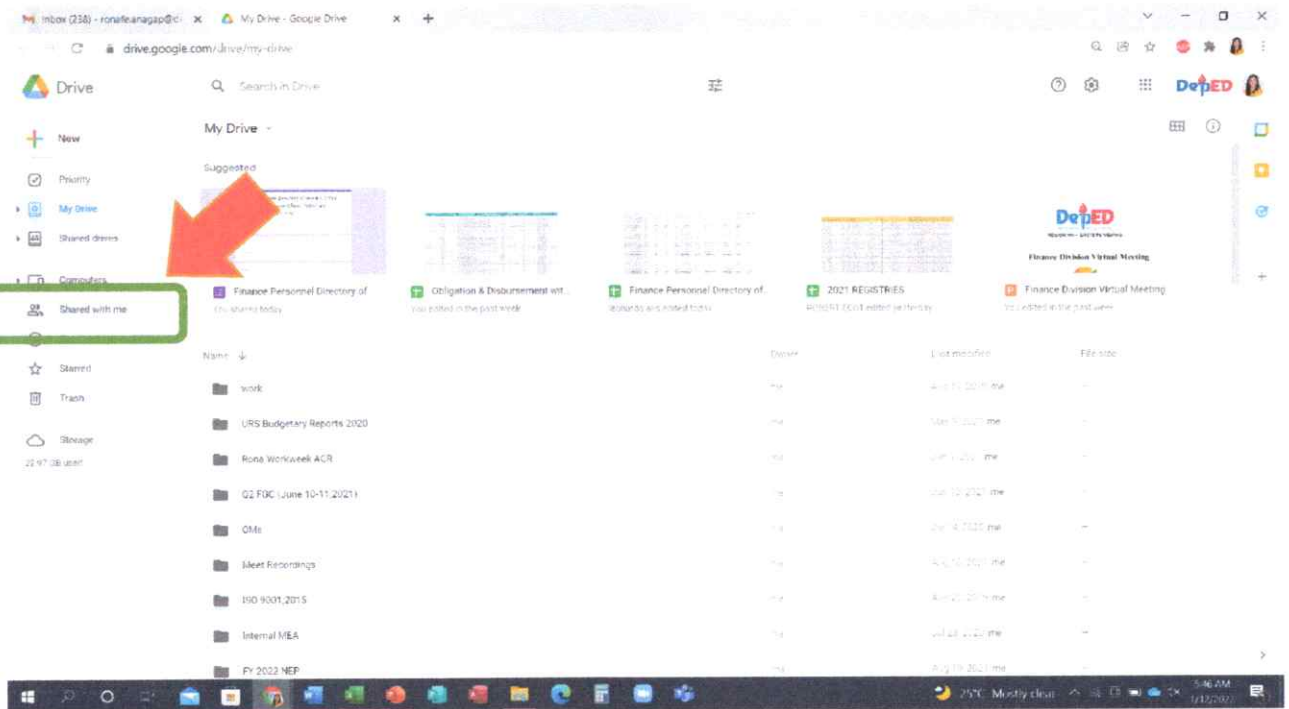
4. Look for the dotted icon (google apps)



