



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

March 23, 2026

OFFICE MEMORANDUM

AD-2026- **148**

**DOCUMENTARY REQUIREMENTS, TIMELINE, UPDATED LIST
OF ELIGIBLE PERSONNEL, AND ALLOWABLE AMOUNT
OF MONTHLY COMMUNICATION ALLOWANCE**

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

1. With the addition, promotion, and transfer of some eligible employees and as agreed during the Regional Executive Committee (REXECOM) Meeting conducted on March 9, 2026, and in compliance with 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" the list of eligible employees and timeline are hereby updated.
2. The following documentary requirements shall be submitted to the Personnel Section on or before 12th of the succeeding month for processing:
 - 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. Eligible personnel are given only two (2) months to reimburse the communication allowance for a specific month (e.g. communication allowance for the month of January shall be reimbursed until March only). Failure to submit the requirements within the 2-month period means forfeiture of the reimbursement.
4. Attached is the updated list of eligible personnel with the monthly allocation for reference.
5. For information, guidance, and strict compliance.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
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)
Salustiano, Jimenez T.	RD	Communication expenses incurred for business transactions necessary to the performance of official functions.	3,000.00
Siao, Marilyn B.	ARD	Communication expenses incurred for business transactions necessary to the performance of official functions.	2,500.00
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
Tiu, Ryan R.	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
Balleo, Margie S.	EPS	Communication expenses incurred for business transactions necessary to the performance of official functions.	800.00

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION (PHP)
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
Closa, Jayson R.	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
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

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION (PHP)
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
Cordeta, Iris N.	ADA VI	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
Daya, Jennylynd 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

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION (PHP)
Villamor, Franco A.	AO IV	Communication expenses incurred for business transactions necessary to the performance of official functions.	500.00
			56,400.00

**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-Six Thousand Four Hundred Pesos (PhP56,400.00) 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:


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
 Regional Director
 

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