



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

June 27, 2025

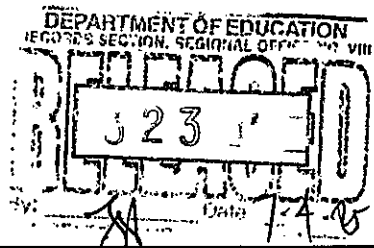
**OFFICE MEMORANDUM**

AD-2025— **523**

**NEW LIST AND AMOUNT OF ALLOWABLE COMMUNICATION EXPENSES  
AND DOCUMENTARY REQUIREMENT FOR CY 2025**

To: RO Functional Division Chief  
Education Program Supervisors  
All Others Concerned

1. In view of the implementation of **DBM Budget Circular No. 2024-2, s.2024** dated August 2, 2024 **"Guidelines on the Payment of Communication Expenses of Certain Government Personnel"** and **DepEd Order No. 014, s. 2025** dated May 08, 2025 **"Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads"**, this office hereby informed all concerned on the new list of personnel, amount of allowable communication expenses and updated documentary requirements.
2. The following documentary requirements must be submitted to the Personnel Section on or before 12<sup>th</sup> of the month for processing:
  - a. Statement of Account (SOA)/Bill (1 copy);
  - b. Invoice /Official Receipt or machine-validated statement of account indicating the registered mobile number (1 copy);
  - c. Certified photocopy of duly signed Daily Time Record (handwritten and biometric generated printed copy only) (1 copy); and
  - d. Duly signed and noted self-certification (**Annex A, DBM-BC No. 2024-2, s. 2024**) (1 copy).
3. Attached is the list of personnel with the authorized monthly allocation.
4. For immediate and strict compliance.



**EVELYN R. FETALVERO, CESO III**  
Regional Director

AD-PS-ABA



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**Republic of the Philippines**  
**Department of Education**

ANNEX A to DBM Budget Circular No. 2024-2, s. 2024

**AUTHORIZED/ELIGIBLE RECIPIENTS OF THE POSTPAID LINES AND PREPAID LOADS**

Below is the list of Personnel/ Staff of DepEd Regional Office VIII who will avail of mobile phone subscriptions/ lines and prepaid loads, chargeable against the allowable provision for such purpose. This provision will facilitate the accomplishment of functions and responsibilities of the DepEd Regional Office VIII office

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION
Mobile Phone Subscriptions / Lines / Prepaid Loads			
Fetalvero, Evelyn R.	RD	Communication expense used to transact for business purposes necessary in the performance of the office.	3,000.00
Firmo, Ronelo Al K.	ARD	Communication expense used to transact for business purposes necessary in the performance of the office.	2,500.00
De Luna, Elena S	ASDS	Communication expense used to transact for business purposes necessary in the performance of the office.	2,000.00
Dimakiling, Rita R.	CES	Communication expense used to transact for business purposes necessary in the performance of the office.	2,000.00
Guino, Rosemarie M.	CES	Communication expense used to transact for business purposes necessary in the performance of the office.	2,000.00
Lagumbay, Alejandra B.	CES	Communication expense used to transact for business purposes necessary in the performance of the office.	2,000.00
Mabutin, Gertrudes	OIC-CES	Communication expense used to transact for business purposes necessary in the performance of the office.	2,000.00
Sarmiento, Mercedes D.	CAO	Communication expense used to transact for business purposes necessary in the performance of the office.	2,000.00
Suyom, Alma E.	CAO	Communication expense used to transact for business purposes necessary in the performance of the office.	2,000.00
Verunque, Cesar P.	CES	Communication expense used to transact for business purposes necessary in the performance of the office.	2,000.00
Villamor, Harvie D.	CES	Communication expense used to transact for business purposes necessary in the performance of the office.	2,000.00



NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION
Mobile Phone Subscriptions / Lines / Prepaid Loads			
Caboboy, Elizabeth E.	SAO	Communication expense used to transact for business purposes necessary in the performance of the office.	1,000.00
Fabillo, Gladys J.	SAO	Communication expense used to transact for business purposes necessary in the performance of the office.	1,000.00
Ganto, Analuna M.	RD Staff	Communication expense used to transact for business purposes necessary in the performance of the office.	1,000.00
Labante, Christine A.	RD Staff	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Acuin, Dandy G.	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Adtoon, Gerardo L	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Aspa, Amenia	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Balledo, Margie S.	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Bihag, Joy B.	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Café, Alfredo	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Camposano, Marlou D.	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Cuevas, Rachel R.	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Endriano, Dean Ric M.	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Fernandez, Ernani S. Jr.	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Gula, Jimmy G.	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Jorge, Nova P.	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Lamiseria, Glendale B.	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Mangaliman, Geraldine	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00



NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION
<b>Mobile Phone Subscriptions / Lines / Prepaid Loads</b>			
Menil, Maryjean S.	EPS-Designate	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Nayre, Reynaldo	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Rosales, Rodel V.	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Solis, Melvin Chito M.	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Superable, Dina S.	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Tayum, Sonny	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Tiu, Ryan	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Vacal, Rowena	EPS	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
<b>TOTAL</b>			<b>38,000.00</b>

\*list down functions, as stated in the TOR, which requires frequent use of mobile phones and prepaid loads, specify official business use of the mobile phone subscription/lines and prepaid loads in order for the personnel to perform cited function (e.g., to coordinate with stakeholders, to gather data from regional offices)

The total amount of **Thirty-Eight Thousand Pesos (Php38,000.00)** is chargeable against and within the approved monthly ceiling for the personnel/staff of **DepEd Regional Office VIII**, as provided in the Guidelines on the Use of Mobile Phone Subscriptions/ Lines and Prepaid Loads under **DBM Budget Circular No. 2024-2, s. 2024** dated **August 2, 2024** and **DepEd Order No. 14, s. 2025** dated May 8, 2025.

Approved by:

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director 

\*Head of Office is the Secretary, Undersecretary, Assistant Secretary, Bureau/ Service and Regional Director, and School Division Superintendent.







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## CERTIFICATION

THIS IS TO CERTIFY that communication expenses incurred in the total amount of **Php**\_\_\_\_\_ for the period covering \_\_\_\_\_ were all official in nature and necessary to the performance of official functions.

This certification is issued to support the reimbursement of said expenses.

(NAME OF AUTHORIZED OFFICIAL/EMPLOYEE)

\_\_\_\_\_  
 (POSITION/DESIGNATION)

**Noted by:**

(NAME OF IMMEDIATE SUPERVISOR)

\_\_\_\_\_  
 (POSITION/DESIGNATION)



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