



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

May 6, 2021

OFFICE MEMORANDUM

No. **000181**, s. 2021

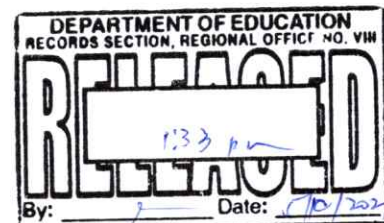
To: Regional Functional Division Chiefs (HRDD, CLMD, and QAD)
Schools Division Superintendents (Baybay City and Leyte Divisions)
All Others Concerned

TRANCHE 3 OF COMMUNICATIONS ALLOWANCE FOR THE REGIONAL AND DIVISION OFFICIALS INVOLVED IN THE SUSTAINING EDUCATION REFORM GAINS (SERG) PROJECT

1. In compliance with the DepEd Memorandum, dated May 3, 2021, this Office requires the concerned personnel to submit the needed accomplished forms relative to the Tranche 3 of Communications Allowance for the Regional and Division Officials Involved in the Sustaining Education Reform Gains (SERG) Project to the DepEd Regional Office VIII through the clmd.region8@deped.gov.ph / rosemarie.guino@deped.gov.ph not later than 5 p.m. of May 10, 2021.
2. Other details relative to this concern are stipulated in the attached memorandum.
3. Immediate dissemination of and compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

CLMD- RMG



ACTION SLIP

- | | |
|--|---|
| <input type="checkbox"/> Assistant Regional Director | <input checked="" type="checkbox"/> For appropriate action |
| <input type="checkbox"/> Legal Unit | <input type="checkbox"/> For comment/
recommendation |
| <input type="checkbox"/> ICT Unit | <input type="checkbox"/> For notation |
| <input type="checkbox"/> Public Affairs Unit | <input type="checkbox"/> For your information |
| <input checked="" type="checkbox"/> Curriculum and Learning Mgt Div | <input type="checkbox"/> For initial |
| <input type="checkbox"/> Learning Resource Mgt Section | <input type="checkbox"/> For filing |
| <input type="checkbox"/> Education Support Services Div | <input type="checkbox"/> Please prepare reply/
endorsement |
| <input type="checkbox"/> School Health Section | <input type="checkbox"/> Please see me about this |
| <input type="checkbox"/> Education Facilities Section | <input type="checkbox"/> Please give preferential
attention |
| <input type="checkbox"/> Programs and Services Section | <input type="checkbox"/> Please let us confer on this |
| <input type="checkbox"/> Field Technical Assistance Div | <input type="checkbox"/> Please handle this |
| <input type="checkbox"/> Quality Assurance Div | <input type="checkbox"/> For investigation/ verification/
validation |
| <input type="checkbox"/> Human Resource Dev't Div | <input type="checkbox"/> For information dissemination
to Division Offices/ concerned
personnel |
| <input type="checkbox"/> Policy, Planning & Research Div | <input type="checkbox"/> Please attend |
| <input type="checkbox"/> Administrative Division | <input type="checkbox"/> For distribution |
| <input type="checkbox"/> Cash Section | <input type="checkbox"/> For posting in the bulletin
board |
| <input type="checkbox"/> Payroll Services | |
| <input type="checkbox"/> Personnel Section | |
| <input type="checkbox"/> Records Section | |
| <input type="checkbox"/> Property & Supply Section | |
| <input type="checkbox"/> General Services Unit | |
| <input type="checkbox"/> Finance Division | |
| <input type="checkbox"/> Accounting Section | |
| <input type="checkbox"/> Budget Section | |

Remarks: _____


MA. GEMMA MERCADO LEDESMA
Regional Director





Republic of the Philippines
Department of Education
PROJECT MANAGEMENT SERVICE

Office of the Director

MEMORANDUM

FOR : *Central Office*
DR. JOHN ARNOLD S. SIENA, Director IV, NEAP
DepEd Region V
DR. GILBERT T. SADSAD, Regional Director, Region V
Supt. CRESTITO M. MORCILLA, Legazpi City
Supt. DANILO E. DESPI, Iriga City
Supt. WILLIAM E. GANDO, Sorsogon City
Supt. LOIDA N. NIDEA, Camarines Sur
DepEd Region VI
DR. RAMIR B. UYTICO, Regional Director, Region VI
Supt. ROEL E. BERMEJO, Iloilo City
Supt. MA. JOCELYN J. PALCAT, Guimaras
DepEd Region VIII
DR. MA. GEMMA M. LEDESMA, Regional Director, Region VIII
Supt. MANUEL P. ALBANO, Leyte
Supt. RAUL D. AGBAN, Baybay City
DepEd Region X
DR. ARTURO B. BAYOCOT, Regional Director, Region X
Supt. RANDOLPH B. TORTOLA, Bukidnon
Supt. CHERRY MAE L. LIMBACO, Cagayan De Oro Cit

MTA

FROM : **MILAGROS T. TALINIO**
Director IV
Project Management Service

SUBJECT : **Tranche 3 of Communications Allowance for Central, Regional, and Division Officials Involved in the Sustaining Education Reform Gains (SERG) Project**

DATE : May 3, 2021

Please be informed that the Australia-Department of Foreign Affairs and Trade (DFAT) through the Save the Children Philippines (SCP), will be providing Tranche 3 of communications allowance for central, regional, division, and school officials involved in the Sustaining Education Reform Gains (SERG) Project.