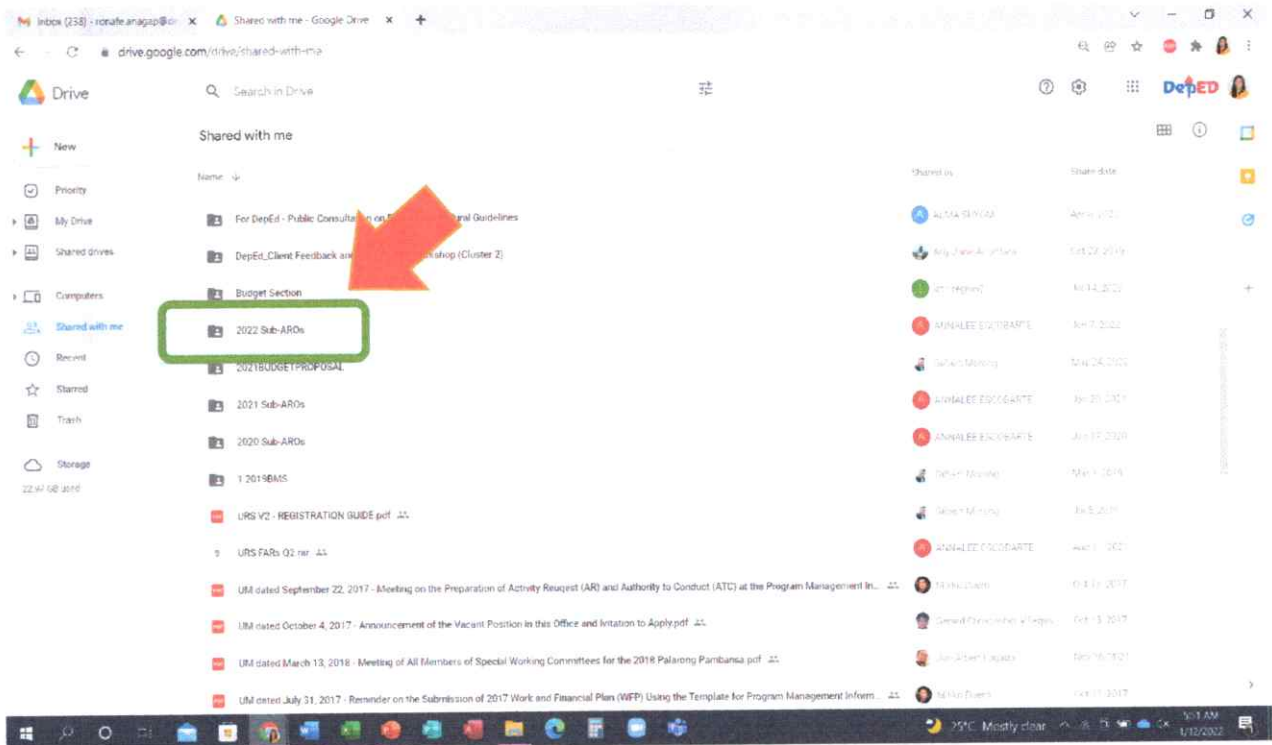
5. Click the google drive icon



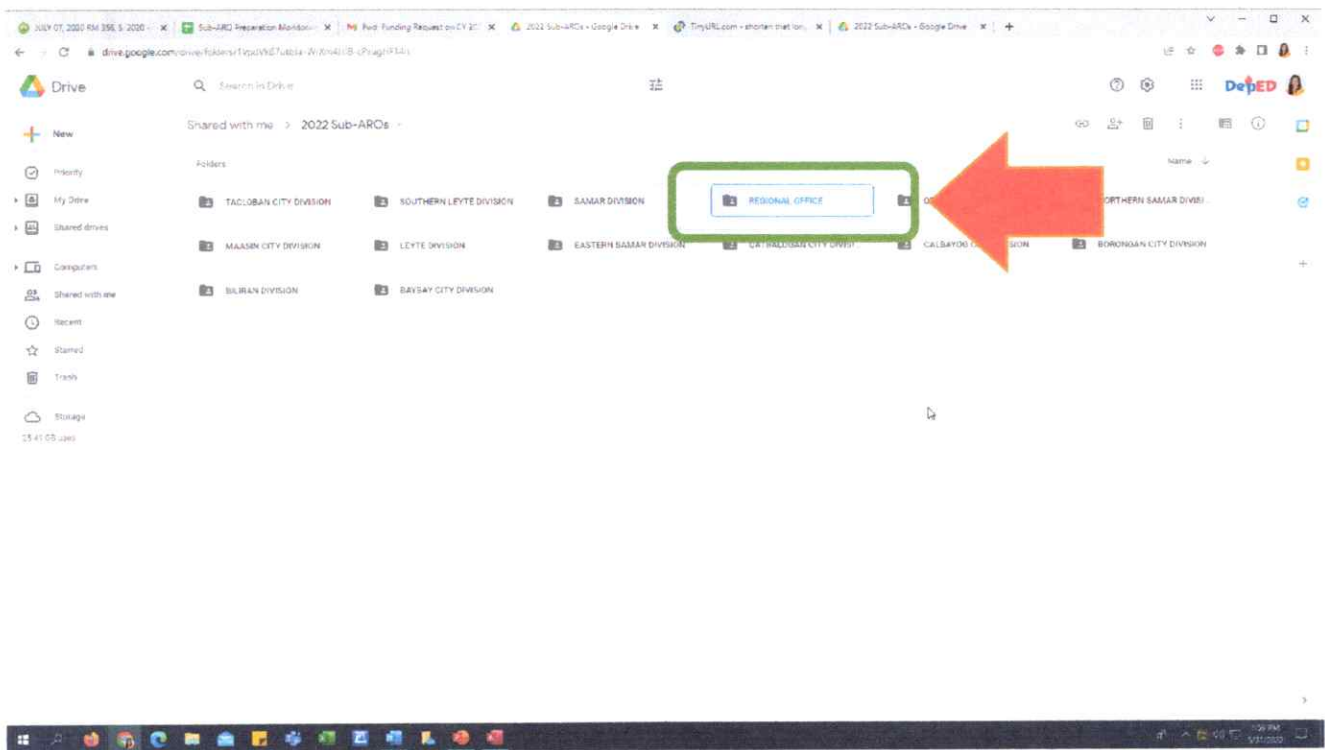
6. Click "Shared with me"



