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

August 26, 2025

**OFFICE MEMORANDUM**

AD-2025—**429**

**UPDATED 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 updated 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.



**RONALO AL K. FIRMO, CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the 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			
Firmo, Ronelo Al K.	OIC- Regional Director	Communication expense used to transact for business purposes necessary in the performance of the office.	3,000.00
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
Caboboy, Elizabeth E.	SAO	Communication expense used to transact for business purposes necessary in the performance of the office.	1,000.00
Dadap, Eden A.	PDO IV	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
Colinayo, Werlyn O.	ADAS I	Communication expense used to transact for business purposes necessary in the performance of the office.	300.00



NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION
Mobile Phone Subscriptions / Lines / Prepaid Loads			
Atty. Eleanor C. Calumpiano	Attorney IV	Communication expense used to transact for business purposes necessary in the performance of the office.	300.00
Jazmin F. Calzita	AO V	Communication expense used to transact for business purposes necessary in the performance of the office.	300.00
Jim Labert A. Lagado	ITO I	Communication expense used to transact for business purposes necessary in the performance of the office.	300.00
Harley M. Hamoy	ADAS II	Communication expense used to transact for business purposes necessary in the performance of the office.	300.00
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
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

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION
Mobile Phone Subscriptions / Lines / Prepaid Loads			
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>36,500.00</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-Six Thousand Pesos (Php36,500.00)** 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:

**RONEL AL K. FIRMO, CESO IV**

Assistant Regional Director

Officer-in-Charge

Office of the Regional Director

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