The allowances as determined by SCP, shall be used to defray expenses for internet and mobile data loads of officials directly involved in the project during the extended quarantine months of 2021. This tranche will cover five (5) months, from February to June 2021.

The breakdown of communications allowance, its documentary requirements, and its processing and issuance are as follows:

1. Central, regional, and division officials except TPD Coaches

- 1.1. The documentary requirements and process of issuance of the communications allowance will be the same as the previous tranches. (Please refer to the attached **Form 1** for the specific information being requested per official to enable the direct downloading of the funds to their respective accounts.) Should you prefer to release the allowance to another official involved in the project, please inform us through email. Once received, kindly accomplish **Form 2** for purposes of reporting the matter to DFAT. The allocations of communications allowance per office, as determined by SCP, follows:

Table 1. Allocation of SERG Communications Allowance for Central, Regional, and Division Officials, Except Teacher Professional Development (TPD) Coaches

Engaged Officials	Number of Persons	Amount Per Month Per Person (Php)	Total Amount for 5 Months Per Person (Php)
CO-NEAP (Coach of SERG Regions + Liaison/Partnership focal person+ L&D Focal)	9	2,000	10,000
PMS	4	1,500	7,500
RO SERG Focal Person	4	2,000	10,000
RO HRDD-NEAP Chief	4	2,000	10,000
RO GEDSI Focal Person	4	2,000	10,000
RO QAD (M&E)	4	1,500	7,500
SDO SERG Focal Person	10	2,000	10,000
SDO SGOD (M&E)	9	2,000	10,000

2. TPD Coaches

- 2.1. The allocated allowance for the TPD Coaches shall be Php3,000 per month. It will be issued along with their honoraria as TPD coaches under the project.

3. For School Heads and L&D Teacher Coordinators

- 3.1. The TPD Coach/Coordinator will manage the allowance allotted to his/her respective pilot schools. They will be responsible for the disbursement of the communications allowance to the schools and subsequent liquidation to SCP. The breakdown of allocation of communications allowance for pilot schools in each division office is in Table 2.
- 3.2. If the allowance will be disbursed directly to school officials, please ensure that the receiving officials accomplish the attached Voucher Form to acknowledge receipt of the allowance, and to liquidate the same to SCP.
- 3.3. If the allowance will be coursed through the Principal or a school representative, the Voucher Form and Form 2 must be completed. The principal/school representative shall acknowledge receipt of the total amount of the allowance using Form 2. He/she then distributes the communications allowance due each school personnel directly involved in Project SERG. Said recipient of communications allowance shall acknowledge receipt of such amount by completing a Voucher Form, to be sent to issuing Principal or school representative.

Table 2. Breakdown of Communications Allowance for SERG Pilot Schools

Region	Schools Division Office	Name of TPD Coach (to receive and distribute the allowance to schools)	No. of Schools	Total Amount Due for 5 Months (PHP)
V	Legazpi City	Nonie S. Conda	7	87,500.00
	Sorsogon	Beverly Laban	4	50,000.00

	Iriga City	Maricel L. Intia	4	50,000.00
	Camarines Sur	Irene Yu Dayandante	7	87,500.00
VI	Guimaras	Edlyn Legita	8	100,000.00
	Iloilo	Rolly Ben Madera	6	75,000.00
VIII	Leyte	Glendale B. Lamiseria	6	75,000.00
	Baybay City	Frolomea Narra Taniza	6	75,000.00
X	Cagayan de Oro City	Michael Dave B. Tan	6	75,000.00
	Bukidnon	Jocelyn L. Flores	6	75,000.00
Total			60	750,000.00

- 3.4. When the distribution of allowances is done, the Principal or school representative concerned shall ensure that the total amount in the Voucher Form tallies with the Form 2 he/she signed to evidence receipt of the total communications allowance on behalf of the school. The Voucher Form which was individually signed by recipient school personnel and the Form 2 signed by the Principal or school representative who distributed the communications allowance, shall be sent to SCP to liquidate the fund.

4. Lastly, please refer to the attached **List of Officials Involved in the SERG Project** submitted by the ROs and the SDOs. Kindly confirm or update said list.