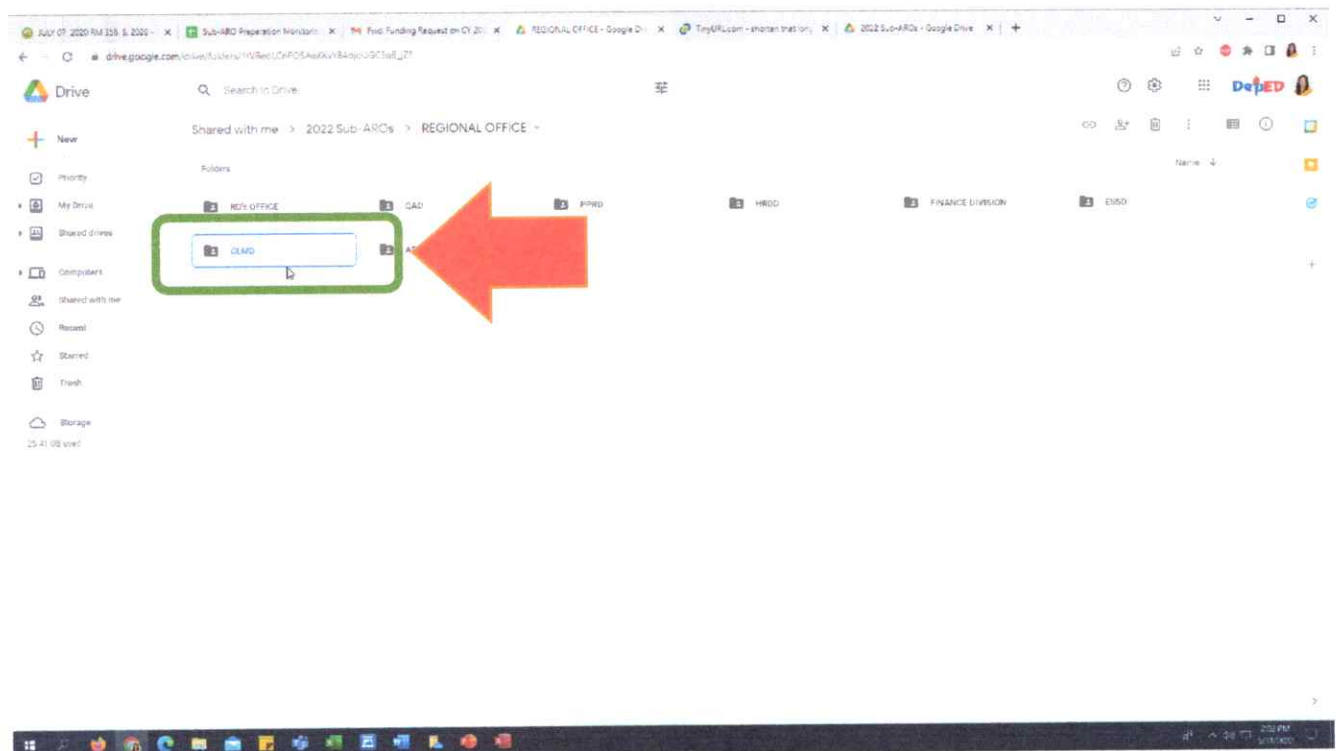
7. Look for the "2022 Sub-AROs" folder (or 2020 Sub-AROs/2021 Sub-AROs)



