



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

January 5, 2026

**OFFICE MEMORANDUM**

AD-2026- **14**

**UPDATED LIST OF ELIGIBLE PERSONNEL, ALLOWABLE MONTHLY  
COMMUNICATION EXPENSES AND DOCUMENTARY  
REQUIREMENTS FOR CALENDAR YEAR 2026**

To: **RO Functional Division Chiefs  
Education Program Supervisors  
Section/Unit Heads  
All Others Concerned**

1. In view of the issuance of DepEd Order No. 36, s. 2025 dated December 23, 2025 "Guidelines on the Payment of Communication Expenses for Officials and Employees of the Department of Education" this Office hereby informs all concerned on the updated list of eligible personnel, allowable monthly communication expenses, and documentary requirements.

2. Relative thereto, all the eligible personnel in the attached list are requested to submit their official contact number with the following documentary requirements to the Personnel Section on or before 12<sup>th</sup> of the month for the processing of communication allowance:

- a) Statement of Account (SOA)/Bill (1 original copy);
- b) Invoice/Official Receipt or machine-validated statement of account indicating the registered mobile number (1 original copy);
- c) Duly signed Daily Time Record (handwritten and biometric generated printed copy (1 certified photocopy); and
- d) Duly signed and noted self-certification (Annex A of DBM Budget Circular No. 2024-2, s. 2024 (1 original copy)

3. Attached is the updated list of eligible personnel with the corresponding monthly allocation, for reference.

4. For information, guidance and strict compliance.

**RONELO AL K. FIRMO, CESO IV**  
Assistant Regional Director  
Office-in-Charge  
Office of the Regional Director

AD-PS-EDR



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**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:

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION (PHP)
Firmo, Ronelo Al K.	OIC-RD	Communication expenses incurred for business transactions necessary to the performance of official functions.	3,000.00
Tenasas, Edgar Y.	SDS	Communication expenses incurred for business transactions necessary to the performance of official functions.	2,500.00
De Luna, Elena S.	ASDS	Communication expenses incurred for business transactions necessary to the performance of official functions.	2,000.00
Dimakiling, Rita R.	CES	Communication expenses incurred for business transactions necessary to the performance of official functions.	2,000.00
Guino, Rosemarie M.	CES	Communication expenses incurred for business transactions necessary to the performance of official functions.	2,000.00
Mabutin, Gertrudes C.	CES	Communication expenses incurred for business transactions necessary to the performance of official functions.	2,000.00
Lagumbay, Alejandra B.	CES	Communication expenses incurred for business transactions necessary to the performance of official functions.	2,000.00
Sarmiento, Mercedes D.	CAO	Communication expenses incurred for business transactions necessary to the performance of official functions.	2,000.00
Suyom, Alma E.	CAO	Communication expenses incurred for business transactions necessary to the performance of official functions.	2,000.00
Verunque, Cesar P.	CES	Communication expenses incurred for business transactions necessary to the performance of official functions.	2,000.00
Villamor, Harvie D.	CES	Communication expenses incurred for business transactions necessary to the performance of official functions.	2,000.00
Acuin, Dandy G.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Adtoon, Gerardo L.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Aspa, Amenia C.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Balledo, Margie S.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Bihag, Joy B.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Caboboy, Elizabeth E.	SAO	Communication expenses incurred for business transactions necessary to the performance of official functions.	1,000.00
Café, Alfredo P.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Camposano, Marlou D.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Cuevas, Rachel R.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION (PHP)
Dadap, Eden A.	PDO IV	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Endriano, Dean Ric M.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Fabillo, Gladys J.	SAO	Communication expenses incurred for business transactions necessary to the performance of official functions.	1,000.00
Fernandez, Ernani, Jr. S.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Gula, Jimmy G.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Jorge, Nova P.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Lamiseria, Glendale B.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Mangaliman, Geraldine M.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Menil, Maryjean S.	MT I/EPS Designate	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Nayre, Reynaldo E.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Rosales, Rodel V.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Solis, Melvin Chito M.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Superable, Dina S.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Tayum, Sonny S.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Tiu, Ryan R.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00
Vacal, Rowena T.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00

***Other Staff authorized by the Regional Director***

Bagon, Ryan Jay L.	Engr. III	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Calipayan, Gary Jay N.	AO V	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Calumpiano, Eleanor C.	Atty. IV	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Calzita, Jasmin F.	AO V	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Catubao, Dulce C.	Atty. III	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Cinco, Ariem V.	AO V	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Cinco, Hydelyn N.	PO III	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Colinayo, Werlyn O.	ADAS I	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION (PHP)
Cordeta, Iris N.	ADA VI	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Daya, Jennylind D.	EPS II	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Gerona, Fe M.	Acct III	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Hamoy, Harley M.	ADAS II	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Lagado, Jim Albert A.	ITO I	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Noveda, Rasheil L.	DM II	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Paglinawan, Ma. Laura F.	AO V	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Resco, Russel L.	AO V	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Reyes, Apple T.	AO IV	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Rosales, Eva D.	AO V	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Selloga, Evangeline N.	ADA I	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Villamor, Franco A.	AO IV	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
			<b>53,900.00</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 phones subscription/lines and prepaid loads in order for the personnel to perform cited functions (e.g., to coordinate with stakeholders, to gather data from the field offices)

The total amount of Fifty-Two Thousand Six Hundred Pesos (PhP52,600.00) 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. 36, s. 2025 dated December 23, 2025.

Approved:

**RONELO AL K. FIRMO, CESO IV**  
OIC-Regional Director

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