Please email accomplished Forms 1 and 2, Voucher Forms, and updates, if any, on the List of Officials Involved with Project SERG to this Office, Attention: **Ms. Jeremay M. Cervancia (jeremay.cervancia@deped.gov.ph) on or before May 7, 2020**. Please note that if we do not hear any update from you about the list of officials directly involved in the project, we will take it to mean that your list is still valid.

Further, the original copy of accomplished forms with affixed wet signature must be submitted, including the forms used in the previous 2 tranches. The PMS will collect the forms of CO officials, RO SERG focal persons will collect the forms of project officials in their respective regions, while the TPD Coaches will collect the forms of project officials in their respective division offices and schools. Forms collected will then be submitted to the SERG Adviser assigned in their respective offices.

Thank you for your usual support and cooperation.

Enclosures:

1. Form 1
2. Form 2
3. Voucher Form
4. List of DepEd Officials Involved in the SERG Project

cc: ATTY. NEPOMUCENO A. MALALUAN
Undersecretary and Chief and Staff

TONISITO M.C. UMALI, Esq
Undersecretary
Legislative Affairs, External Partnerships, and
Project Management Service

FORM I: BANK ACCOUNT DETAILS

For the Provision of Communication Allowance to Support the Implementation of the SERG Project

*All information shared in this form is **HIGHLY CONFIDENTIAL** and will **ONLY** be used to transfer the communication allowance provided by Save the Children Philippines to its partners in implementing the Sustaining Education Reform Gains (SERG) Project. The form should be filled-out individually and only by the recipient of the Communication Allowance. Once completed, please directly email the filled-out form to Ms. Jeremay Cervancia (jeremay.cervancia@deped.gov.ph) of the Project Management Service (PMS) of DepEd, and copy-furnish Ms. Tess Ragsag (Tess.Ragsag@savethechildren.org) and Ms. Melville Teodosio (Melville.Teodosio@savethechildren.org) of Save the Children Philippines. Do not share with anyone else.*

Region	:	
School Division	:	
School Name	:	
Account Name (Last, First and MI)	:	
Account Number	:	
Account Holder's Address	:	
Account Holder's Contact Number	:	
Bank Name	:	
Bank Account Currency	:	
Bank Branch	:	
Bank Address	:	

Once the amount is received, a clear scanned copy or photocopy of the duly filled-out Acknowledgement Receipt (Form 2) should be emailed back to Ms. Jeremay Cervancia, Ms. Tess Ragsag and Ms. Melville Teodosio. The original signed copy of both documents (Form 1 and Form 2) should be submitted to the Education Specialist of SERG Project assigned in your area.

Region	Schools Division Office	Education Specialist of SERG Project	Contact Details
Region 5	Camarines Sur & Iriga City	Orfenila Tuy	09178389429 / Orfelina.Tuy@savethechildren.org
	Sorsogon City & Legazpi City	Lorna Dig Dino	09178148006 / Lorna.Dino@savethechildren.org
Region 6	Iloilo City & Guimaras	Rosarita Dalisay	09178389296 / Rita.Dalisay@savethechildren.org
Region 8	Leyte & Baybay City	Maria Maya Lyn Bañes	09178388864 / Maya.Banez@savethechildren.org
Region 10	Cagayan de Oro City & Bukidnon	Solitario Discar Jr.	09178388439 / Solitario.Discar@savethechildren.org

I certify that all information provided above are true.

Signature over Name

Position and Office

Date



Save the Children

ACKNOWLEDGEMENT RECEIPT

Form 2: Acknowledgment Receipt

To Whom It May Concern:

This is to acknowledge and certify that the undersigned received the total amount of _____(Php_ _____) from **Save the Children Philippines** for a 5-month (February to June 2021) communication allowance under the SERG Project.

As proof of receipt, I affix my signature in the space provided for.

Name : _____

Signature : _____

Contact Details :
(Email / Mobile No.) _____

Date : _____

This form should be individually filled-out by the recipient.

SERG Communication Allowance Recipients' Bank Account Details

1-Direct account deposit (49)
2-TPD Coaches, included in Honoraria (10)

Scheme	Validated	Form 1	Central Office/ Regional Office / Schools Division Office (SDO)	Name of School/ Office/ Designation	Account Name
1			Central Office	NEAP	Capuyan, Jerson R.
1		YES	Central Office	NEAP	Galgo, Leah Patricia M.
1		YES	Central Office	NEAP	Reyes, Ana-Sol B.
1			Central Office	NEAP	San Diego, Anna Marie B.
1		YES	Central Office	NEAP	Atienza, Sarah Jane C.
1		YES	Central Office	NEAP	Dagar, Ariel C.
1			Central Office	NEAP	Garcia, Edward D.
1		YES	Central Office	NEAP	Tiongson, Danise M.
1			Central Office	NEAP	Roy Benson
1			Central Office	Project Management Service	Talinio, Milagros T.
1			Central Office	Project Management Service	Cervancia, Jeremay M.
1			Central Office	Project Management Service	Yumping, Erwin R.
1		YES	Central Office	Project Management Service	Palacol, Edgardo N.
1	YES	YES	Regional Office V	RO Focal Person	Aler, Ma. Corazon A.
1	YES	YES	Regional Office V	RO HRDD-NEAP Chief	Nacion, Sancha M.