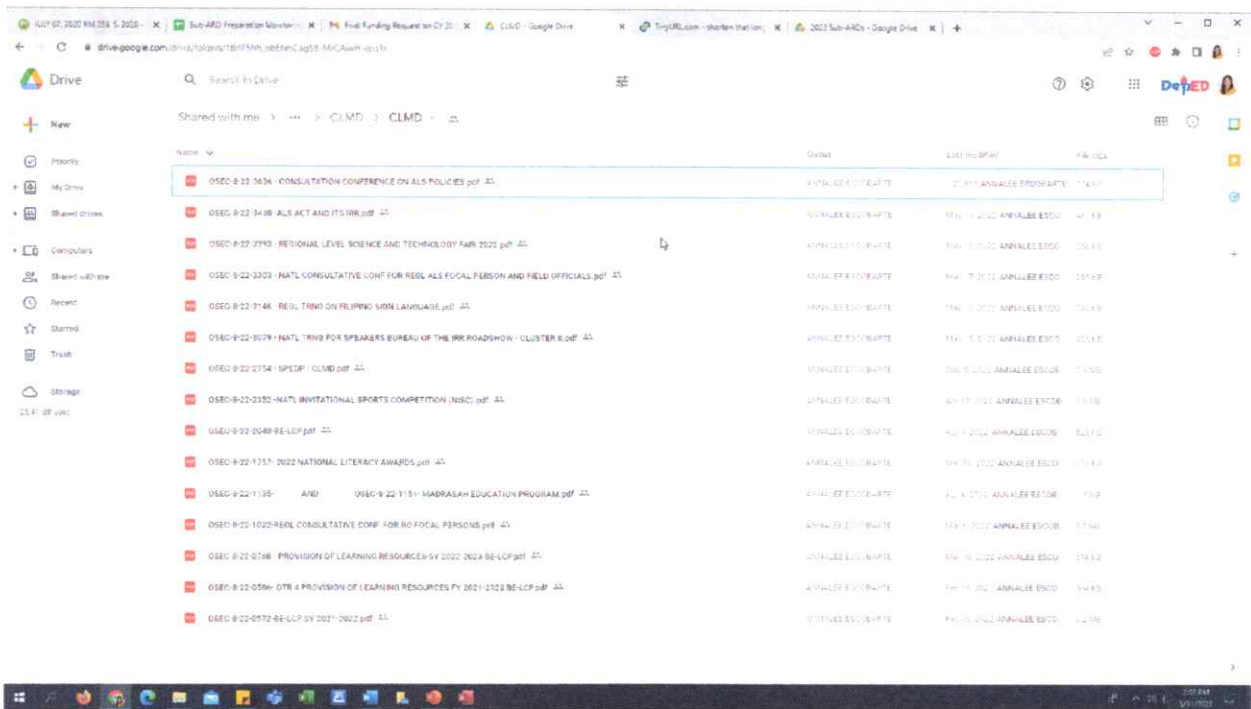
8. Select "Regional Office" folder



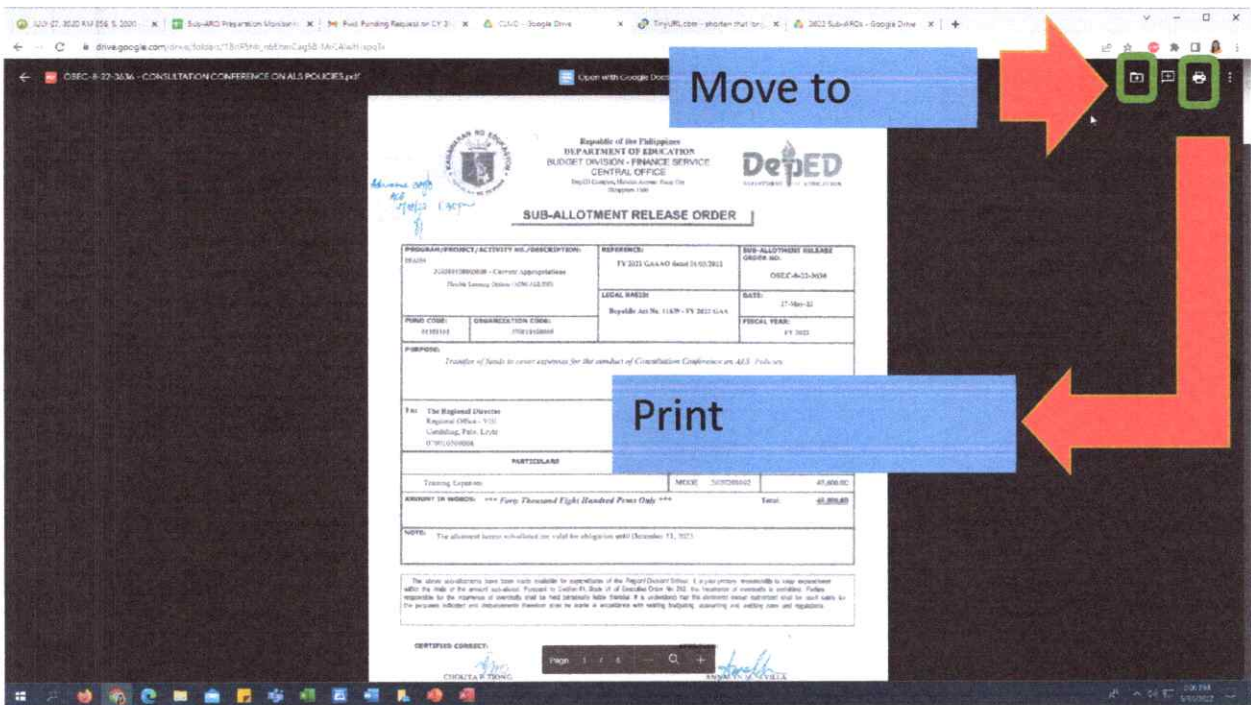
9. Select your Division Name



10. Double click the Sub-ARO file you wish to print



11. Click the command buttons on the upper right side of the open file to print.



12. Click the 3-dots on the upper right side of the open file to download.