1	YES	YES	Regional Office V	RO GEDSI Focal Person	Tambago, Amelia A.
1	YES	YES	Regional Office V	RO QAD (M&E)	Dy, Jocelyn O.
1	YES		Camarines Sur SDO	SDO L&D Focal Person	Doroin, Josephine C.
1	YES		Camarines Sur SDO	SDO M&E	Gomez, Marilyn S.
2		YES	Camarines Sur SDO	SDO TPD Coach	Duyandante, Irene Umbao
1	YES	YES	Iriga City SDO	SDO L&D Focal Person	Quiaño, Ma. Genoviva N.
1	YES	YES	Iriga City SDO	SDO M&E	Puso, Virgilio S.
2		YES	Iriga City SDO	SDO TPD Coach	Intia, Maricel L.
1		YES	Legazpi City SDO	SDO L&D Focal Person	Nuyles, Maria Solidad P.
1		YES	Legazpi City SDO	SDO M&E	Redrino, Myrna N.
2	YES	YES	Legazpi City SDO	SDO TPD Coach	Conda, Nonie S.
1		YES	Sorsogon City SDO	SDO L&D Focal Person	De Castro, Ma. Theresa O.
1		YES	Sorsogon City SDO	SDO M&E	Elli, Noe D.
2		YES	Sorsogon City SDO	SDO TPD Coach	Laban, Beverly Q.
1	YES	YES	Regional Office VI	RO Focal Person	Barredo, Leonerico E.
1	YES		Regional Office VI	RO HRDD-NEAP Chief	Severino, Susan D.
1	YES		Regional Office VI	RO GEDSI Focal Person	Dominica Parcia
1	YES		Regional Office VI	RO QAD (M&E)	Sindingan, Leilani F.
1		YES	Guimaras SDO	SDO L&D Focal Person	Santillan, Noel E.
1		YES	Guimaras SDO	SDO M&E	Cabe, Myrna G.

2		YES	Guimaras SDO	SDO TPD Coach	Legita, Edlyn D.
1	YES	c/o Madera , Rolly Ben	Iloilo City SDO	SDO L&D Focal Person	Gulmatico, Gilda C.
1	YES		Iloilo City SDO	SDO M&E	Esportuno, Frankie G.
2	YES	YES	Iloilo City SDO	SDO TPD Coach	Madera, Rolly Ben M.
1	YES	YES	Regional Office VIII	RO Focal Person	Lagumbay, Alejandra B.
1	YES	YES	Regional Office VIII	RO HRDD-NEAP Chief	Villamor, Harvie D.
1	YES	YES	Regional Office VIII	RO GEDSI Focal Person	Guino, Rosemarie M.
1	YES	YES	Regional Office VIII	RO QAD (M&E)	Tayum, Sonny S.
1	YES	YES	Baybay City SDO	SDO L&D Focal Person	Suyom, Marck Anthony M.
1	YES	YES	Baybay City SDO	SDO M&E	Pael, Rosalinda P.
2		YES	Baybay City SDO	SDO TPD Coach	Tañiza, Frolomea Narra T.
1	YES	YES	Leyte SDO	SDO L&D Focal Person	Villasin, Jennie D.
1	YES	YES	Leyte SDO	SDO M&E	Boholano, Ronel D.
2		YES	Leyte SDO	SDO TPD Coach	Lamiseria, Glendale B.
1		YES	Regional Office X	RO Focal Person	Postrano, Rebecca P.
1		YES	Regional Office X	RO HRDD-NEAP Chief	Antolo, Raymund S.
1		YES	Regional Office X	RO GEDSI Focal Person	Labitad, Gina F.
1		YES	Regional Office X	RO QAD (M&E)	Llagas, Laurencia O.
1	YES	YES	Bukidnon SDO	SDO L&D Focal Person	Rebaya, Prescilla T.
1	YES	YES	Bukidnon SDO	SDO M&E	Quijada, Gladys Jean D.

2		YES	Bukidnon SDO	SDO TPD Coach	Flores, Jocelyn L.
1			Cagayan de Oro City SDO	SDO L&D Focal Person	Rollan, Eleanor Consejo H.
1			Cagayan de Oro City SDO	SDO M&E	Rollan, Eleanor Consejo H.
2		YES	Cagayan de Oro City SDO	SDO TPD Coach	Tan, Michael Dave B.